

Title	City of Coalinga City Council	07/06/2023
	by Jose Garza in Organized Retail Theft Prevention Grant Program jgarza@coalinga.com	id. 41325364

Original Submission	07/06/2023
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The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	City of Coalinga City Council
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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.
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Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application
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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	Coalinga Police Department
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Applicant's Physical Address	155 West Durian Coalinga CA 93210 US
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Applicant's Mailing Address (if different than the physical address)	155 West Durian Coalinga CA 93210 US
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Mailing Address for Payment **155 West Durian
Coalinga
CA
93210
US**

Tax Identification Number **94-6000312**

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 **Jose
Garza**

Project Director's Title with Agency/Department/Organization **Chief of Police, Coalinga Police Department**

Project Director's Physical Address **270 N. 6th Street
Coalinga
CA
93210
US**

Project Director's Email Address **jgarza@coalinga.com**

Project Director's Phone Number **+15599351525**

Financial Officer **Sean
Young**

Financial Officer's Title with Agency/Department/Organization **Commander, Coalinga Police Department**

Financial Officer's Physical Address **270 N. 6th Street
Coalinga
CA
93210
US**

Financial Officer's Email Address **syoun@coalinga.com**

Financial Officer's Phone Number **+15599351525**

Day-To-Day Program Contact **Jose
Garza**

Day-To-Day Program Contact's Title **Chief of Police, Coalinga Police Department**

Day-To-Day Program Contact's Physical Address **270 N. 6th Street
Coalinga
CA
93210
US**

Day-To-Day Program Contact's Email Address **jgarza@coalinga.com**

Day-To-Day Program Contact's Phone Number **+15599351525**

Day-To-Day Fiscal Contact **Sean
Young**

Day-To-Day Fiscal Contact's Title	Commander, Coalinga Police Department
Day-To-Day Fiscal Contact's Physical Address	270 N. 6th Street Coalinga CA 93210 US
Day-To-Day Fiscal Contact's Email Address	syoun@coalinga.com
Day-To-Day Fiscal Contact's Phone Number	+15599351525
Name of Authorized Officer	Jose Garza
Authorized Officer's Title	Chief of Police, Coalinga Police Department
Authorized Officer's Physical Address	270 N. 6th Street Coalinga CA 93210 US
Authorized Officer's Email Address	jgarza@coalinga.com
Authorized Officer's Phone Number	+15599351525
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	Coalinga Organized Retail and Motor Vehicle Theft Prevention Project
Proposal Summary	The Coalinga City Council (City) and the Coalinga Police Department (CPD) seek BSCC funding to implement proven organized retail and motor vehicle theft prevention strategies including: installing 36 video surveillance cameras, including 9 cameras with License Plate Capture (LPC); hiring two new sworn personnel to ensure full utilization of new camera data; procuring four computers and two vehicles to support new personnel; and implementing community outreach programs. These activities will provide critical force multipliers, strengthening the CPD's ability to prevent and respond to property thefts, thus protecting lives and property in the City.
PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.
Program Purpose Areas (PPAs):	PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

Funding Category
Information

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

Funding Category

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

SECTION IV -
PROPOSAL NARRATIVE
AND BUDGET

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

Proposal Narrative
Instructions

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

Project Need

1.1: PROJECT NEED

Criminal street gangs are active in Coalinga and committing violent theft crimes in staggering proportions. Increasing organized retail and motor vehicle (OR/MV) thefts threaten the safety and livelihood of residents, requiring quick and targeted response. The CPD embraces problem-oriented policing strategies and has utilized the SARA Model (Scanning, Analysis, Response, Assessment) to identify, prioritize, and analyze the City's property crime problem, resulting in the development of the Coalinga Organized Retail and Motor Vehicle Theft Prevention Project. The Project aligns with the grant program's intent and will achieve the CPD's goals of preventing and responding to OR/MV thefts in the City. Data analysis will fulfill the final SARA element and prove Project impact and the City/CPD's financial fidelity while providing feedback to allow the CPD to redirect its efforts as needed for continued benefits.

1.2: CONTRIBUTING FACTORS

The City's rural location, disadvantaged status and population (17,465) contributes to the theft problem and the need for state assistance. The City lies 60 miles from Fresno and is connected to surrounding areas by State Highways 33 and 198, Highway 101, and Interstate 5. The City's rurality and highway connections make it a prime target for drive-thru crimes. CalEnviroScreen 4.0 reports that an average of 40% of residents in our rural community are living below twice the federal poverty level. These residents disproportionately bear the impacts of property thefts, including increased costs for goods and services, increased insurance rates, and the repercussions of loss of transportation to work and school. Income inequality also has a correlation to violent crime. The OK Justice Reform reports many disadvantaged individuals become frustrated by the relative success of those around them, leading to deviant behaviors. Local individuals are being recruited into gang activity with the

promise of wealth, providing a foothold for gangs. The City's small population affects its tax base and its ability to fund the staffing, technology, and equipment the CPD desperately needs to police the increased criminal activity. The CPD is a small department with 19 sworn personnel and a per shift staffing of one Sergeant, one Corporal, and one Officer for our jurisdiction plus mutual aid response areas. These conditions make Coalinga an easy target for organized crime to infiltrate from bigger cities like Fresno and Oakland. Without grant funding to increase staffing, purchase vehicles, and strategically implement force multipliers, the CPD will be unable to turn this dangerous tide of gang-related crime.

1.3: CRIME DATA/THEFT PROBLEM

Crimegrade.org reports that the City earns an Overall Crime Grade of "F" and a Property Crime Grade of "D," meaning that the rate of property crime in the City is higher than the average US city. Coalinga is in the 17th percentile for property crime safety, meaning 83% of cities are safer and 17% of cities are more dangerous. In October 2022, the CPD partnered with multiple agencies in a 2-year federal investigation involving the sale of firearms and narcotics by Bulldog gang members in the City and the Central Valley. CPD statistics show that assaults increased 52% from 2021 to 2022; larceny increased 89% from 2022 to 2023; and robberies increased 100% between 2021 and 2022. In the first quarter of 2023, the rate of robberies is already 100% higher than the first quarter of the past two years.

Organized Retail Theft - Organized criminals have targeted Coalinga's Planet 13, a legal marijuana cultivation, packaging, and distribution facility. While Planet 13 is not a retail facility, consultations with the BSCC legal team confirmed these thefts fall under the intent of PPA1. Burglaries were committed on April 12 and April 20, 2023 by 10-12 individuals utilizing 3-4 vehicles. The Woodlake Police Department arrested one subject after he crashed his vehicle with stolen product in the car. A third burglary attempt on May 9, 2023 resulted in a CPD pursuit which had to be abandoned due to high risks. A total of 136 plants and 386 pounds of cannabis were stolen in the April burglaries, with an estimated value of \$163,785. Police identified the suspects in these thefts as members of the Oakland "Ghost Town" gang. Ghost Town started as a drug-trafficking network in Oakland in the 1980s and has expanded to become one of the most active gangs in California, with members trafficking drugs and committing robberies, vehicle thefts, and organized retail theft throughout the Bay Area and beyond. The Planet 13 burglaries are part of a larger network of legal cannabis facility thefts committed by Ghost Town, with thefts occurring in Woodlake, Oakland, San Francisco, Greenfield, Salinas, and Monterey County. These burglaries meet the definition of PPA1 with multiple suspects, repeated burglaries at a single location, and correlating burglaries by the same suspects at legal cannabis facilities in other cities. Additionally, the sheer quantity of marijuana stolen is indicative of the intent to resell to finance gang activity.

