

Title **Chino Police Department** 07/07/2023  
 by **Mike Johnson** in **Organized Retail Theft Prevention Grant Program** id. 41328695  
 mjohnson@chinopd.org

**Original Submission** 07/07/2023

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

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

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

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

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

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

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Lead Public Agency **City of Chino / Chino Police Department**

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Applicant's Physical Address **13220 Central Avenue  
Chino  
CA  
91710  
US**

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

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Mailing Address for Payment **13220 Central Avenue  
Chino  
Ca  
91710  
US**

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Tax Identification Number **95-0930239**

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

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Project Director **Ryan  
Croley**

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Project Director's Title with Agency/Department/Organization **Lieutenant**

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Project Director's Physical Address **5450 Guardian Way  
Chino  
Ca  
91710  
US**

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Project Director's Email Address **Rcroley@chinopd.org**

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Project Director's  
Phone Number **+19093343063**

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Financial Officer **Ria  
Medina**

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Financial Officer's  
Title with  
Agency/Department/Organization **Senior Management Analyst**

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Financial Officer's  
Physical Address **5450 Guardian Way  
Chino  
Ca  
91710  
US**

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Financial Officer's  
Email Address **Rmedina@chinopd.org**

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Financial Officer's  
Phone Number **+19093343062**

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Day-To-Day Program  
Contact **Mike  
Johnson**

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Day-To-Day Program  
Contact's Title **Sergeant**

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Day-To-Day Program  
Contact's Physical  
Address **5450 Guardian Way  
Chino  
CA  
91710  
US**

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Day-To-Day Program  
Contact's Email  
Address **Mjohnson@chinopd.org**

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Day-To-Day Program  
Contact's Phone  
Number **+19093343167**

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Day-To-Day Fiscal  
Contact **Ria  
Medina**

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Day-To-Day Fiscal  
Contact's Title **Senior Management Analyst**

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Day-To-Day Fiscal  
Contact's Physical  
Address **5450 Guardian Way  
Chino  
Ca  
91710  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>Rmedina@chinopd.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19093343062</b>
Name of Authorized Officer	<b>Linda Reich</b>
Authorized Officer's Title	<b>City Manager</b>
Authorized Officer's Physical Address	<b>13220 Central Avenue Chino CA 91710 US</b>
Authorized Officer's Email Address	<b>LReich@cityofchino.org</b>
Authorized Officer's Phone Number	<b>+19093343491</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
<b>Project Title</b>	<b>Chino Police Department Organized Retail Theft Reduction Grant Application</b>
Proposal Summary	<b>After reviewing the permissible uses of the grant, evaluating the needs of the citizens and businesses in Chino, and determining the feasibility of implementation, the Chino Police Department intends to apply for approximately \$466,182. The funds are broken down into two main categories if awarded the proposed total. The first category is staff cost. The second principal component of the grant request is equipment. The proposal addresses four equipment needs with a total cost over the life of the grant of \$368,550.</b>
PROGRAM PURPOSE AREAS	<b>Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.</b>

**Program Purpose  
Areas (PPAs):**

**PPA 1: Organized Retail Theft  
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft  
PPA 3: Cargo Theft**

**Funding Category  
Information**

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

**Funding Category**

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

**SECTION IV -  
PROPOSAL  
NARRATIVE AND  
BUDGET**

**This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.**

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

### Project Need

**The City of Chino is on the western edge of San Bernardino County and borders Los Angeles County and Riverside County. The City of Chino is a diverse community of approximately 100,000 residents. Chino also has a wide array of family-owned businesses, retail corporations, shipping and transportation centers, and industrial facilities.**

**In 2019, the Chino Police Department created a Real Time Crime Center (RTCC). The RTCC is a center staffed seven days a week by analysts whose primary function is to utilize technology to assist officers and detectives in being more efficient and solving crimes. With the introduction of the RTCC, the City of Chino invested heavily in the infrastructure and equipment needed to enhance the goal of creating a safe place to live, work, and play. This investment included outfitting parks, intersections, and city buildings with cameras. Additionally, license plate reader cameras were purchased and installed throughout the city.**

Since 2019, the City of Chino has continued to grow. In 2022, the City of Chino was voted one of the top ten boom towns in the United States (SmartAsset.com). The City's continued growth has created new challenges for the Chino Police Department. One of these challenges is funding the technology needed to adequately monitor all the areas of the City that have continued to see criminals victimize our citizens and businesses, specifically in the area of organized retail theft, motor vehicle theft, cargo theft, and vehicle accessory theft.

