

Title	Chula Vista Police Department	07/07/2023
	by Yeelin Cheung in Organized Retail Theft Prevention Grant Program	id. 41332620
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Original Submission 07/07/2023

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

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

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

Applicant's Physical Address **315 Fourth Avenue
Chula Vista
CA
91910
US**

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

Mailing Address for Payment **CVPD - Fiscal Operations
315 Fourth Avenue
Chula Vista
CA
91910
US**

Tax Identification Number **95-6000690**

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 **David Oyos**

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

Project Director's Physical Address **315 Fourth Avenue
Chula Vista
CA
91910
US**

Project Director's Email Address	doyos@chulavistapd.org
Project Director's Phone Number	+16195855670
Financial Officer	Yeelin Cheung
Financial Officer's Title with Agency/Department/Organization	Principal Management Analyst / Chula Vista Police Department
Financial Officer's Physical Address	315 Fourth Avenue Chula Vista CA 91910 US
Financial Officer's Email Address	ycheung@chulavistapd.org
Financial Officer's Phone Number	+16196915128
Day-To-Day Program Contact	Scott Hall
Day-To-Day Program Contact's Title	Police Sergeant / Chula Vista Police Department
Day-To-Day Program Contact's Physical Address	315 Fourth Avenue Chula Vista CA 91910 US
Day-To-Day Program Contact's Email Address	scotthall@chulavistapd.org
Day-To-Day Program Contact's Phone Number	+16196915129
Day-To-Day Fiscal Contact	Bryant Shimizu
Day-To-Day Fiscal Contact's Title	Management Analyst I / Chula Vista Police Department

Day-To-Day Fiscal Contact's Physical Address	315 Fourth Avenue Chula Vista CA 91910 US
Day-To-Day Fiscal Contact's Email Address	bshimizu@chulavistapd.org
Day-To-Day Fiscal Contact's Phone Number	+16194095467
Name of Authorized Officer	Roxana Kennedy
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	315 Fourth Avenue Chula Vista CA 91910 US
Authorized Officer's Email Address	pdgrants@chulavistapd.org
Authorized Officer's Phone Number	+16196915150
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Putting the Brakes on Auto Theft
Proposal Summary	The proposed grant will assist the Chula Vista Police Department to combat vehicle theft and vehicle accessory theft within the city. The City of Chula Vista has a population over 279,000 people and unfortunately, we experience a high rate of vehicle and accessory theft. Just in the last year, there have been 995 reports of vehicle theft and approximately 180 reports of catalytic converter theft in the city. With the assistance of this grant and the tools we will utilize, we will be able to take a proactive approach at lowering the amount of vehicle and accessory theft occurring. This will provide a positive impact to the community.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

**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 Chula Vista is located on the southern end of San Diego County, approximately four miles north of the U.S. / Mexican border. The city is 52 square miles, ranging from the coast of the San Diego Bay, to the inland mountains. According to the US Census, we have a population of over 279,000 people and are the second largest city in San Diego County, fifteenth largest city in the State of California.

The Chula Vista Police Department currently only has 250 sworn officers, which is one of the lowest officers to resident ratio per capita in the entire state. Just like most police agencies in the state, attaining the amount of police officers needed is getting harder to accomplish. In this newer era of policing, we need to utilize the ever-growing amount of technology available to help proactively stop crime from occurring and prevent residents of the community from being victimized. With this proposal, we will be seeking to use one of those forms of technology to help combat vehicle theft.

The City of Chula Vista experiences a high rate of vehicle theft and vehicle accessory theft each year. Unfortunately, the amount of the thefts has been increasing year over year. The Chula Vista Police Department's Research, Crime, and Intelligence Analysis Unit (RCIA) obtained crime data over the past five years, from the calendar year 2018 to present. Since 2018, we have had 4,224 vehicle thefts. This is an average of 768 vehicle thefts per year.

Vehicle thefts have been steadily increasing each year. Between 2018-2022, there was an average increase of 8.5% in vehicle theft each year. So far in 2023, there have been 434 reported vehicle thefts. Based on the current figures, it is expected that there will be approximately 1,042 vehicle theft cases by the end of 2023. This is a whole 20% increase just from the 2022 calendar year.

Regarding recoveries of stolen vehicles, between 2018 and 2022, the average recovery rate has only been 63.6%. In fact, the rate of stolen vehicle recoveries has been decreasing since 2021. This causes a significant impact on the residents of the community. Most of the vehicles stolen are not high-end expensive vehicles, nor are they all fully insured. At times, the vehicles stolen are the families only source of transportation they rely on for work or for their families. According to the US Census, 9.1% of the city's residents live at the poverty level. Unfortunately, when their vehicles are stolen, it creates a tremendous financial hardship and even more so when their vehicle is not recovered.