Motor Vehicle Theft - Street gangs are the major perpetrators of thefts in Coalinga including robberies, larceny, burglaries and vehicle theft. Of these, vehicle theft is having the greatest impact on the City. Auto thefts in the first quarter of 2023 are 67% higher than the first quarter of 2022, and 150% higher than the first quarter of 2021. Theft of a vehicle can be life-changing for residents who may suffer long-term psychological costs of the victimization experience, and depend on their vehicles for transportation to school, work, and medical appointments. Vehicle thefts also have far-reaching impacts on the economy (which is a greater burden for disadvantaged communities) and are often linked to violent and drug related crime.

FUNDING JUSTIFICATION

Grant funding is critical to provide the staffing, equipment, and technology necessary to deter these crimes. City Council could not appropriate funds for CPD's recent budget request for additional personnel and vehicles. The Community Policing Dispatch reports that small rural communities face the same problems as their metropolitan counterparts, including gang activity and violent crime. However, small towns face the additional hurdle of small tax bases which results in less funding for the personnel, training, equipment, and technology that is critical for preventing crime and maintaining public safety. This is the exact challenge the CPD faces. State funding is crucial for the CPD to level the playing field and gain traction in their fight against gang-related crime.

Project Description

2.1: COALINGA ORGANIZED RETAIL AND MOTOR VEHICLE THEFT PREVENTION PROJECT
This Project requests funding for eligible activities to support the CPD in preventing and responding to OR/MV thefts including:

1. Video Surveillance/LPC

This Project Activity will complete Phase 6 of the CPD's Community Video Policing Program (CVPP) integrated city-wide video surveillance system. A grant award from the Rural Violent Crime Reduction Initiative in January 2023 funded Phases 2-5, with installation currently underway. Phase 6 includes surveillance system expansion to include cameras/LPC at

known high-crime areas and outreach to encourage local businesses to join the CPD surveillance network. The Project will provide 36 cameras that will be strategically installed in 18 high-crime locations, points of City ingress/egress, and 5 locations specific to legal cannabis facilities. Camera feeds will be monitored in real-time by sworn/non-sworn personnel, providing critical immediate response, video evidence to assist in OR/MV investigations, and integration with nearby cities to provide a cohesive crime prevention network. Video will be stored for a minimum of 1 year. The cost of this Activity is \$412,085 with an approximate 90-day timeline for contracting and installation. The new equipment has an estimated lifespan of 8-12 years, meaning that this Activity will result in sustainable crime prevention that extends well beyond the 3-year grant period. Routine maintenance and eventual upgrades will be included in CPD budgeting after the grant period.

2. Staffing

Grant funding of \$1,014,030 will support 3 years' salary/benefits for two new sworn personnel and overtime for one Sergeant to build CPD's capacity for theft prevention and response. New hires will be dedicated to OR/MV (PPA1 & PPA2) investigations and outreach. Hiring activities will commence after the grant award and will take approximately 90 days. The positions will be included in CPD budgeting after the grant period to ensure the sustainability of both the positions and the crime fighting benefits.

3. Vehicles

Grant funding of \$150,000 will provide for the purchase and upfitting of two new unmarked police vehicles which will be assigned to the new hires and dedicated to OR/MV (PPA1 & PPA2) investigations and field operations. Vehicle purchases and upfitting will take approximately 6 months. Routine vehicle maintenance will be included in CPD budgeting, and the new vehicles will be integrated into the City's Vehicle Replacement Plan for eventual replacement.

4. Computer Equipment

Grant funding of \$51,517 will provide for the purchase of office/field computer equipment for the new personnel. Laptop computers/portable printers will provide operational efficiency, allowing for surveillance system monitoring, investigations, and processing of search warrants in the field. Also included in this amount is necessary equipment for monitoring of new video surveillance/LPR feeds.

5. Outreach Supplies

Grant funding of \$6,541 will support community outreach and theft prevention efforts with printed materials, signage, and refreshments for quarterly public/retailer outreach meetings.

TARGET AREA/POPULATION

Coalinga lies in south Fresno County approximately 60 miles southwest of Fresno. The City is home to the Pleasant Valley State Prison and the Coalinga State Hospital and incarcerated individuals account for approximately 24% of the City's population. Despite imprisonment, individuals in these facilities continue to precipitate gang/criminal activity both inside and outside the institutions. The City is intersected by State Highways 33 and 198, and is a main rest stop between Highway 101 and Interstate 5. These roadways provide a pipeline for illegal drugs, guns, and stolen vehicles and merchandise through the City enroute to the coast or major metro areas like Fresno (pop. 544,510), and Clovis (pop. 122,989). They also provide a quick escape route, with suspects fleeing before CPD can stage a pursuit. The Project's video cameras/LPR will target high-crime areas and City ingress/egress, providing improved identification and tracking of suspects.

ACTIVITIES ADDRESS NEEDS

The SARA Model helped the CPD categorize the City's theft problem and identify the Project's solutions. Implementation of proven theft prevention technology and monitoring equipment will provide the CPD with critical force multipliers to enhance OR/MV investigations. The hiring of two sworn personnel and ensuring they have the computers/vehicles they need to conduct fruitful investigations will ensure surveillance leads are pursued. Finally, CPD community outreach will build collaboration and empower residents with theft prevention strategies.

PROJECT COLLABORATION

The CPD will collaborate with law enforcement partners on investigations and cooperate with the District Attorney's office to increase prosecutions. CVPP Phase 6's community outreach element includes development of the Coalition of Retailers: a collaboration of the CPD, Coalinga Chamber of Commerce, and local retailers to build relationships, increase theft awareness, share theft prevention strategies, and promote private surveillance implementation. The CPD will also develop the Chief's Advisory Board, a collaboration of City stakeholders (residents, schools, and community groups) to promote communication and

teamwork to create a safer community.

2.2: PROJECT GOALS, OBJECTIVES, AND IMPACT

Goal 1: Respond to OR/MV thefts in Coalinga and the region

Objective A: Implement proven theft prevention technology during Year 1 of the grant period.

Objective B: Develop a dedicated OR/MV Theft Team to conduct investigations and special field operations during Years 1-3 of the grant period.

Objective C: Collaborate with regional law enforcement partners during Years 1-3 to support regional investigations and increase arrests/prosecutions.

Impact: The CPD estimates a 20% reduction in theft crimes at the end of the grant period.

Goal 2: Prevent OR/MV thefts in Coalinga

Objective A: Develop the Chief's Advisory Board community outreach during Year 1; conduct quarterly meetings during Years 2-3 to enhance community safety.

Objective B: Develop the Coalition of Retailers business outreach in Year 1; conduct quarterly meetings during Years 2-3 to promote theft prevention.

Objective C: Procure community outreach materials and signage; install Hide/Lock/Take vehicle theft prevention signage in 25 Coalinga business parking lots in Year 1 of grant period.

Objective D: Implement a campaign to share OV/MV Theft Team successes and increase awareness during Years 1-3.

Impact: Improved CPD/community relationships, increased community awareness, and personal responsibility to prevent property thefts.

Goal 3: Demonstrate Project Impact and Fiscal Competence

Objective A: Track Project performance through internal collaboration at bimonthly meetings during planning phase (months 1-6) and quarterly meetings during Years 1-3.

Objective B: Collaborate with project partners to evaluate Project impact in Years 1-3, including development of Local Evaluation Plan and Local Evaluation Report.

Objective C: Conduct financial audit to demonstrate Project's fiscal competence and submit report to BSCC by 6/1/2027.

Impact: Evaluation will prove Project's impact and allow the CPD to modify future response to achieve increasingly positive outcomes. Demonstrated fiscal/grant responsibility.