The Chino Police Department has taken a proactive approach to fighting crime, specifically in the area of organized retail theft. Due to the stark rise in organized retail theft and in an effort to protect local businesses and shoppers, Chino Police Detectives partnered with members of the California Highway Patrol Organized Retail Theft Task Force and Loss Prevention employees from seven businesses to conduct focused operations during the holiday season in 2022. Five separate operations were conducted, which led to the arrest of 25 offenders and the recovery of approximately \$15,000 in merchandise. This operation was successful, but the problem associated with organized retail theft continues to plague our local businesses.

The City of Chino has a strong working relationship with our large corporate retailers, including Target, Walmart, Sam's Club, Home Depot, Dicks Sporting Goods, Ross Dress for Less, TJ Max, Marshalls, La Curacao, and more.

According to end-of-year crime statistics submitted to the FBI, the City of Chino has seen a rise in theft-related crimes over the last several years. In 2019, the Chino Police Department took 1,649 theft-related reports compared to 1,961 theft-related reports in 2022. This increase marks an 18.9 percent increase.

Along with the rise in theft-related crimes, the City of Chino has a documented increase in vehicle thefts. In 2019, there were 206 recorded stolen vehicles in Chino. Since 2019 the Chino Police Department has, on average, 307 reported stolen vehicles yearly. As mentioned, the City of Chino has been proactive in deploying technology such as license plate reader cameras, and these efforts have shown a significant increase in arrests associated with stolen vehicles. In 2017, the final year before license plate reader cameras were implemented, the Chino Police Department had 54 arrests for stolen vehicles. This number slowly climbed, and as of 2021, the last year available, the Chino Police Department had 137 arrests for vehicle theft.

Like most cities in California, the theft of vehicle parts, specifically catalytic converters, has plagued the City of Chino. In 2019, the Chino Police Department took 38 reports of thefts of catalytic converters, and this number jumped to 380 by 2022, a staggering 900 percent increase. Officers and Investigators prioritized these thefts as the impact on the victim is significant due to the loss of possible

transportation, the cost to repair the vehicle, and the difficulty finding replacement catalytic converters. In 2022, the Chino Police Department arrested 30 individuals for their involvement in catalytic converters and recovered over 300 stolen catalytic converters.

The City of Chino's diversity and location, at the crossroads of several major freeways, lends itself to being home to 187 licensed warehouse-type businesses. Among these businesses are many large distribution hubs, including, Fed-Ex, Amazon, Walmart, Motivation Marketing, National Distribution Center LP, and NFI. Many of these large warehouses have been built within the last five years, and due to the pandemic, the Chino Police Department did not immediately feel the crime impact from these locations. In 2022, The Chino Police Department had 28 reported cargo thefts with millions of dollars lost. To date this year, we are projected to exceed last year's total thefts, again with significant property loss. In one reported cargo theft this year, the loss exceeded a million dollars.

#### Project Description

To better serve the businesses and citizens of Chino, the Chino Police Department has adopted new technology, restructured personnel to provide additional investigators assigned to investigate theft-related crimes, and conducted numerous operations focused on arresting and prosecuting individuals involved in organized retail theft. These efforts have helped curb crime and provided evidence for the prosecution of the suspects.

The Chino Police Department wants to further our work in this area by implementing or expanding these programs.