Another factor we consider is the clearance rate of the vehicle theft investigations. As previously mentioned, there have been 4,224 vehicle thefts in the past five years. During that same time period, there have only been 373 arrests for vehicle thefts. This is only an 8.8% clearance rate, meaning most vehicle thieves are not being found or held accountable for their actions. To further break these numbers down, 146 of those vehicle theft arrests were made by Chula Vista Police officers while the suspects were inside stolen vehicles originally reported stolen to other jurisdictions. This means in over five years, Chula Vista Police officers have only been able to locate and arrest 150 suspects for vehicles stolen within our own city. This is only a 3.6% clearance arrest rate from our own cases.

One of the biggest vehicle accessory theft problems we have in Chula Vista is catalytic converter theft. The top three vehicles having their catalytic converters stolen in our city are Ford trucks, Toyota Prius, and Honda Accords. These three top vehicles are also some of the most common types of vehicles found throughout Chula Vista. Catalytic converter theft really started becoming an issue in Chula Vista in 2019. Since then, we have had a total of 494 catalytic converter thefts. These thefts have been increasing steadily since 2020. More specifically, between 2020 and 2021, there was a 292.9% increase in catalytic converter thefts. This year alone, we are currently at 94 catalytic converter thefts. Based on the current trend, it is expected that there will be approximately 226 catalytic converter thefts by the end of the year. This would be a 31% increase just from

year 2022. Unfortunately, the clearance rate for arrests of catalytic converter thieves is almost non-existent.

We have been employing public education on catalytic converter theft and we have been offering engraving vehicle identification numbers for our residents on their catalytic converters, however the theft trend is continuing to grow. It is expected to continue as the precious metals found inside the catalytic converters are priced very high, making it very lucrative for the thieves. It also only takes catalytic converter thieves a matter of minutes to remove them, and they are victimizing multiple people every night. The average cost to replace a catalytic converter is \$2,500, and a lot of people's insurance do not cover this. Not only does it create a hardship for the victims not being able to use their vehicle, it also creates a financial hardship for having to replace the catalytic converter.

Recently, the Chula Vista Police Department's Property Crimes Unit was investigating a series of catalytic converter thefts. It is very common for a crew of suspects to come from outside the San Diego region to commit these thefts. In several of our thefts, a vehicle description and license plate were obtained. With this information, and with what we will be requesting technology wise with this grant, would immediately alert officers when the vehicle enters the city. This would have prevented numerous victims from having their catalytic converters stolen.

The problem of vehicle theft and vehicle accessory theft impacts the entire City of Chula Vista, not just a specific region. With this grant, we will be able to help locate stolen vehicles and more importantly, arrest vehicle theft suspects so they stop victimizing the residents of Chula Vista. We will also be able to take a proactive approach to this issue by using new technology and utilizing that actionable evidence to stop thefts of vehicles and catalytic converters.

Project Description

After previously explaining the consistent and ever-growing increase of vehicle theft and vehicle theft accessories, specifically catalytic converters, we have come up with some projects that will show a significant impact on enforcement and lower the amount of people being victimized. There are multiple tools to be utilized and activities that can be implemented to help accomplish this.

The first project that will have the most significant impact on both vehicle theft and vehicle accessory theft is the use of License Plate Reader (LPR) cameras. The goal of this would be to promote community safety, solve crime, reduce crime, and be transparent with the community about the use.

In order to effectively deploy the license plate readers, we have come up with the following strategies. We would cover all the ingress and egress points throughout the entire city, cover all of the 'hot spots' where crime occurs within the city, consider all of the major intersections, and work with traffic engineering on all of the traffic patterns on the major roads and thoroughfares.

The department has already researched the implementation of LPR cameras and have looked into the benefits of different companies and different methods of use. The first consideration was whether to own the device outright or to do a subscription with the company. Another consideration was the contract length and amount it would cost to start this project.

After taking all this into account, the department determined the use of LPR cameras from the company named Flock was the best fit to address the areas of project need. Some highlights as to why Flock was the best choice to achieve these goals were that they were solar and battery operated, it has a simple easy user interface, it is subscription based, it is CJIS compliant, it has a 97% license plate reading accuracy rate, and they have a public facing information page with real time updating to stay transparent with everyone about the use. Flock also handles all the PRA requests and information regarding the use of the LPR cameras.