2.3: PROJECT RATIONALE

The Federal Bureau of Investigation reports that in 2019, only 14.1% of burglary offenses and 13.8% of motor vehicle theft offenses were cleared by arrest or exceptional means. As such, it is imperative that the CPD mount a targeted attack to improve our chances of solving property crimes. The U.S. Department of Justice estimates that video evidence is available for approximately 80% of crimes. A lack of this important technology places the CPD at a severe disadvantage in our crime-fighting capability. The installation of video/LPC technology will provide additional "eyes" to catch thieves in the act, aid in suspect identification, and provide critical video evidence to improve successful prosecutions. Cameras/LPC can alert law enforcement officers to a stolen license plate/vehicle or of the presence of a vehicle of interest from another jurisdiction. This capability will be an extremely valuable tool to catch suspects who are on the run and committing crimes across multiple jurisdictions. However, the data provided by technology is pointless without adequate staffing and equipment to pursue the leads. A CBS News report illustrated this concept, highlighting a Colorado police department's inability to capitalize on LPC data due to lack of staffing. This Project addresses this potential outcome shortfall by including funding for the addition of two sworn positions with dedicated vehicles and computers to ensure that the important data gained by new technology does not go to waste. OR/MV suspects are often armed and dangerous, presenting great risk to CPD personnel investigating these crimes. By hiring two new sworn positions, these individuals can work as a pair to improve investigation outcomes and help ensure officer safety.

2.4: SURVEILLANCE & RACIAL BIAS POLICIES

The CPD's Public Safety Video Surveillance System Policy (Policy 338) ensures that public video surveillance is conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy. Cameras are located in public areas where privacy expectations are minimal, and only video footage is recorded, excluding audio. The policy strictly prohibits infringements on privacy, discrimination, or harassment. System access and use is monitored to ensure adherence to CPD policy/applicable laws. All recorded media is securely stored and retained for a minimum of one year, adhering to protocols to ensure evidence integrity and a secure chain of custody. Requests for video images are processed in accordance with established procedures. An annual audit assesses the effectiveness of the surveillance system, while personnel receive comprehensive training on equipment operation and pertinent laws.

The CPD's Racial- or Bias-Based Profiling Policy (Policy 401) affirms the CPD's commitment to enforcing the law equally, fairly, objectively and without discrimination toward any individual or group. Bias-based policing is strictly prohibited, and officers may only consider protected characteristics when supported by credible information linking individuals to specific unlawful incident(s), specific criminal patterns, or specific schemes. Officers must articulate reasons for contacts independent of protected characteristics. CPD supervisors will monitor compliance and handle violations, while the Internal Affairs Manager will report racial bias complaints to the California Department of Justice.

Project Organizational
Capacity and
Coordination

3.1: PROJECT ADMINISTRATION

The Project's management team has a combined 85 years of experience and is fully qualified to implement all Project Activities. Team members include:

Chief Jose Garza: Chief Garza has 41 years of law enforcement experience with the majority of his career focused on gang enforcement/intervention/prevention and building community bridges. He has large-scale project management experience, having provided oversight for approximately 12 grants throughout his career, including the Rural Violent Crime Reduction Initiative grant earlier this year.

Commander Sean Young: Cmdr. Young will assist Chief Garza with daily Project management and implementation, supervision of the detective unit, grant reporting/administration, and oversight of data reporting. He has 23 years of law enforcement experience.

Sergeant Andrew Diaz: Sgt. Diaz's grant responsibilities will include: monthly data collection; supervision of the OR/MV Theft Team; and community outreach. His 21-year career (10 years as Detective) has afforded him experience in narcotic/gang enforcement, community partnership, and leading large-scale investigations that resulted in prosecutions and long-term sentences.

3.2: PARTNER AGENCIES

While collaboration with partner law enforcement/judicial agencies (Fresno County Sheriff's Office, California Highway Patrol, DEA, California Dept. of Corrections and Rehabilitation Crisis Response Teams, Fresno County District Attorney's office, etc.) is important, Project implementation is not dependent on these relationships.

3.3: PROJECT READINESS

The City and CPD are ready to proceed with Project implementation with estimated timelines for each Project Activity as follows:

Video Surveillance/LPC/Equipment:

Development of a video surveillance Action Plan will begin in Fall 2023 and take approximately 30 days to complete. In order to maintain continuity of service and system compatibility, it is anticipated that the CPD will utilize the technology provider that collaborated on Phases 2-5 of the CVPP, with contracting taking approximately 30 days. Installation is estimated to begin in December 2023 and take 60 days to complete. Procurement of computer/monitoring equipment will begin in Fall 2023, with installation completed by February 2024.

New Personnel:

Hiring processes for the two new positions will begin in November 2023 and be completed within 90 days. New hires are expected to be up-to-speed and conducting investigations/operations within 30 days of hire.

New Vehicles:

Activities to purchase and upfit vehicles will begin in November 2023 with vehicles expected to be delivered within 6 months. These vehicles will be assigned to the two new hires and dedicated to OR/MV investigations.

Community Outreach/Public Relations:

Development of the Chief's Advisory Board and Coalition of Retailers will begin in October 2023 with quarterly meetings scheduled throughout the grant period. Procurement of outreach materials/signage and installation will begin in October 2023, with implementation expected to take 60 days. The awareness campaign will begin in October 2023 and extend for the entirety of the 3-year grant period.

3.4: PROJECT MANAGEMENT / DECISION MAKING

Chief Garza maintains the top position in the management structure. He reports directly to the Coalinga City Council, who has granted him authority and responsibility to execute grant

agreements, engage Project partners, and manage Project roles and responsibilities. Cmdr. Young occupies the second position in the Project's management structure and will provide management assistance, data gathering/analysis supervision, and detective unit supervision. Sgt. Diaz will occupy the third position the Project's management structure, responsible for collecting Project data, supervising the OR/MV Theft Team and investigations/operations, and acting as community liaison.

3.5: PROJECT SUSTAINABILITY

The City of Coalinga is a rural community with small tax bases, and as such, struggles to meet the operational, infrastructure, and public safety needs of this disadvantaged community. The City Council and City Administration recognize the CPD's critical need for staffing and equipment to combat the ever-rising danger presented by organized theft crimes. As such, the City Council is dedicated to making necessary appropriations to sustain all Project elements beyond the grant period.

Project Evaluation and
Monitoring

4.1: DATA ANALYSIS

The CPD will select a qualified data analysis agency to conduct Project evaluation, data analysis, and reporting. The contracted agency will develop protocols to ensure that data is monitored and evaluated during all phases of the Project, including the baseline, implementation, and service delivery periods. Chief Garza will be responsible for Project start-up and implementation.

4.2: PROCESS MEASURES AND OUTCOME MEASURES

Goal 1: Respond to OR/MV thefts in Coalinga and the region

Process Measures:

- Install 36 new video surveillance cameras and monitoring equipment
- Conduct 20 internal meetings to manage project implementation (bi-weekly October 2023 through April 2024)
- Complete OR/MV Theft Action Plan
- Hire 2 new sworn personnel and equip with computers/vehicles
- Dedicate 12,480+ hours to OR/MV theft investigations in Years 1-3
- Conduct 12 internal Project coordination meetings (quarterly for Years 1-3)

Outcome Measures:

- Expanded surveillance network providing improved data for identifying/tracking suspects and vehicles
- Increased number of OR/MV theft investigations and arrests in Coalinga
- Enhanced investigative collaboration

Goal 2: Prevent OR/MV theft in Coalinga

Process Measures:

- Develop Chief's Advisory Board during Year 1 and conduct 8 quarterly outreach meetings in Years 2-3
- Develop Coalition of Retailers during Year 1 and conduct 8 quarterly outreach meetings in Years 2-3
- Facilitate 20 new privately-funded business video surveillance cameras to be installed/linked to CPD system
- Procure community outreach materials and install 50 Hide/Lock/Take vehicle theft prevention signs
- Develop/circulate 12 press releases and 36 social media posts (minimum) (quarterly during Years 1-3)