The first area that the Chino Police Department is seeking grant funds to protect our citizens and businesses better is by expanding our coverage of areas of concern through the deployment of Flock Safety cameras. The Chino Police Department has partnered with Flock Safety and actively uses the information collected to pursue and prosecute violators. Flock states, "We design and build devices and sensors to capture sight, sound, and situation, which gives you the objective evidence you need for police to investigate and solve crimes." At the Chino Police Department, we have found this to be true. Our Patrol Officers, Crime Analysts, and Detectives all regularly use leads and evidence captured through our existing Flock cameras to identify and prosecute criminals. A recent example of this occurred in December of 2022. This case involved a subject who robbed a bank in Chino. Witnesses and surveillance cameras captured a suspect running from the location into a nearby neighborhood. There were no additional leads until Detectives reviewed a Flock camera and observed a motorcycle leaving the area without license plates. Flock technology captured the vehicle even without a license plate. Through further investigation, the motorcycle was identified through distinct markings. This led to the arrest and prosecution of a bank robber wanted by multiple jurisdictions for separate robberies.

Law Enforcement records show that approximately seventy percent



of crimes involve the use of a vehicle. These numbers hold true in the City of Chino. Crime Analysts with the RTCC actively monitor Flock style cameras and provide real-time information to Officers on the street.

Chino Crime Analysts have analyzed crime reports, and Officers have surveyed areas within the city and have determined the need for 30 additional Flock cameras to deter crime and collect evidence when crimes occur. These locations were identified explicitly due to the area's reported, retail theft, cargo, and auto theft incidents. These cameras will be placed in locations to best deter crime as well as capture evidence. The recurring annual cost associated with these cameras would be \$90,000 with an initial install of \$7,500. At the end of the grant period, the Chino Police Department will analyze the locations for continued feasibility and look to incorporate the annual fee into the ongoing contract with Flock Safety.

The second avenue that the Chino Police Department would like to pursue to impact organized retail theft directly aligns with the mission of the Organized Retail Theft Prevention Grant Program. The Chino Police Department wants to establish a technology set that can be deployed to crime hot spots. Like most cities, crime trends emerge quickly and often change before retailers or law enforcement can develop a plan and acquire the needed equipment to address the problem. This is why we would like to establish several pieces of equipment that could be deployed quickly to address the immediate concerns of retailers in our community. This response kit would be multi-faceted and include video surveillance equipment and GPS trackers.

3SI is a security company that is the market leader in pioneering advanced security solutions for asset protection and recovery. 3SI manufactures GPS trackers and has earned praise for its commitment to innovation over the years. 3SI initially worked with banks to outfit cash drawers with GPS trackers that could be deployed if a robbery was committed. 3SI has adapted its technology and is the industry leader in retail merchandise tracking. 3SI has over 175,000 trackers deployed worldwide, recorded over 3.8 million dollars in recovered property, and has been responsible for over 1100 arrests in the last twelve months.

3SI has the ability to have automated alerts of tracker movements monitored by 911 dispatch centers. The Chino Police Department has an ongoing relationship with 3SI and actively monitors trackers deployed in ten businesses throughout the city.

The Chino Police Department would like to purchase and maintain a set of trackers that can be deployed to crime hot spots. These trackers would be deployed as needed into retail establishments and monitored by the 911 dispatch center to facilitate an expedited police response. There is an initial purchase price of the trackers and subscription service of \$10,600 for year one, followed by a \$6,025 annual cost for years two and three. Depending on the success of

**the tracker deployment operations, the Chino Police Department would evaluate and likely continue the yearly subscription to keep a system accessible and ready to deploy.**

**The second piece of equipment the Chino Police Department would like to add to its crime trends response kit would be a discreet surveillance camera. The Chino Police Department recently worked with loss prevention from TJ Max on a lengthy investigation. During the investigation, TJ Max offered the use of a discreet surveillance camera mounted in a child safety seat. This child seat can be left in an unmarked vehicle and record and be remotely monitored to assist with investigations. In a day and age where physical surveillance is becoming more complex and often not feasible on theft-related cases due to expense and large caseloads, having the ability to discreetly and remotely monitor locations or people becomes invaluable. The cost for a camera with the desired capabilities is \$13,450. This tool has no ongoing cost after the initial purchase.**