After taking into consideration the locations of the LPR camera placement, we are seeking to install 150 cameras throughout the entire city. This will cover every major intersection and all ingress and egress points in the city. There is no certain area in the city that has more LPR cameras than another. The point is not to target any specific community, but rather the stolen vehicles traveling through a certain area or to target specific suspect vehicles driving through the various parts of the city.

Another benefit of the LPR cameras will be to investigate organized retail theft suspects. Frequently, license plates of vehicles used during the commission of the crimes are identified and provided during the investigative process. Utilizing the LPR cameras, we will be able to locate the organized retail theft suspect vehicles, determine direction of travel, and if they remain within with the city, stop and arrest them for their crimes.

Recently, LPR cameras were used to solve an organized retail theft investigation. Detectives identified a suspect responsible for stealing over \$40,000 in clothing from various retailers throughout San Diego County. During one of the Chula Vista thefts, the license plate from the suspect's vehicle was obtained as they fled the scene. Utilizing an LPR camera from the City of San Diego, the vehicle was located at an address in their city. The suspect was identified and later arrested. The assistance of the LPR cameras was the critical piece of the investigation to locate and apprehend a chronic organized retail theft suspect.

It will cost \$350 to install each Flock LPR camera onto an existing pole. There are added costs for Flock Security to install their own poles, however we plan on installing these LPR cameras on already installed traffic light poles. The total cost to install all 150 cameras is \$52,500. This includes a warranty to cover all technical issues, camera malfunction, and any hardware issues.

The subscription cost for each Flock LPR camera is \$3,000. This includes the camera hardware, solar power, mounting equipment, the previously mentioned warranty, cloud hosting and LTE connectivity, unlimited user licenses, hotlist integration & alerts, and ongoing software enhancements. This overall yearly subscription cost for all 150 cameras will be \$450,000.

Flock also allows for integration into existing traffic camera software. With the integration into these cameras, it allows for the possibility for live streaming, playback with pause, fast-forward, rewind, and up to a 30-day retention time. The added cost to do this integration and use the enhanced software capabilities, is \$1,500 per camera, per year. Currently, the city has nine existing traffic cameras capable of allowing this integration but are hopeful to increase that to a total of 21. The overall yearly cost for this added benefit is \$13,500 at the current state, and up to \$31,500 if all this product is added to the 21 additional proposed traffic cameras once they are all installed.

The following will be the cost for all Flock LPR cameras to be used to support the project need. The subscription cost of \$450,000 per year x 3 years for the grant = \$1,350,000. The yearly integration cost for the 21 cameras is \$31,500 x 3 years for the grant = \$94,500. Lastly there is the one-time initial \$52,500 installation cost. The total overall cost needed to fund the Flock LPR purchase is \$1,497,000.

After the closeout of the grant, the police department will seek funds from the budget to continue the use of the program. After showing the benefits of how it not only helps solve crime, but reduce crime from occurring, the city would be supportive of these efforts.

Another request we are making is for the creation of a position. We would request a police officer or police agent (our version of a corporal or senior officer) to be designated specifically for the grant and be fully funded by the grant. The position would be responsible for running the grant, for being the point of contact for the Flock LPR system and would be designated as the primary vehicle theft investigator. This position would be created and maintained in the Chula Vista Police Department's Property Crimes Unit. The Property Crimes Unit (PCU) consists of eight full-time detectives and one full-time supervisor. This position for the grant will be in addition to these detective positions. The benefit of adding this grant position to the PCU, will be there will be eight additional detectives to assist with various vehicle theft and vehicle theft accessory investigations since these types of crimes fall under this unit's prevue.

Since the entire PCU will be leaned on to assist with more vehicle theft and vehicle theft accessory investigations, we are also requesting additional funding to cover overtime costs. With the addition of the LPR cameras, more stolen vehicles will be in the city, creating more time needed on investigations, and creating more operations to curtail the thefts and apprehending the suspects. Overtime costs will also be utilized to cover specific enforcement

operations and public education in terms of catalytic converter theft.

Some operations we plan on doing to combat catalytic converter theft is targeted enforcement of known catalytic converter thieves, targeting of recyclers who knowingly purchase the stolen catalytic converters, and enforcement of the muffler shops who are accepting the catalytic converters before they are being turned into the recyclers. We also plan on some public education campaigns and public service announcements. This includes educating the muffler shops of what to accept and the laws pertaining to them. This public education of said shops would be done before any enforcement operations would be planned.