Outcome Measures:

- Increased community awareness of theft problem and theft prevention strategies
- Improved communication, relationships, and trust between CPD and community
- Improved personal accountability and proactive prevention of thefts
- Video surveillance system expanded by privately-installed cameras
- Improved community safety
- Awareness among criminals that CPD and community is actively watching for criminal activity

Goal 3: Demonstrate Project impact and fiscal competence

Process Measures:

- Conduct 24 project performance tracking meetings (12 - twice monthly Oct 2023 – March 2024; and 12 – quarterly for Years 1-3)
- Contract with data analysis Project partner
- Develop/submit Local Evaluation Plan by 4/1/2024
- Conduct 12 Project evaluation meetings (quarterly for Years 1-3)
- Submit 12 quarterly Progress Reports (Years 1-3)

- Develop/submit Local Evaluation Report by 6/1/2027
- Conduct 12 quarterly internal reviews (City/CPD) of grant invoices/accounting to ensure grant compliance in accordance with established accounting best practices
- Contract independent financial auditor
- Develop/submit Audit Report by 6/1/2027

Outcome Measures:

- Enhanced information exchange and critical thinking to ensure project stays on-track and on budget to meet goals
- Identification of project shortcomings to allow for correction
- Thorough evaluation/analysis of data to prove Project impact
- Grant agreement compliance/fiscal responsibility
- Clean audit will demonstrate Coalinga's commitment to exemplary grant performance

4.3: PRELIMINARY MONITORING PLAN

Chief Garza will oversee Project implementation to ensure meeting timeline milestones for contracting, purchasing, hiring, and technology installation. Regular meetings with the Project team and contractors will ensure upward communication flow and identification of potential challenges.

4.4: DATA COLLECTION AND EVALUATION

Baseline crime statistic data will be assembled by the CPD and forwarded to the data analysis partner. Data from implemented technology will be collected monthly and forwarded for analysis.

4.5: RESEARCH DESIGN AND METHODOLOGY

The CPD intends to contract with an experienced data analysis partner for the development of research methodology, assessment of Project outcomes, and development of the Local Evaluation Plan and Local Evaluation Report. The strategy will include: consideration of the Project goals; choice of research design; identification of the sampling method; identification of the methods for data collection and data collection procedures; and determining data analysis strategies to ascertain Project effectiveness and impact.

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

[Coalinga_Final_Budget.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)

[App_B_Coalinga_BSCC_ORT_work_plan.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[App_D_signed_Coalinga_Grantee_Assurance_NGO.pdf](#)

Local Impact Letter(s) (Appendix E)

[App_E_Signed_Local_Impact_Ltr_Coalinga.pdf](#)

Letter(s) of Commitment, (Appendix F)

[App_F_Coalinga_Letter_of_Commitment.pdf](#)

Policies Limiting Racial Bias

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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.

(1) Goal:	> Respond to organized retail (OR) and motor vehicle (MV) thefts in Coalinga and the region.
Objectives (A., B., etc.)	<p>> A. Implement proven theft prevention and investigation technology (video cameras/LPC) in Coalinga during Year 1 of the grant period.</p> <p>B. Develop a dedicated Organized Retail/Motor Vehicle (OR/MV) Theft Team to conduct investigations and special field operations in Coalinga during Years 1-3 of the grant period. Includes existing personnel (Sgt. Diaz) and 2 new hires.</p> <p>C. Collaborate with regional law enforcement partners during Years 1-3 to support regional investigations and increase arrests and prosecutions.</p>
Process Measures and Outcome Measures:	<p>> A. Theft Prevention and Investigation Technology</p> <p><u>Process Measures:</u></p> <ul style="list-style-type: none"> --Install 36 new video surveillance cameras, including 9 cameras with LPC --Conduct 20 internal meetings to manage Project implementation <p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> --Expanded video surveillance system providing improved data for identifying/tracking suspects --Improved capability for identifying stolen vehicles --Improved ability to track vehicles of interest

	<p>B. Dedicated OR/MV Theft Team <u>Process Measures:</u> --Develop OR/MV Action Plan --Hire 2 new sworn personnel dedicated to OR/MV investigations --Purchase 2 new vehicles dedicated to OR/MV theft investigations --Purchase 2 new desktop computers/2 new laptop computers dedicated to OR/MV theft investigations --Dedicate 12,480+ hours to OR/MV theft investigations in Years 1-3 <u>Outcome Measures:</u> --Increased number of OR/MV theft investigations in Coalinga --Increased number of OR/MV theft arrests in Coalinga</p> <p>C. Support Regional Investigations <u>Process Measures:</u> --Execute MOU agreements with law enforcement partners (as necessary) --Conduct 12 regional coordination meetings (quarterly for Years 1-3) <u>Outcome Measures:</u> --Improved regional collaboration/communication --Enhanced investigative collaboration (sharing of evidence, identification of suspects) --Meeting participant lists/notes/action items</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>> A. Theft Prevention and Investigation Technology 1. Develop video surveillance action plan/map to confirm strategic locations for surveillance implementation 2. Contract with video surveillance/LPC technology provider 3. Install 36 new video surveillance cameras, including 9 with LPC capability 4. Train existing staff and new hires on video/LPC use, evidence storage, applicable privacy laws 5. Conduct weekly internal meetings to ensure Project implementation benchmarks</p>	<p>> A1. Chief Garza, Cmdr. Young, Sgt. Diaz A2. Garza A3. Technology Contractor A4. Young, Diaz, Technology Contractor A5. Garza, Young, Diaz</p>	<p>> A1. 10/1/2023 A2. 11/1/2023 A3. 12/1/2023 A4. 2/1/2024 A5. 10/1/2023</p>	<p>> A1. 10/31/2023 A2. 11/30/2023 A3. 1/31/2024 A4. 2/29/2024 A5. 4/1/2024</p>

<p>B. Dedicated OR/MV Theft Team</p> <ol style="list-style-type: none"> 1. Hire 2 new sworn personnel for the OR/MV Theft Team (Team also includes Sgt. Diaz) 2. Procure and install equipment (computers/monitoring equipment) 3. Procure and upfit 2 new dedicated unmarked vehicles 4. Develop Action Plan 5. Conduct investigations utilizing implemented technology, informants, and planned operations <p>C. Support Regional Investigations</p> <ol style="list-style-type: none"> 1. Establish MOUs (as necessary) with law enforcement partners 2. Send invitations to law enforcement/legal partners (e.g.: Fresno County Sheriff's Office, Fresno County DA, California Highway Patrol, Huron, Avenal) to participate in regularly scheduled Project performance meetings 3. Conduct quarterly coordination meetings with law enforcement/legal partners. 4. Conduct investigative coordination meetings as required 	<p>B1. Human Resources Dept., Garza, Diaz</p> <p>B2. Garza, Diaz</p> <p>B3. Garza, Fleet Dept.</p> <p>B4. Diaz, OR/MV Theft Team</p> <p>B5. OR/MV Theft Team</p> <p>C1. Garza</p> <p>C2. Garza</p> <p>C3. Garza, Young, Diaz</p> <p>C4. Diaz, OR/MV Theft Team</p>	<p>B1. 11/1/2023</p> <p>B2. 11/1/2023</p> <p>B3. 11/1/2023</p> <p>B4. 1/1/2024</p> <p>B5. 3/1/2024</p> <p>C1. 4/1/2024</p> <p>C2. 4/1/2024</p> <p>C3. 6/1/2024</p> <p>C4. 6/1/2024</p>	<p>B1. 1/31/2024</p> <p>B2. 1/31/2024</p> <p>B3. 4/30/2024</p> <p>B4. 1/31/2024</p> <p>B5. 12/31/2026</p> <p>C1. 12/31/2026</p> <p>C2. 5/31/2024</p> <p>C3. 12/31/2026</p> <p>C4. 12/31/2026</p>
<p>List data and sources to be used to measure outcomes: ></p> <p>A. Theft Prevention and Investigation Technology</p> <ul style="list-style-type: none"> --Video Surveillance Action Plan --Executed contracts with video surveillance vendor --Video surveillance scope of work --Technology installation records --Training logs/participants --Meeting notes --Data obtained from installed technology <p>B. Dedicated OR/MV Theft Team</p> <ul style="list-style-type: none"> --OR/MV Theft Team roster 			