**The last item that the Chino Police Department would like to add to a crime trends response kit would be a mobile security trailer. These trailers are equipped with multiple cameras, lights, and speakers, and the trailers are self-contained with solar panels and batteries. The trailer can be rapidly deployed and offers a great deterrent. This piece of equipment can be placed in a retail parking lot, trucking yard, industrial park, or any location that has seen an increase in theft-related crimes, while a more permanent solution or deterrent can be implemented. The associated cost for the trailer with the desired equipment that can be integrated with the Chino Police Department's existing technologies and processes would cost \$55,000. This tool has no ongoing cost after the initial purchase.**

**All of these items provide needed intelligence and assist investigators, but do not replace the need for Officers and Detectives to be proactive and work with retail establishments to arrest and prosecute the offenders of these crimes. Detectives and Officers will conduct six yearly operations working directly with retail establishments to identify and arrest the offenders with the goal of successful prosecution and the recovery of stolen property. In order to make the best use of these operations, the lead Detective will work in conjunction with the establishments and review relevant crime statistics. Based on past operations, the Chino Police Department believes each of these six yearly operations will cost \$5,424 to conduct for a total cost over the life of the grant of \$97,632.**

**The Chino 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. This commitment is defined in Chino Police Policy 402 – Bias Based Policing, to provide law enforcement services and to enforce the laws equally, fairly, objectively, and without discrimination toward any individual or group. For the complete policy, please see the attachment.**

The policy of the Chino Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy right 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 view. The use of this technology is covered in Chino Police Policy 459 – Automated License Plate Readers. The Chino Police Department understands the privacy concerns related to introducing new investigative technologies. In recent years, the Chino Police Department has held community meetings, published press releases, and worked to be transparent with the implementation and use of investigative technologies.

Project  
Organizational  
Capacity and  
Coordination

In a review of this grant opportunity, it was essential for the Chino Police Department to implement practical and sustainable tools and operations. For each element of this grant request, the Chino Police Department already has the necessary staffing and processes to integrate the addition of any requested technology or operation.

The Chino Police Department's Special Operations Bureau is responsible for maintaining, installing, and integrating new technology, especially in the form of cameras, into the available tools of the Chino Police Department. Under the leadership of a Police Lieutenant and a Police Sergeant, the Special Operations Bureau falls within the Operations Division of the Chino Police Department. The Police Sergeant assigned to this unit also oversees the RTCC, which is staffed by Analysts seven days a week. This Sergeant works closely with the Analysts to identify crime hot spots and, in doing so, prioritize locations for the deployment of technological resources. This unit has a working knowledge and an ongoing relationship with Flock Safety. The implementation of additional Flock Safety ALPR cameras will be coordinated by this unit and is well within their capabilities and expertise. This unit within the Chino Police Department also has the technical knowledge to ensure that the back end of each system provides seamless connectivity to ensure the Detectives, Officers, and Analysts who use the system are as efficient as possible.

The Special Operations Bureau also has Officers trained to deploy pole-mounted cameras, speed monitoring trailers, trailer-mounted event signage, and other equipment similar to the requested trailer-mounted surveillance system. These Officers possess the training, tools, and expertise to deploy the proposed trailer-mounted surveillance system quickly and efficiently to combat crime hot spots.

The Chino Police Department holds monthly crime statistics meetings, called Intelligence-Led Policing (ILP) meetings, where members from all ranks of the Department meet to review, discuss, and strategize recent crime trends. These ILP meetings will be instrumental in identifying trends and bringing together staff from Patrol, Investigations, and the Special Operations Bureau to decide on the best use of the grant-funded tools, including placement of

**Flock Security cameras, retail GPS trackers, or a mobile surveillance trailer.**

**The second portion of the proposed grant application is primarily related to staff costs for investigative operations. These operations are in conjunction with retailers' asset protection staff. The Chino Police Detective Bureau already has established working relationships with many of the large retailers in Chino. As mentioned earlier, Chino Police Detectives have already conducted similar operations that proved very successful. The needed relationships with retailers are already in place. The proposed funds would allow for quarterly joint operations and the ability to add two additional joint operations based on crime trends.**