Also included in the education portion is educating the general public about vehicle thefts and vehicle theft accessory theft. We will continue with our campaign of engraving residents' catalytic converters, using a program we call, 'Engrave and Save'. We were the first agency in the region and one of the first in the state to start this program. We partner with various businesses and a local community college, to assist with putting resident's vehicles up on lifts. We then use an engraving tool and put the vehicle identification number (VIN) onto the vehicle's catalytic converter. We also paint the catalytic converters with a bright color, high heat resistant paint. This is all used as a deterrent to stop the thief from stealing them, but also as an obvious sign to the recyclers if a catalytic converter is turned into them. This would be another source we could use with the overtime funding from the grant. The goal is to further promote more public education campaigns, which this grant will help facilitate.

One of the last project goals we would like from this grant to make this successful is obtaining additional detective vehicles. As previously mentioned, we have eight detectives and one supervisor assigned to the PCU, however we only have five vehicles available for the detectives in the unit. With the addition of the one new position to facilitate the grant and primarily handle vehicle theft, we need five additional vehicles.

As part of the objective to arrest auto thieves and go after those stealing catalytic converters, we need to be able to go in the field and watch the suspects and do field investigations. In order to be successful, we need to take proactive approaches out in the field, not reactive approaches from behind desks.

When a suspect is identified, there are numerous detectives needed to follow the suspects to confirm identities, locate key addresses, and most importantly, follow and arrest the suspects if they are committing crimes. If the same few detectives are following a suspect in our five same vehicles, their chances of being identified is very high. By doubling the number of vehicles, making every detective in the PCU to have a vehicle, the changeability and fluidity of surveillances will be more successful.

Regarding section 2.2, please see the attached Project Work Plan

(Appendix B). Section 2.3 was explained in the above paragraphs with 2.1.

Regarding section 2.4, the Chula Vista Police Department does not currently have a policy regarding the use of surveillance technology.

Regarding section 2.5, the Chula Vista Police Department has a policy, #402, titled Bias-Based Policing. The policy states, “No department member should create a call for service, respond to a call for service, or take any other official action when the action or call are based solely on the person’s race, national origin, religion, age, disability, sex, sexual orientation, gender identity, medical condition, genetic information, marital status, military or veteran status, or any other protected characteristics.” Please see the attached full policy for further.

**Project
Organizational
Capacity and
Coordination**

As previously mentioned, we will be able to administer the grant by creating a position specifically for this grant. The position will ensure the success of the grant, plan any operations, be the administrator of the Flock LPR cameras, and assist with vehicle theft investigations. The position will be at the rank of police officer or police agent, and there will be education on how to successfully run the grant. There are no requirements at this time for specific classes or training geared for this position.

This newly created position will be supplemented with eight other property crimes detectives and one supervisor who are already in the Property Crimes Unit (PCU). These positions are already covered by the department and already handle the day to day investigations. There is a vast amount of experience in auto theft investigations, catalytic converter theft investigations, and planned operations in both fields, within the unit.

In addition to the day-to-y supervision of the grant by the PCU supervisor, the management structure includes the Criminal Investigations Division lieutenant/manager, who will provide oversight as well. The lieutenant reports to the Investigations Captain, who in turn reports to the Chief of Police. Ultimately, all final decisions are made by the Chief, however at her discretion, they can be made at the various levels of supervision. All involved parties will be kept abreast of the status of the grant, generally weekly at our command staff meetings.

We will not be partnering with other agencies to implement this project. However, due to the increased vehicle theft cases, arrests, and workload related to vehicle theft and accessory theft, we have communicated our intent of the grant with the San Diego County District Attorney’s Office. Please see the attachment for the Local Impact Letter (Attachment G).

We will also be partnering with the San Diego Association of Governments (SANDAG). SANDAG will serve as the evaluation partner, bringing over 40 years of action research experience.

Further will be discussed in the Section 4.

Regarding section 3.3, the timeline for execution once the grant is funded will start immediately. Once the grant is approved, the PCU will seek to recruit for the newly created position to run the grant and be the primary vehicle theft investigator.

We will also sign the agreement with Flock. The estimated timeline for the Flock project is two months. There is an initial 2 to 4 week permit approval process needed with the City. Once the permits are approved, Flock will have all 150 cameras installed within 4-6 weeks. Once all the LPR cameras are installed, the system will be up and running at full capacity and ready for use.

Regarding the purchasing of additional detective vehicles, once the grant is approved, we will start the process of making the vehicle purchases. Recently, there has been a nationwide delay in obtaining vehicles due to manufacturing concerns, however we will start the process immediately. The ability for all detectives to have a vehicle to go into the field and do these auto theft and organized retail theft investigations is crucial, so this will be a priority to secure the vehicles needed.