<ul style="list-style-type: none"> --Supplies/Equipment installation records/invoices --Vehicle purchase/upfitting agreements --OR/MV Theft Team Action Plan --Data that supported investigations <p>C. Support Regional Investigations</p> <ul style="list-style-type: none"> --Executed MOUs --Meeting invitations/participant lists/notes/action items --Shared data for analysis --Investigations supported with shared data

(2) Goal:	> Prevent organized retail and motor vehicle theft in Coalinga
Objectives (A., B., etc.)	<p>> A. Develop the <i>Chief's Advisory Board</i> during Year 1 and conduct quarterly meetings during Years 2-3 to conduct public outreach, build relationships, increase communication, and enhance community safety</p> <p>B. Develop the <i>Coalition of Retailers</i> during Year 1 and conduct quarterly meetings during Years 2-3 to conduct business outreach, build relationships, and share theft prevention strategies</p> <p>C. Procure community outreach materials and signage; install Hide/Lock/Take vehicle theft prevention signage in 25 Coalinga business parking lots in Year 1</p> <p>D. Implement a campaign to share OR/MV Theft Team successes and increase awareness during Years 1-3</p>
Process Measures and Outcome Measures:	<p>> A. Public Outreach</p> <p><u>Process Measures:</u></p> <ul style="list-style-type: none"> --Develop <i>Chief's Advisory Board</i> during Year 1 --Conduct 8 <i>Chief's Advisory Board</i> meetings (quarterly during Years 2-3) --Meeting notes/participant lists/action items <p><u>Outcome Measures:</u></p> <ul style="list-style-type: none"> --Increased community awareness of strategies to combat OR/MV theft --Improved trust and relationships between CPD and community <p>B. Business Outreach</p> <p><u>Process Measures:</u></p> <ul style="list-style-type: none"> --Develop the <i>Coalition of Retailers</i> during Year 1

<p>--Conduct 8 <i>Coalition of Retailers</i> meetings (quarterly during Years 2-3) --Meeting notes/participant lists/action items --20 new business video surveillance cameras privately-installed and linked to CPD surveillance system (CVPP) <u>Outcome Measures:</u> --Improved coordination/communication between CPD and retailers --Trust building between CPD and retailers --Expanded surveillance network and increased video data/evidence to identify crime perpetrators</p> <p>C. Outreach Materials/Signage <u>Process Measures:</u> --Procure community outreach theft prevention materials and signage --Install 50 Hide/Lock/Take vehicle theft prevention signs in business parking lots --Prevent countless thefts <u>Outcome Measures:</u> --Improved resident awareness and personal accountability --Proactive prevention of thefts --Improved resident/business safety</p> <p>D. Campaign <u>Process Measures:</u> --12 press releases (minimum) issued by CPD in Years 1-3 --36 social media posts (minimum) issued by CPD in Years 1-3 <u>Outcome Measures:</u> --Improved public awareness of CPD's OR/MV theft prevention/response initiatives --Enhanced perception of public safety --Awareness among criminals that CPD is actively watching for criminal activity</p>			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> A. Public Outreach	>	>	>
1. Issue invitations to community partners to develop <i>Chief's Advisory Board</i> roster	A1. Garza	A1. 10/1/2023	A1. 12/31/2023
2. Develop curriculum for quarterly meetings	A2. Garza	A2. 1/1/2024	A2. 12/31/2026

Coalinga Organized Retail and Motor Vehicle Theft Prevention Project

<p>3. Conduct quarterly <i>Chief's Advisory Board</i> public outreach meetings to educate and increase awareness of OR/MV initiatives</p> <p>4. Compile meeting participant lists/notes/action items</p>	<p>A3. Garza</p> <p>A4. Garza</p>	<p>A3. 1/1/2024</p> <p>A4. 1/1/2024</p>	<p>A3. 12/31/2026</p> <p>A4. 12/31/2026</p>
<p>B. Business Outreach</p>			
<p>1. Coordinate with Chamber of Commerce to issue invitations to retailers for participation in <i>Coalition of Retailers</i></p>	<p>B1. Garza</p>	<p>B1. 10/1/2023</p>	<p>B1. 12/31/2023</p>
<p>2. Develop theft awareness/prevention/safety curriculum for <i>Coalition of Retailers</i> meetings</p>	<p>B2. Garza, Diaz</p>	<p>B2. 1/1/2024</p>	<p>B2. 12/31/2026</p>
<p>3. Conduct quarterly <i>Coalition of Retailers</i> meetings (Years 2-3) to educate and increase awareness about OR/MV thefts and encourage installation of video surveillance cameras to participate in CVPP</p>	<p>B3. Garza, Diaz</p>	<p>B3. 1/1/2024</p>	<p>B3. 12/31/2026</p>
<p>4. Compile meeting participant lists/notes/action items</p>	<p>B4. Diaz</p>	<p>B4. 1/1/2024</p>	<p>B4. 12/31/2026</p>
<p>5. Provide retailers assistance/guidance for video surveillance purchase/installation/data-sharing</p>	<p>B5. Diaz</p>	<p>B5. 1/1/2024</p>	<p>B5. 12/31/2026</p>
<p>C. Outreach Materials/Signage</p>			
<p>1. Procure community outreach materials (brochures, stickers, window clings, posters, signage, etc.) and Hide/Lock/Take signage</p>	<p>C1. Garza, Diaz</p>	<p>C1. 10/1/2023</p>	<p>C1. 10/31/2023</p>
<p>2. Coordinate with local businesses regarding sign installation</p>	<p>C2. Diaz, OR/MV Theft Team</p>	<p>C2. 11/1/2023</p>	<p>C2. 11/15/2023</p>
<p>3. Install 50 signs in local business parking lots</p>	<p>C3. Diaz, Retailers</p>	<p>C3. 11/15/2023</p>	<p>C3. 11/30/2023</p>
<p>D. Campaign</p>			
<p>1. Issue press release announcing Organized Retail Theft Prevention Grant Program award</p>	<p>D1. Garza</p>	<p>D1. 10/1/2023</p>	<p>D1. 10/15/2023</p>
<p>2. Issue monthly (at minimum) press releases to share OR/MV theft prevention and response highlights and updates</p>	<p>D2. OR/MV Theft Team, Garza</p>	<p>D2. 10/1/2023</p>	<p>D2. 12/31/2026</p>
<p>3. Compose and post weekly social media posts to improve resident awareness of OR/MV theft and present prevention tips</p>	<p>D3. OR/MV Theft Team</p>	<p>D3. 10/1/2023</p>	<p>D3. 12/31/2026</p>

<p>List data and sources to be used to measure outcomes: ></p> <p>A. Public Outreach --Chief's Advisory Board invitations/rosters --Meeting curriculum materials --Meeting participant lists/notes/action items</p> <p>B. Business Outreach --Coalition of Retailers invitations --Meeting curriculum --Meeting participant lists/notes/action items --Business video camera installations</p> <p>C. Outreach Materials/Signage --Community outreach materials and signage invoices --Signage installation records</p> <p>D. Campaign --Press releases --Social media posts</p>