**The Chino Police Department remains dedicated to utilizing all available resources to protect the members and businesses within our community; however, it understands the intricacies that come with the implementation of anything new. Because of this, we have broken down the addition of equipment over the life of the grant to ensure proper implementation. Based on past projects and current staffing, we believe the following schedule provides the greatest value to our community.**

**January 1, 2024 – December 31, 2024**

- Flock Safety – 30 cameras installed and operational.**
- 3SI Security Solutions – 15 Trackers purchased and delivered.**
- Mobile Surveillance Trailer – Purchased and delivered (Vender Pending).**
- Six Investigative Operations**

**January 1, 2025 – December 31, 2025**

- Flock Safety – 30 cameras maintained.**
- 3SI Security Solutions – 15 Trackers maintained.**
- LEA Corp – Car seat camera purchased and delivered.**
- Six Investigative Operations**

**January 1, 2026 – December 31, 2026**

- Flock Safety – 30 cameras maintained.**
  - 3SI Security Solutions – 15 Trackers maintained.**
  - Six Investigative Operations**
-

## Project Evaluation and Monitoring

The Chino Police Department currently employs four Crime Analysts whose primary function is to review, analyze, and strategize solutions regarding crime statistics and trends. This staff would be used to conduct the project evaluation. Currently, this group reviews and compiles the needed crime stats for review at the monthly ILP meeting. The monitoring will initially entail defining a baseline based on past trends. The prior year's numbers will be calculated during the start-up period to determine a mean that can be compared moving forward. This will include identifying the total number of crimes and the total number of associated arrests. To get a balanced evaluation, the total number of crimes must be evaluated against the number of arrests to identify if the grant-funded activity provides the desired results. Failure to include the arrest statistics could lead to skewed numbers. In contrast, due to more resources given to the problem, more crimes may be documented without accounting for arrests associated with the additional crimes.

During the service delivery period, the ratio of reported crimes compared to arrests will have to be compared to the subsequent service delivery period of reported crimes to arrests. This will result in a quantifiable measure of the outcome.

The overall oversight of the grant-funded plan will be the responsibility of the Detective Sergeant assigned to the Property Unit of the Criminal Investigations Bureau of the Chino Police Department. This person will be responsible for monitoring the grant's progress and ensuring that the established timeline is being met.

All necessary data to complete the required evaluation is held by the Chino Police Department. No data-sharing agreement is necessary.

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### Budget Instructions

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

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### Budget Attachment

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

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_2.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Organized\\_Retail\\_Theft\\_Prevention\\_Grant\\_Program\\_Appendix\\_D.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Appendix\\_E.docx](#)

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Letter(s) of Commitment, (Appendix F)

[CHINO\\_PD\\_ORC\\_Proposal\\_Letter\\_of\\_Commitment.docx.pdf](#)

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Policies Limiting Racial Bias

[Bias-Based\\_Policing.pdf](#)

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Policies on Surveillance Technology

[Automated\\_License\\_Plate\\_Readers\\_\\_ALPRs\\_.pdf](#)

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

[DOC070623-07062023120251.pdf](#)

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OPTIONAL: Governing Board Resolution (Appendix H)

[R2023-047.pdf](#)

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OPTIONAL:  
Bibliography

n/a

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CONFIDENTIALITY  
NOTICE:

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; To reduce organized retail theft in Chino, increase arrests, and increase property recovered.</b>		
Objectives (A., B., etc.)	> To utilize technology (ALPR), surveillance cameras, and retail product trackers to identify people involved in organized retail theft. Detectives will use the gathered intel to actively pursue leads to arrest the offenders and recover stolen property. Detectives will partner with retail establishments to conduct proactive operations.		
Process Measures and Outcome Measures:	> Measurement will be based on crime statistics, arrest statistics, and property recovered. Results will be compared annually to analyze the progress and make modifications as necessary.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Installation of Flock Safety ALPR Cameras > Strategic placement of pole-mounted security cameras > Crime-based placement of retail product Trackers > Organized proactive operations in partnership with retail establishments	> Flock Safety > 3SI Security Solutions > Criminal Investigators > Asset Protection staff	> October 1, 2023	> December 31, 2026
List data and sources to be used to measure outcomes: > Chino Police Department Annual Crime Statistics			