When the grant funds expire, one of the only continuing costs will be the yearly subscription cost for the Flock LPR cameras. We will have three years to plan for the added expenditure into the budget. After showing how much of a positive impact the LPR system will be, not only to combat vehicle theft and organized retail theft, but for all investigations, the department and the City will want the program to continue. In the rare event the department or city does not want to continue with the subscription service, the contract would cease, and no further funds would go towards Flock for the LPR cameras.

The position created and funded for the grant will be eliminated, however the investigations of vehicle thefts, accessory theft, and organized retail thefts will continue with the primary detectives assigned to the PCU. The only continued costs related to the vehicles purchased would be the maintenance and registration. These items would be incorporated into the general budget for funding or covered under a voter approved City sales tax to fund vehicles and equipment (City of Chula Vista Measure P).

Project Evaluation
and Monitoring

SANDAG's Criminal Justice Research Division (CJRD) will serve as the evaluator for this project. SANDAG has worked extensively with CVPD on other grants and projects, so there is a strong partnership to build on. To ensure ongoing monitoring and quality control of proposed program implementation, as well as documenting and assessing whether the grant initiatives are achieving the intended goals and outcomes, SANDAG will conduct both a process and outcome evaluation. SANDAG ensures its evaluation will accurately measure program goals and objectives by developing applicable data collection tools and research timelines and protocols, all of which will be included in a Local Evaluation Plan (LEP).

To ensure the evaluation portion of this grant aligns with CVPD's goal of decreasing organized motor vehicle and motor vehicle accessory theft and increasing proactive policing efforts through the use of new technology, SANDAG will develop an evaluation plan that focuses on the key components of CVPD's ORT Prevention programs. The key components that will be measured and analyzed within SANDAG's evaluation will include the effectiveness of the License Plate Reader (LPR) system and the impacts of the community education efforts and the 'Engrave and Save' program. Crime/arrest data will be gathered from existing crime databases (e.g., ARJIS, CVPD), while the data related to the LPR cameras will be gathered from the LPR system and other internal data tools developed by CVPD as a part of this grant programming. SANDAG will use surveys to gauge the impact of CVPD's retail theft prevention educational campaigns and their perceptions about the LPR technology. While the aforementioned are planned components of the evaluation, all data collection tools and plans necessary for the evaluation will be finalized in collaboration with CVPD following the grant award notification.

To inform program implementation and identify any necessary midcourse adjustments, SANDAG will create and share easy-to-read data dashboards documenting up-to-date information on the impact of the LPR cameras, education initiatives, and changes and trends in retail theft crimes/arrests at meetings with partners. In addition to data dashboards, SANDAG will produce other project deliverables, such as reports, that will provide insight into other aspects of programming.

Fidelity to model and program design is extremely important and as such, SANDAG staff will work with CVPD throughout the grant period to understand the goals, objectives, and expected impacts of the LPR Cameras, the 'Engrave and Save' catalytic converter initiative, and the educational campaigns. When deviations from original strategies occur, these will also be documented in addition to the reason(s) why adjustments were made.

SANDAG will work closely with CVPD to utilize existing systems whenever possible. Some aspects of this evaluation can utilize baseline data, such as crime data (e.g., retail theft crimes reported to law enforcement agencies and clearance rates), while other components (i.e., LPR data) require data collection efforts developed for this grant. In either case, SANDAG will work with CVPD to establish data collection protocols and procedures early in the grant implementation phase. It is important to note that all SANDAG CJRD staff are background checked and have familiarity and experience with the data systems that will be used to store and transfer data for the project.

A mixed-method design will be employed to measure the impacts of the program and changes over time in crime and law enforcement actions by tracking the number and location of cameras installed and

specific outcomes such as plates read, vehicles identified, investigations launched, arrests, etc. Similar methods will be used to gauge the impact of the 'Engrave and Save' program (i.e., catalytic converter painting and engravings). The impacts of educational campaigns will be measured based on the reach of content, knowledge gained, and participant satisfaction. Descriptive, bi-variate, and multi-variate analyses will be conducted to describe the population impacted by vehicle and vehicle accessory thefts, demonstrate trends in related crime/arrest rates (e.g., motor vehicle theft, property crime rates overall), identify factors predictive of lowering vehicle and vehicle accessory theft rates and determine the efficacy of education initiatives.