(3) Goal:	> Demonstrate Project Impact and Fiscal Competence
Objectives (A., B., etc.)	<p>> A. Track Project performance through collaboration at bimonthly meetings during planning phase (months 1-6) and quarterly meetings thereafter for Years 1-3 of project.</p> <p>B. Collaborate with project partners to evaluate Project impact in Years 1-3, including development of Local Evaluation Plan and Local Evaluation Report</p> <p>C. Conduct financial audit to demonstrate Project's fiscal competence and submit report to BSCC by 6/1/2027</p>
Process Measures and Outcome Measures:	<p>> A. Track Project Performance</p> <p><u>Process Measures:</u> --Conduct 12 Project performance tracking meetings during 6-month planning phase (twice monthly Oct 2023 – Mar 2024) --Conduct 12 Project performance tracking meetings for remainder of grant period (quarterly for Years 1-3) --Compile meeting participant lists/notes/action items</p> <p><u>Outcome Measures:</u> --Collaboration will enhance critical thinking to ensure seamless project implementation --Project stays on-track and on-budget to meet goals</p>

<p>B. Evaluate Project Impact <u>Process Measures:</u> --Contract with data analysis Project partner --Develop/submit Local Evaluation Plan by 4/1/2024 --Conduct 12 Project evaluation meetings throughout grant period (quarterly for Years 1-3) --Compile meeting participant lists/notes/action items --Develop Quarterly Progress Reports --Develop/submit Local Evaluation Report by 6/1/2027 <u>Outcome Measures:</u> --Enhanced collaboration will ensure exchange of information and ideas between Project partners --Identification of potential Project shortcomings will allow for prompt correction --Thorough evaluation/analysis of data will prove Project's impact</p> <p>C. Financial Audit <u>Process Measures:</u> --Perform quarterly internal reviews of grant invoicing and accounting to ensure grant financial documents and practices are based on established accounting best practices --Contract with independent financial auditor --Deliver Final Audit Report by 6/1/2027 <u>Outcome Measures:</u> --Regular reviews of grant accounting practices will identify potential errors and allow for corrections --Clean audit will demonstrate Coalinga's commitment to exemplary grant performance</p>			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>> A. Track Project Performance 1. Conduct internal Project implementation meetings bi-monthly during Project planning phase, months 1-6 (2x per month, Oct 2023-Mar 2024) 2. Conduct quarterly Project performance meetings (Years 1-3) to track Project performance 3. Follow up on meeting action items (as required)</p> <p>B. Evaluate Project Impact</p>	<p>> A1. Garza, Diaz A2. Garza, OR/MV Theft Team A3. OR/MV Theft Team</p>	<p>> A1. 10/1/2023 A2. 4/1/2024 A3. 4/1/2024</p>	<p>> A1. 3/31/2024 A2. 12/31/2026 A3. 12/31/2026</p>

Coalinga Organized Retail and Motor Vehicle Theft Prevention Project

<ol style="list-style-type: none"> 1. Contract with experienced Data Analysis project partner 2. Conduct meeting with Data Analysis partner to develop data analysis parameters and develop Local Evaluation Plan 3. Submit Local Evaluation Plan to BSCC 4. Gather relevant data from implemented technology and data-sharing partners on a monthly basis. 5. Conduct quarterly meetings with Data Analysis partner to share data 6. Collaborate with Data Analysis partner to develop quarterly progress reports with data obtained, investigations, arrests, etc. 7. Collaborate with Data Analysis partner to develop Local Evaluation Report 8. Submit Local Evaluation Report to BSCC <p>C. Financial Audit</p> <ol style="list-style-type: none"> 1. Submit invoices/reporting on established timelines 2. Conduct quarterly meetings with Finance Department to collaborate on quarterly internal audits 3. Contract with independent financial auditor 4. Provide assistance on financial audit (as required) 5. Submit Audit Report to BSCC 	<p>B1. Garza B2. Garza, Diaz, Data Analysis Partner B3. Garza B4. Diaz B5. Diaz B6. Diaz B7. Garza, Diaz B8. Garza</p> <p>C1. Diaz C2. Garza C3. Garza C4. Garza C5. Garza</p>	<p>B1. 10/1/2023 B2. 1/1/2024 B3. 3/15/2024 B4. 2/29/2024 B5. 3/1/2024 B6. 3/1/2024 B7. 1/1/2027 B8. 5/31/2027</p> <p>C1. 10/1/2023 C2. 10/1/2023 C3. 11/1/2026 C4. 1/1/2027 C5. 5/31/2027</p>	<p>B1. 12/31/2023 B2. 3/15/2024 B3. 4/1/2024 B4. 12/31/2026 B5. 12/31/2026 B6. 12/31/2026 B7. 5/30/2027 B8. 6/1/2027</p> <p>C1. 12/31/2026 C2. 12/31/2026 C3. 12/31/2026 C4. 5/30/2027 C5. 6/1/2027</p>
<p>List data and sources to be used to measure outcomes: ></p> <p>A. Track Project Performance</p> <ul style="list-style-type: none"> --Project implementation meeting participant lists/notes/action items --Project performance meeting participant lists/notes/action items --Action item reports <p>B. Evaluate Project Impact</p> <ul style="list-style-type: none"> --Data Analysis partner contract --Data analysis development meeting participant lists/notes/action items --Data analysis parameters --Local Evaluation Plan 			

- Monthly data – technology outputs, investigations, arrests, regional investigations/arrests
- Participant lists/notes/action items for quarterly Data Analysis partner meetings
- Quarterly progress reports regarding data obtained, investigations, arrests, etc.
- Local Evaluation Final Report

C. Financial Audit

- Project invoices/reports
- Quarterly internal audit results
- Contract with independent financial auditor
- Independent Financial Auditor's Audit Report

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

Name of Applicant: *City of Coalinga/Coalinga 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	\$1,014,030.00
2. Services and Supplies	\$6,541.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$83,096.00
6. Equipment/Fixed Assets	\$613,602.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$2,746.00
9. Indirect Costs	\$0.00
TOTAL	\$1,745,015.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
2 new Officers (sworn positions) for Year 1 of Grant Performance Period	\$159,807 x 2 positions (2 FTE) = \$319,614 for Year 1	\$319,614.00
2 new Officers (sworn positions) for Year 2 of Grant Performance Period	\$163,855 x 2 positions (2 FTE) = \$327,710 for Year 2	\$327,710.00
2 new Officers (sworn positions) for Year 3 of Grant Performance Period	\$168,353 x 2 positions (2FTE) = \$336,706 for Year 3	\$336,706.00
Overtime - Sergeant in charge of data collection, OR/MV Theft Team supervision - 45 month grant period	9.07 OT hrs/month x 45 month grant period = 408.16 OT hours x \$73.50/hr (time and a half) = \$30,000 (rounded)	\$30,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$1,014,030.00

1b. Salaries & Benefits Narrative:

This Project requests \$984,030 to fund two new sworn CPD positions for three years of the grant period. This amount includes salary and benefits, and includes a yearly increase. These new positions will be responsible for investigations and operations to apprehend and prosecute perpetrators of motor vehicle/organized retail theft crimes. These positions are critical for ensuring maximum utilization of data obtained through implementation of project equipment/technology, and achieving the project's goals and objectives. Breakdown of the yearly salary/benefits for these positions is included below:

Year 1 - each position is 1 FTE and includes: base salary (\$88,377); overtime (\$10,000); salary cash outs (\$3,399); retirement (\$14,538); medical/life insurance (\$24,444); social security/FICA (\$5,899); medicare (\$1,368); deferred compensation 457 retirement (\$2,651); worker's compensation (\$11,047); uniform allowance (\$1,200); unemployment (\$884) for a total of \$163,807 x 2 positions = \$327,614 for Year 1