<b>(2) Goal:</b>	<b>&gt; To reduce auto theft and auto accessory theft.</b>		
Objectives (A., B., etc.)	> To utilize ALPR technology and surveillance cameras to identify people involved in auto theft and/or auto accessory theft. Detectives will use the gathered intel to actively pursue leads to arrest the offenders and recover stolen property.		
Process Measures and Outcome Measures:	> Measurement will be based on crime statistics, arrest statistics, and property recovered. Results will be compared annually to analyze the progress and make modifications as necessary.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Installation of Flock Safety ALPR Cameras > Strategic placement of pole-mounted security cameras	> Flock Safety > 3SI Security Solutions > Criminal Investigators	> October 1, 2023	> December 31, 2026
List data and sources to be used to measure outcomes: > Chino Police Department Annual Crime Statistics			

<b>(3) Goal:</b>	<b>&gt; To identify, arrest, and prosecute offenders in cargo theft-related crimes. To locate and recover stolen property.</b>		
Objectives (A., B., etc.)	> To utilize ALPR technology and surveillance cameras to identify people involved in auto theft and/or auto accessory theft. Detectives will use the gathered intel to actively pursue leads to arrest the offenders and recover stolen property.		
Process Measures and Outcome Measures:	> Measurement will be based on crime statistics, arrest statistics, and property recovered. Results will be compared annually to analyze the progress and make modifications as necessary.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date



<ul style="list-style-type: none"> <li>&gt; Installation of Flock Safety ALPR Cameras</li> <li>&gt; Strategic placement of pole-mounted security cameras</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Flock Safety</li> <li>&gt; 3SI Security Solutions</li> <li>&gt; Criminal Investigators</li> </ul>	<ul style="list-style-type: none"> <li>&gt; October 1, 2023</li> </ul>	<ul style="list-style-type: none"> <li>&gt; December 31, 2026</li> </ul>
<p>List data and sources to be used to measure outcomes: &gt; Chino Police Department Annual Crime Statistics</p>			

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

Name of Applicant: *City of Chino 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	\$97,632.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$368,550.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$466,182.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Investigations Sergeant, 6 operations at 8hrs = 48 hrs	48 hours per year x 3 years = 144 @ \$102	\$14,688.00
5 Detective Corporal, 6 operations at 8hrs = 240 hrs	240 hours per year x 3 years = 720 hours @ \$84	\$60,480.00
2 Officers, 6 operations at 8 hrs = 96 hrs	96 hours per year x 3 years = 288 hours @ \$78	\$22,464.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$97,632.00</b>

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

*Detectives and Officers will conduct six 8-hour operations in conjunction with asset protection staff from retailers. These operations will focus on arresting people involved in organized retail theft. All of these operations will be supervised by an Investigations Sergeant.*

**2a. Services and Supplies**

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

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

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

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
NA		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**3b. Professional Services Narrative**  
*Enter narrative here. You may expand cell height if needed.*

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
NA		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**4b. Non-Governmental Organization (NGO) Subcontracts Narrative**  
*Enter narrative here. You may expand cell height if needed.*

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
NA		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**5b. Data Collection and Evaluation Narrative**  
*Enter narrative here. You may expand cell height if needed.*

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Flock Safety Cameras	\$90,000 each year for 3 years = \$270,000, \$7500 initial installation	\$277,500.00

3SI Security Solutions Trackers	Year 1 \$10,550, Year 2 \$6,025, Year 3 \$6,025	\$22,600.00
LEA Corp	Camera purchase \$13,450	\$13,450.00
Mobile Surveillance Trailer	1 trailer @ \$55,000 each.	\$55,000.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$368,550.00</b>

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

January 1, 2024 – December 31, 2024  
 \*Flock Safety – 30 cameras installed and operational.  
 \*3SI Security Solutions – 15 Trackers purchased and delivered.  
 \*(Vender Pending) Mobile Surveillance Trailer – Purchased and delivered.  
 \*Six Investigative Operations

January 1, 2025 – December 31, 2025  
 \*Flock Safety – 30 cameras installed and operational.