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

[**Organized-Retail-Theft-Prevention-Grant-Program-BUDGET-Attachment.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.pdf**](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[**Grantee_Assurance_for_NGO_Signed.pdf**](#)

Local Impact Letter(s) (Appendix E)

[**Local_Impact_Letter_Final.pdf**](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing_Policy.pdf](#)

Policies on Surveillance Technology n/a

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

[Cert_of_Compliance_Signed.pdf](#)

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

OPTIONAL: Bibliography n/a

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Decrease the number of vehicles stolen and catalytic converter (accessories) stolen		
Objectives (A., B., etc.)	(A): Increase the number of stolen vehicles located. (B): Increase the amount of arrests for vehicle thefts and catalytic converter thefts		
Process Measures and Outcome Measures:	Number of vehicles stolen and recovered, number of suspects identified, number of arrests, number of catalytic converter thefts and recoveries, number of crimes, arrests, citations, and field interviews per penal code sections.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Have the dedicated auto theft investigator evaluate every vehicle theft case, arrest more vehicle thieves, and submit cases to the district attorney for evaluation.	CVPD	1/1/2024	12/31/2026
Conduct surveillance and enforcement operations on stolen vehicles and known vehicle thieves, to follow-up on tips and other intelligence.	CVPD	1/1/2024	12/31/2026
Utilize technology to help solve more cases.	CVPD	1/1/2024	12/31/2026
List data and sources to be used to measure outcomes: > Excel tracking compiled by CVPD and ARJIS crime data compiled by SANDAG.			

(2) Goal:	Using technology to solve crime by installing and using License Plate Readers (LPR)		
Objectives (A., B., etc.)	(A) Solve more vehicle theft, catalytic converter theft, and ORT crimes by using new technology.		
Process Measures and Outcome Measures:	Number, cost, and location of the LPR cameras installed. Number of license plates read, number of investigations launched, number of operations/inspections conducted, number of vehicles identified.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Install 150 LPR cameras throughout the entire city and get the LPR system up and running	CVPD	10/1/2023	01/31/2024
Utilize the LPR system to start locating stolen vehicles. Track how many vehicles were scanned, how many vehicles were occupied stolen vehicles, and how many were located unoccupied.	CVPD	1/1/2024	12/31/2026
List data and sources to be used to measure outcomes: > Excel tracking compiled by CVPD			

(3) Goal:	> Increase public awareness on vehicle theft and catalytic converter theft.		
Objectives (A., B., etc.)	A) Increase public education on vehicle and catalytic converter theft by participating in community forums and posting information on multiple social media platforms.		
Process Measures and Outcome Measures:	Number of catalytic converters engraved/painted, number of operations/inspections conducted, number of posts per platform, themes and topics of campaigns, attendance and topics of community education forums, demographics and sentiments toward LPR program, knowledge gained about theft program.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Hold catalytic converter 'Engrave and Save' events, on a bi-monthly basis. Goal to engrave 75 - 100 catalytic converters per event.	CVPD	1/1/2024	12/31/2026

Utilize various social media platforms to post vehicle and catalytic converter theft information on a monthly basis.	CVPD	1/1/2024	12/31/2026
Participate in community forums and public education campaigns, educating the public on the various thefts, handing out educational materials, and providing vehicle theft prevention materials, ie, the Club anti-theft devices.	CVPD	1/1/2024	12/31/2026
List data and sources to be used to measure outcomes: > Excel tracking compiled by CVPD, attendance sheets compiled by CVPD, participant pre and post surveys compiled by CVPD, participant post surveys compiled by CVPD, social media insights from CVPD.			

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

Name of Applicant: *Chula Vista 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	\$850,880.00
2. Services and Supplies	\$1,509,026.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$144,250.00
6. Equipment/Fixed Assets	\$250,000.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$7,650.00
9. Indirect Costs	\$276,180.00
TOTAL	\$3,037,986.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
ORT Prevention Detective	0.25 FTE Annual Salary and Benefits - Implementation (10/1/23-12/31/23)	\$45,185.00
ORT Prevention Detective	1.0 FTE Annual Salary and Benefits - Year 1 (1/1/24-12/31/24)	\$189,778.00
ORT Prevention Detective	1.0 FTE Annual Salary and Benefits - Year 2 (1/1/25-12/31/25)	\$199,267.00
ORT Prevention Detective	1.0 FTE Annual Salary and Benefits - Year 3 (1/1/26-12/31/26)	\$209,230.00
Implementation Overtime Detective Assistance	OT rate of \$97.86/hr x 250 hours + \$354.75 Medicare	\$24,820.00
Operation & Investigation Overtime Detectives	9 Detectives \$97.86/hr x 1500 total hours over 3 years + Medicare	\$148,920.00
Operation & Investigation Overtime Sergeant	1 Sergeant at \$110.66 x 300 total hours over 3 years + Medicare	\$33,680.00
		\$0.00
TOTAL		\$850,880.00