Year 2 - each position is 1 FTE and includes: base salary (\$88,887); overtime (\$10,000); salary cash outs (\$3,418); retirement (\$14,620); medical/life insurance (\$27,377); social security/FICA (\$5,953); medicare (\$1,381); deferred compensation 457 retirement (\$2,666); worker's compensation (\$11,110); uniform allowance (\$1,200); unemployment (\$889) for a total of \$167,501 x 2 positions = \$335,002 for Year 2

Year 3 - each position is 1 FTE and includes: base salary (\$89,377); overtime (\$10,000); salary cash outs (\$3,438); retirement (\$14,703); medical/life insurance (\$30,663); social security/FICA (\$6,012); medicare (\$1,395); deferred compensation 457 retirement (\$2,681); worker's compensation (\$11,172); uniform allowance (\$1,200); unemployment (\$894) for a total of \$171,535 x 2 positions = \$343,070 for Year 3

This Project also requests \$29,988 for overtime for the Sergeant in charge of the Organized Retail/Motor Vehicle Theft Team who will provide direction to 2 new grant-funded sworn personnel, supervise special OR/MV operations, coordinate community/business outreach, and gather data/liase with Data Analysis project partner. It is anticipated that the Sergeant will dedicate approximately 9.07 hours per month of overtime at a rate of \$73.50/hr. (\$49 hourly rate x time and a half = \$73.50/hr) for Project related activities during the 45 month grant period. 9.07 hours x 45 months = 408.16 OT hours at the hourly rate of \$73.50 = \$30,000 (rounded)

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Hide/Lock/Take Vehicle Theft Prevention Signage	50 custom signs w/CPD information/logo (\$900); 50 mounting brackets (\$550); Sales Tax (\$91) = \$1,541	\$1,541.00
Theft Prevention/Outreach Meeting Supplies	Materials (brochures, posters, flyers, signage, stickers, windowclings) for community outreach and refreshments for public and retailer outreach meetings = \$625/quarter x 8 quarters (Years 2-3) = \$5,000	\$5,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$6,541.00

2b. Services and Supplies Narrative:

Vehicle Theft Prevention Signage:

The Project budget includes \$1,541 for signage to promote vehicle theft prevention strategies. The custom "Hide Your Things, Lock Your Vehicle, and Take Your Keys" signage will include CPD information and logo, and will be installed in 50 business parking lots throughout the city. This budget item includes: 50 custom signs (\$900); 50 mounting brackets (\$550); and Sales Tax (\$91) = \$1,541.

Theft Prevention Education Materials:

The Project budget includes \$5,000 for theft prevention community outreach materials. The CPD will procure these ready-made materials (brochures, posters, window clings, stickers, flyers, stickers, signage, etc.) to assist with community and business outreach quarterly meetings and theft prevention education. This budget item also includes funding for refreshments for quarterly public/retailer outreach meetings. This line item includes \$625/quarter x 2 years (Years 2-3) = \$5,000.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

Not applicable to this application.

4a. Non-Governmental Organization (NGO) Subcontracts

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

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

Not applicable to this application.

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Contracting of experienced data analysis project partner for data evaluation services/reports	5% of total project costs = \$1,661,919 x 5% = \$83,096	\$83,096.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$83,096.00

5b. Data Collection and Evaluation Narrative

The City/CPD intends to contract with an experienced data analysis agency for evaluation services. As per grant instructions, the City/CPD is budgeting for 5% of total project costs. This line item includes: data collection; data evaluation; quarterly data reporting; development of the Local Evaluation Plan, and development of the Final Local Evaluation Report.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Video Surveillance Cameras with License Plate Capture Technology	Server (\$22,891); Portable Covert Remote Video Unit (\$18,187); Network (\$12,034); Software (\$54,924); Cameras (\$140,909); Camera Mounts (\$6,780); Wireless Equipment (\$10,302); Installation Materials (\$6,686); Installation (\$49,111); Sales Tax (\$21,580) = \$343,404 = 20% contingency for inflation (\$68,681) = \$412,085	\$412,085.00

New police vehicles (2)	New police vehicles - \$55,000 base car + \$20,000 for upfitting (including light bars, electronics, weapon/equipment mounts, partitions, etc.) = \$75,000 x 2 vehicles = \$150,000	\$150,000.00
Computer/Video Monitoring Equipment	Computer equipment - 2 desktop computers (\$2,492); 2 laptop computers (\$3,961); 2 portable printers (\$832); 6 Samsung 85" multiview screens (\$13,478) with mounting brackets (\$663); 6 wireless keyboard/mouse combos (\$187); 6 BenQ 27" LED LCD monitors (\$1,248); 2 CyberPower battery backups with surge protection (\$338); 4 NVIDIA NVS 510 graphics cards (\$468); 2 dispatch monitor mounts (\$780); 6 cable runs (\$600); cables, surge protectors, mounting equipment, desktop monitor mounts, misc. parts, E-Waste Electronic Waste Fees (\$1,079); programming labor (\$2,400); installation labor (\$6,400); sales tax (\$2,601) = \$42,931 + 20% contingency (\$8,586) = \$51,517.	\$51,517.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTALS	\$613,602.00

6b. Equipment/Fixed Assets Narrative

Video Surveillance Cameras/License Plate Capture Technology: The budget includes \$321,834 for the equipment, materials, and labor required to complete installation of 36 cameras which will provide 79 camera views, 9 cameras associated with License Plate Capture (LPC) technology, 3 of which are portable solar-powered units. This Project Element is crucial for meeting the project's goal of successfully deterring and investigating property thefts, leading to the apprehension and prosecution of motor vehicle/organized retail theft perpetrators. Installation timeline is estimated at 32-35 days. Details of the budget for this Project Element are as follows: Server: \$22,891 - includes 1 Network Video Record 120TB capacity; Portable Covert Remote Video Unit: \$18,187 - includes (1) 5MP 9-22MM Analytic Camera for LPC \$1,592; Covert enclosure \$800; Pole Mount Adapter \$295; 4TB NVR Portable Remote Video Unit/System \$15,500. Network: \$12,034 - includes (11) Industrial 8 port Managed POE+ Switch. Software: \$54,924 - includes (33) Avigilon Control Center 7 Enterprise Camera License \$11,319; (6) ACC 7 LPR Software License \$20,955; (3) L6Q Quick-Deploy LPR Camera System Annual Prepaid Subscription Years 2-3 \$22,650. Cameras and Mounts: \$147,689 - includes (8) Pendant Dome Cameras with IR Multi-Directional Coverage with 3 adjustable image sensors \$26,904; (9) Pendant Dome Cameras with IR Multi-Directional Coverage with 4 adjustable image sensors \$34,686; (6) LPC Cameras \$16,528; (10) 4.0MP Analytic IR PTZ \$51,010; (3) Quick-Deploy LPR Camera System with Solar Power Unit \$11,781; (33) pole mount adapters \$3,505; and (27) pendant wall arm adapters \$3,276. Wireless Equipment: \$10,302 - includes (17) 5 GHz High Gain Subscriber Modules \$10,302. Installation Materials: \$6,686 - includes (200) outdoor carrier-class shielded cables \$84; Installation materials \$6,400; (350) Outdoor Direct Burial CAT6 \$202. Installation: \$49,111 - includes system programming, software application training, system networking and connectivity requirements \$4,300; installer vehicle trip charge \$0.70/mile per vehicle \$6,311; (2 to 3) installers, one 40ft. bucket truck, one service truck, job trailer, ladders, hand tools, travel time from Fresno \$38,500.