**7a. Financial Audit**

Description	Calculation for Expense	Total
NA		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

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

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

Description	Calculation for Expense	Total
NA		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**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 <b>one</b> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <b>does not have</b> a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	

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.

Organized Retail Theft Prevention Grant Program  
Board of State and Community Corrections  
2590 Venture Oaks Way, STE 200, Sacramento, CA 95833

This letter is to notify the Board of State and Community Corrections that after an analysis of the Chino Police Department's grant application, we do not believe that the proposed operations and actions in the grant will have any impact on other agencies, as described in Appendix E.



To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: May 25, 2023

This letter is being submitted to document that 3SI Security Systems agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Chino Police Department.

As a part of this grant, 3SI Security Systems agrees to perform in support of our GPS tracking systems within the following areas;

- Provide training and support to members of the Chino Police Department in the operation of our GPS systems.
- Provide training and support to local retailers who the Chino Police Department has designated to receive our GPS tracking systems to combat Retail Organized Crime.
- Provide 24/7 tracking support for activations of our GPS tracking systems in furtherance of criminal apprehensions and the recovery of stolen property.
- Provide cross-jurisdictional tracking support with other local law enforcement agencies when our GPS tracking devices cross jurisdictional boundaries during crime events.
- Provide court certified documentation and trial support, including testimony, for criminal prosecution of crimes involving our GPS tracking systems.

Sincerely,

DocuSigned by:

*Todd R. Leggett*

934EE41438DE414...

Todd Leggett,  
Chief Executive Officer  
3SI Security Systems

## Bias-Based Policing

### 402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Chino 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 Chino 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.



# Chino Police Department

## Chino PD Policy Manual

### *Bias-Based Policing*

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#### **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.

##### **402.4.2 REPORTING OF STOPS**

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

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

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

#### **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.
  1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Computer Terminal (MCT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  1. Supervisors should document these periodic reviews.

# Chino Police Department

Chino PD Policy Manual

## *Bias-Based Policing*

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2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

### **402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

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

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

### **402.7 TRAINING**

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

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

## Automated License Plate Readers (ALPRs)

### 459.1 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.

### 459.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Chino 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 Operations Division Commander. The Operations Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### 459.2.1 ALPR ADMINISTRATOR

The Operations 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) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

#### 459.2.2 VIDEO CONTENT ANALYSIS (VCA)

Video Content Analysis (VCA) systems use Artificial Intelligence (AI) to evaluate video and transform it into searchable, quantifiable, and actionable data. The software system can be used on any city camera or ALPR, and also video provided by external sources can be uploaded. AI technology enables investigators to search and filter nearly any video by attributes like the

# Chino Police Department

## Chino PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

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color and type of clothing worn, suspect descriptors, behaviors, vehicle colors, vehicle types such as car, truck, van, SUV, motorcycle, commercial truck, bicycle, and pedestrian, or even items like backpacks, knives, and guns. When the video is broken down into objects and behaviors, it also can be searched, and the data can be filtered to help focus efforts on relevant information. The Chino Police Department will utilize VCA software systems in conjunction with video and ALPR data to draw deeper intelligence, guide operational decision-making, and streamline video investigations. VCA software systems will be subject to the same guidelines, practices, and policies established in this policy.

#### **459.3 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) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

#### **459.4 DATA COLLECTION AND RETENTION**

The Operations Division 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.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request

# Chino Police Department

## Chino PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

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or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

#### **459.5 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The Chino 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) 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.
- (c) ALPR system audits should be conducted on a regular basis.

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

#### **459.5.1 RELEASING ALPR DATA**

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

#### **459.6 POLICY**

The policy of the Chino 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.

#### **459.7 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 Operations Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

# Chino Police Department

Chino PD Policy Manual

## *Automated License Plate Readers (ALPRs)*

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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).

### **459.8 TRAINING**

The Training Sergeant should 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).