1b. Salaries & Benefits Narrative:

\$643,460 for ORT Prevention Detective pay and benefits (October 1, 2023 to December 31, 2026); \$24,820 for ORT Prevention Detective implementation overtime; \$148,920 for 1500 hours of Detectives for operation & investigation overtime for entire grant period; \$33,680 for 300 hours of Sergeant for operation & investigation overtime for entire grant period. The necessity of overtime is what helps make this grant successful. Most criminals do not work 7am-5pm like most detectives, so the need to conduct operations after hours to follow suspects and build cases is needed. The amount requested (1,500 hours for nine detectives and 300 hours for one supervisor, span over three years) for overtime accounts for approximately 10 hours of overtime per detective and supervisor. A standard operation is 4-5 hours and in order to be successful, have a minimum of five detectives and one supervisor. In addition to these operations, we will also host bi-monthly 'Engrave and Save' catalytic converter events as well as other public education campaigns. Most of these events occur on weekends and evenings, which again falls outside a detectives normal work hours. The overtime amount requested is reasonable and will ensure an adequate amount of staffing necessary to accomplish the goals of this grant

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
150 Flock LPR Cameras - Subscription Cost	\$3000 each includes camera hardware, solar power, mounting equipment, warranty, cloud hosting, LTE connectivity, unlimited user licenses, hotlist integration & alerts, and ongoing software enhancements per year. 150 x \$3000 = \$450,000 x 3 years = \$1,350,000	\$1,350,000.00
Integration into Existing Traffic Camera Software	\$1500 each will allow for possibility of live streaming, playback with pause, fast-forward, rewind, and up to a 30-day retention time. 9 (existing) + 12 (additional) = 21 x \$1,500 = \$31,500 x 3 years = \$94,500	\$94,500.00
Flock Security Camera Installation	One-time initial installation cost for 150 cameras	\$52,500.00
504 Auto Theft Steering Wheel Lock	\$15.57 each x 504 = \$7,847.28, plus \$204.00 shipping, and \$706.50 tax = \$8757.78	\$8,758.00
1,000 Educational Flyers/Postcards	Printing cost	\$1,000.00
High Heat Resistant Paint	Paint for Engrave and Save events: high heat paint for catalytic converters; \$21/can x 6 cans/event x 6 events/year x 3 years = \$2,268	\$2,268.00
		\$0.00
		\$0.00
TOTAL		\$1,509,026.00

2b. Services and Supplies Narrative:

Services and supplies requested are described and itemized above.

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00
3b. Professional Services Narrative		
<i>Enter narrative here. You may expand cell height if needed.</i>		
4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00
4b. Non-Governmental Organization (NGO) Subcontracts Narrative		
<i>Enter narrative here. You may expand cell height if needed.</i>		
5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
SANDAG - Local Evaluation Plan/Report	SANDAG's services will include evaluation plan, data collection tools & training, data collection & analysis, survey design, quarterly & final reports.	\$144,250.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$144,250.00
5b. Data Collection and Evaluation Narrative		
<i>The funds requested are to support project evaluation services by SANDAG. SANDAG will ensure ongoing monitoring and quality control of proposed program implementation, as well as documenting and assessing whether it is achieving the intended goals and outcomes. SANDAG will conduct both a process and outcome evaluation. SANDAG staff will be involved from the beginning of program development to ensure evaluation accurately measures program goals and objectives, to develop needed data collection tools, establish research timelines and protocols, and finalize the Local Evaluation Plan (LEP).</i>		
6a. Equipment/Fixed Assets		

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Purchase Five (5) Detective Vehicles	\$40,000 MSRP of each vehicle + \$10,000 for Police Equipment outfitting	\$250,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$250,000.00

6b. Equipment/Fixed Assets Narrative

There are currently eight Property Crimes Detectives and one Sergeant. However, there are only five vehicles for the unit. With the addition of one ORT Prevention Detective, five vehicles will be needed to ensure each Detective can go into the field and enforce auto theft and organized retail theft investigations, which is crucial to the success of the program.