Police vehicles: Purchase price of each vehicle is estimated to be \$55,000 + \$20,000 for upfitting (including light bars, electronics, weapon/equipment mounts, partitions, etc.). These new vehicles will be assigned to the two new sworn positions, and will be dedicated to investigations/operations to meet the project's goals/objectives to prevent and reduce OR/MV theft. The CPD fleet does not currently have extra vehicles to be dedicated to this project, therefore, these vehicles are essential to ensuring that the new sworn positions have the necessary tools to maximize their ability to conduct public outreach and investigate, apprehend, and prosecute perpetrators of motor vehicle/organized retail theft.

Computer Equipment: This project requests \$51,517 for computer equipment to fully equip the 2 new grant-funded sworn personnel with both office and field computers/portable printers for use in the 2 new vehicles. The portable setup allows for field video technology/LPC monitoring, investigations, and search warrant processing creating operational and investigative efficiencies. This budget item also includes monitors, mounting equipment, keyboards, and associated hardware to monitor new video surveillance/LPC technology. Equipment includes: 2 desktop computers (\$2,492); 2 laptop computers (\$3,961); 2 portable printers (\$832); 6 Samsung 85" multiview screens/mounting brackets (\$14,141); 6 wireless keyboard/mouse combos (\$187); 6 LED LCD monitors (\$1,248); 2 battery backups/surge protection (\$338); 4 graphics cards (\$468); 2 dispatch monitor mounts (\$780); 6 cable runs (\$600); cables, surge protectors, mounting equipment, desktop monitor mounts, misc. parts, E-Waste Electronic Waste Fees (\$1,079); programming/installation labor (\$8,800); sales tax (\$2,601) = \$42,931. This budget line item also includes 20% (\$8,586) contingency for inflation.

7a. Financial Audit

Description	Calculation for Expense	Total
Required Financial Audit		\$25,000
		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$25,000.00

7b. Financial Audit) Narrative:

As required by BSCC ORT Grant Program Instructions, the budget includes \$25,000 for the financial audit to ensure that the City of Coalinga/CPD's financial statements are accurate and developed utilizing general accepted accounting principles.

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

Description	Calculation for Expense	Total
Hotel Expenses - required Sacramento grantee team meetings	\$95/night x 4 attendees = \$380 per meeting x 3 meetings = \$1,140	\$1,140.00
Meal/Incidental Expenses - required Sacramento grantee team meetings	dinner on arrival day \$23 x 4 attendees = \$92; breakfast/lunch/dinner/incidentals on meeting day = \$46 x 4 attendees = \$184. \$92 + \$184 = \$276/meeting x 3 meetings = \$828	\$828.00
Travel Expenses - required Sacramento grantee team meetings	\$0.655/mile x 396 miles (round trip) = \$259.38/meeting x 3 meetings = \$778.14 (rounded to \$778)	\$778.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$2,746.00

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

Travel Expenses:

The grant requires attendance at three grantee team meetings in Sacramento. It is estimated that CPD will send 4 individuals to these meetings. To ensure prompt attendance at morning meetings, participants will travel to Sacramento (approximately 3 hours away from Coalinga) the prior evening and will require hotel accommodations. Utilizing the State travel reimbursement guidelines, the City is budgeting \$95/night for hotel x 4 attendees = \$380 per meeting x 3 meetings = \$1,140 for hotels for the grant period.

Utilizing the State travel reimbursement guidelines, meal and incidental travel expenses (M&IE) are estimated as follows: breakfast (\$7); lunch (\$11); dinner (\$23), incidentals (\$5). This budget item includes: dinner for the arrival day (\$23 x 4 attendees = \$92); and breakfast, lunch, dinner, and incidentals for the meeting day = \$7 + \$11 + \$23 + \$5 = \$46 x 4 attendees = \$184. Meals/Incidentals = \$92 + \$184 = \$276 per meeting x 3 meetings = \$828 meal/incidental allowance.

Utilizing the State travel reimbursement guidelines of \$0.655/mile, use of CPD vehicle for travel to Saramento is budgeted as follows: \$0.655 x 396 miles (round trip) = \$259.38 per meeting x 3 meetings = \$778.14

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

The applicant does not wish to be reimbursed for any indirect costs.



COUNTY OF FRESNO

Lisa A. Smittcamp
District Attorney

June 28, 2023

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

Subject: Coalinga Organized Retail and Motor Vehicle Theft Prevention Project


Dear Ms. Penner:


I am writing in support of the Coalinga Police Department's proposed Coalinga Organized Retail and Motor Vehicle Theft Prevention Project. An award of Organized Retail Theft Prevention Grant Program funding will allow the Coalinga Police Department to implement innovative solutions to combat organized retail and motor vehicle theft within their community. The proposed project reflects their dedication to maintaining public safety and includes proven crime fighting strategies such as: installation of a comprehensive video surveillance system with License Plate Capture (LPC) technology; implementation of local access to Cellebrite digital technology; community education and outreach; and hiring of new sworn personnel and acquisition of vehicles and equipment that will be dedicated to property theft investigations. The project will undoubtedly lead to a substantial increase in the number of arrests related to organized retail and motor vehicle thefts.

While this outcome is desirable in terms of reducing crime and ensuring a safer community, it poses a significant challenge for their office in terms of the increased caseload and subsequent delays in processing cases. To mitigate the project's potential impacts on the District Attorney's Office, the Coalinga Police Department and the District Attorney's Office are committed to establishing a collaborative framework that ensures efficient and effective case management. We recognize the importance of open lines of communication and regular coordination between our respective teams to prioritize cases, streamline processes, and optimize resource allocation. By engaging in proactive discussions, we aim to mitigate the potential overload on our staff and ensure that the interests of justice and public safety are upheld.

We remain committed to collaborating to maintain public safety and enhance the overall well-being of our communities. We appreciate your consideration and are available for any questions.

Sincerely,


Lisa A. Smittcamp
District Attorney
Fresno County District Attorney's Office


Jose Garza
Chief of Police
Coalinga Police Department

APPENDIX F – Letter of Commitment

Following a BSCC grant award, the Coalinga Police Department intends to utilize established City contracting procedures to identify a qualified Research/Data Analysis Agency for Project data analysis and collaboration to develop the Local Evaluation Plan and Local Evaluation Report.

Once a data analysis Project partner is identified, the CPD will forward a Letter of Commitment to the BSCC that identifies the contracted agency and reflects their role and commitment to ensuring the success of the Project.

Racial- or Bias-Based Profiling

401.1 PURPOSE AND SCOPE

This policy provides guidance to the Coalinga Police Department members that affirms the Coalinga 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 Coalinga Police Department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

401.2 POLICY

The Coalinga 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 Coalinga Police Department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

Racial- or Bias-Based Profiling

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

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

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

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

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

401.4.2 REPORTING OF STOPS

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

If multiple agencies are involved in a stop and the Coalinga Police Department is the primary agency, the Coalinga 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).

401.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
- (a) Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile digital devices data and any other available resource used to

Coalinga Police Department

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Racial- or Bias-Based Profiling

document contact between officers and the public to ensure compliance with the policy.

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

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs 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 Bureau Policy.

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

Public Safety Video Surveillance System

338.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of [department/office] public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the [Department/Office]. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the [Department/Office].

338.2 POLICY

The Coalinga Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

338.3 OPERATIONAL GUIDELINES

Only [department/office]-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

338.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

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Public Safety Video Surveillance System

- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

338.3.2

338.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The [Department/Office] may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of [department/office] strategy.

The [Department/Office] should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

338.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within [department/office] policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

338.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

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- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

338.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

338.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

338.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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Public Safety Video Surveillance System

338.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Coalinga Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for [department/office] public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established [department/office] subpoena process.

338.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

338.8 TRAINING

All [department/office] members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.