7a. Financial Audit

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

7b. Financial Audit) Narrative:

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

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

Description	Calculation for Expense	Total
Western States Auto Theft Investigators (SWATI) Conference	Two detectives will attend per year, with per person costs as follows: Conference registration \$325, lodging \$400, Airfare \$350, rental car \$200 = \$1,275 x 2 detectives x 3 years = \$7,650	\$7,650.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$7,650.00

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

The WSATI is collaborative association of detectives from all western states in the USA. Specifically, the training put on by the California sector is specific auto theft training for California detectives. They go over the current trends in auto theft, new and innovative ways to investigate these crimes, and network on how prior cases were handled to ensure success in future investigations. Sending two detectives to the annual training conference will ensure our unit is up to date on auto theft investigations and will create a great network of detectives to reach out to when we have questions on certain investigations or to collaborate on new ideas. This will in turn, create more success for the grant by ensuring we have the best training and can close the most cases.

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.	\$276,180	\$276,180
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	

2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>		
TOTAL	\$276,180	\$276,180

9b. Indirect Costs Narrative:

Indirect costs not to exceed 10 percent (10%) of the total grant award of \$2,761,806 = \$276,180



Police Department

July 6, 2023

Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Subject: Organized Retail Theft Prevention Grant Program

The proposed grant will assist the Chula Vista Police Department combat vehicle and accessory theft within the city. The City of Chula Vista has a population of over 279,000 people, and unfortunately, we experience a high rate of vehicle and accessory theft. In the last year, there have been 995 reports of vehicle theft and approximately 180 reports of catalytic converter theft in the city. Most of these thefts occur in the lower socioeconomic areas of our community. These areas are more densely populated with fewer security measures. Simply put, more cars are parked on the street in a smaller geographic area without the benefit of gated communities or other security measures, increasing the likelihood of the vehicle being targeted.

In lower socioeconomic communities, families rely more on a single vehicle and depend on that vehicle to get to work. Also, in lower socioeconomic neighborhoods, these vehicles are typically underinsured, and the cost to replace the car or the vehicle accessory is too expensive for families to bear and can't afford to replace the vehicle.

With the assistance of this grant and the tools we will utilize, we can take a proactive approach to lowering the amount of vehicle and accessory theft occurring in these areas and other parts of the community. This program will use a two-pronged approach to address this issue. It will use technology and education of the public to reduce this type of theft. Our agency is continually reaching out to the public via social media and hosting catalytic converter "Engrave and Save" events that positively impact on the community. The grant will further support this endeavor.

We define the positive impact on the community as deterring organized criminals from targeting Chula Vista citizens' vehicles and reducing the number of victims of this particular crime.

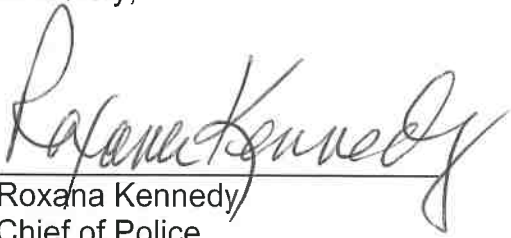
Using advanced technology to identify the vehicles driven by suspects into or away from the community, law enforcement can develop more actionable leads and better identify series-related crimes. Identifying these suspects will lead to more closed cases and more cases referred to the San Diego County District Attorney's Office for prosecution. Although there will be an increase in referred cases to the DA's Office, we confirmed it is well-positioned to evaluate these cases and prosecute them. Their agency has divisions within their organization

to prosecute these cases specifically. Our agency has a strong working relationship with the DA's Office, which supports us in obtaining the grant for this purpose.

The evidence from technology and other physical evidence will provide prosecutors with the most significant proof to support more convictions, longer custody sentences, and potentially fewer victims over time.

Career criminals will avoid communities with this technology to reduce their risk of apprehension and prosecution in organized vehicle and vehicle accessory theft cases.

Sincerely,



Roxana Kennedy
Chief of Police
Chula Vista Police Department



Summer Stephan
San Diego County District Attorney

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Chula Vista 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 Chula Vista 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.

Race, ethnicity or nationality, religion, gender, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

No department member should create a call for service, respond to a call for service, or take any other official action when the action or call are based solely on a person's race, national origin, religion, age, disability, sex, sexual orientation, gender identity, medical condition, genetic information, marital status, military or veteran status, or any other protected characteristics.

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.

Chula Vista Police Department

Chula Vista PD Policy Manual

Bias-Based Policing

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.

402.4.2 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 Chula Vista Police Department is the primary agency, the Chula Vista 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).

Chula Vista Police Department

Chula Vista PD Policy Manual

Bias-Based Policing

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 Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

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

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

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

402.7 TRAINING

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

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

Chula Vista Police Department

Chula Vista PD Policy Manual

Bias-Based Policing

- (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)).

402.8 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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Police Support Services Policy.

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