

Title	Downey Police Department	07/07/2023
	by Mark Caswell in Organized Retail Theft Prevention Grant Program	id. 41334372
	mcaswell@downeyca.org	

Original Submission 07/07/2023

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

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

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

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

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

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

Lead Public Agency **Downey Police Department**

Applicant's Physical Address **10911 Brookshire Ave
Downey
CA
90241
US**

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

Mailing Address for Payment **11111 Brookshire Ave
Downey
CA
90241
US**

Tax Identification Number **951918226**

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 **Scott
Loughner**

Project Director's Title with Agency/Department/Organization **Captain of Investigations**

Project Director's Physical Address **10911 Brookshire Ave
Downey
CA
90241
US**

Project Director's Email Address **sloughner@downeyca.org**

Project Director's
Phone Number **+15629042346**

Financial Officer **Mark
Caswell**

Financial Officer's
Title with
Agency/Department/Organization **Detective Bureau Sergeant**

Financial Officer's
Physical Address **10911 Brookshire Ave
Downey
CA
90241
US**

Financial Officer's
Email Address **mcaswell@downeyca.org**

Financial Officer's
Phone Number **+15629042340**

Day-To-Day Program
Contact **Mark
Caswell**

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

Day-To-Day Program
Contact's Physical
Address **10911 Brookshire Ave
Downey
CA
90241
US**

Day-To-Day Program
Contact's Email
Address **mcaswell@downeyca.org**

Day-To-Day Program
Contact's Phone
Number **+15629042340**

Day-To-Day Fiscal
Contact **Mark
Caswell**

Day-To-Day Fiscal
Contact's Title **Detective Bureau Sergeant**

Day-To-Day Fiscal
Contact's Physical
Address **10911 Brookshire Ave
Downey
CA
90241
US**

Day-To-Day Fiscal Contact's Email Address	mcaswell@downeyca.org
Day-To-Day Fiscal Contact's Phone Number	+15629042340
Name of Authorized Officer	Mark Caswell
Authorized Officer's Title	Detective Bureau Sergeant
Authorized Officer's Physical Address	10911 Brookshire Ave Downey CA 90241 US
Authorized Officer's Email Address	mcaswell@downeyca.org
Authorized Officer's Phone Number	+15629042340
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	Theft Reduction Using the Routine Activity Theory
Proposal Summary	The City of Downey has seen an increase in retail, automotive and cargo theft over the last several years. In an attempt to apprehend and identify those responsible for retail theft, the Downey Police Department will deploy dedicated officers to patrol and conduct surveillance of the areas most frequently targeted by retail thieves. We will purchase tracking and surveillance technology that will aid officers during those patrols. In order to reduce vehicle accessory thefts, we will deploy cameras and officers in high theft areas.
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	<p>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.</p>
Funding Category	Medium Scope (Up to \$6,125,000)
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</p>

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

Project Need

The Downey Police Department is comprised of 123 sworn officers and 77 civilian staff. Sworn personnel include Police Chief Leslie R. Murray, 3 Captains, 6 Lieutenants, 16 Sergeants, and 97 Police Officers. The Downey Police Department is divided into 3 divisions: Administrative Division, Investigative Division and Field Operations. The community of Downey encompasses a densely populated area of 12.6 square miles with a robust population of 113,242 residents and is approximately 13 miles southeast of downtown Los Angeles, in the County of Los Angeles.

The majority of the city is residential housing with single family residences, apartments and multi dwelling properties scattered throughout the city. The rest of the city has commercial developments along major thoroughfares like Telegraph Rd, Firestone Blvd, Lakewood Blvd and Imperial Hwy. Over the last decade, Downey has slowly transformed from a quiet suburb of Los Angeles to a bustling city.

Starting in 1958, Downey opened the Stonewood Mall as an outdoor mall with 40 stores. Today, the same mall still stands after being expanded and changed to an indoor mall. It is now home to approximately 80 stores with almost 940,000 square feet of retail space. The Downey Landing was next to be developed in 2006. It is a large outdoor retail center with approximately 42 businesses on a 33-acre property. The businesses are a mix of retail stores and restaurants. In 2013, the Downey Gateway opened with 29 businesses on a 1.6-acre property. In 2016, the Downey Promenade was developed along the southside of the Downey Landing. The Downey Promenade is a 58-acre outdoor shopping center and is home to 52 businesses which include retail stores, service providers, and restaurants.

Prior to 2006, Downey was hesitant to bring in large corporations and franchises into the city, in fear of losing its small-town image. However, since then, Downey has embraced a mix of both large and small retailers like Walmart, Ulta Beauty, Best Buy and TJ Max. The city has also opened its doors to franchises such as Lazy Dog, Panera, BJ's Restaurant & Brewhouse, and Buffalo Wild Wings. These new franchises and retailers have moved into the four major retail centers, the Stonewood Mall, the Downey Landing, the Downey Promenade and the Downey Gateway. With the addition of these new businesses, some of which stay open late into the night, along with the pre-existing successful businesses like Acapulco Restaurant and Cantina, Olive Garden and Home Depot, the city has seen an explosion of pedestrian and vehicle traffic coming and going from the businesses within the city.

In addition to retail and franchise development, the City of Downey has revitalized its Downtown area, adding several restaurants, bars and specialized retail shops which attract a large number of pedestrian and vehicular traffic. Due to constrained space, street parking in the downtown area is fully utilized during business hours, as well as a four-level parking structure. The parking structure in particular, has seen several vehicles stolen, burglarized, or had parts like catalytic converters stolen, due to a large number of vehicles being left unattended. While we as a police department have strived to maintain patrols of these highly dense areas, including the major retail areas, officers are frequently pulled away to handle other calls for service in other parts of the city.

Organized Retail Theft

The National Retail Foundation and the Loss Prevention Research Council partnered to conduct an annual survey of major retailers across the United States. The 2022 Retail Security Survey showed the Los Angeles Metropolitan area has had the highest amount of retail theft in the United States for the last 4 years.

Retail theft is a type of theft where individuals, often groups of people, will enter a business and steal merchandise, usually for the

purpose of cash resale. The suspects often flee from the location in vehicles which have obstructed license plates, no license plates, or are stolen vehicles, making identification of the driver extremely difficult. The merchandise stolen is often not serialized, making recovery of the stolen items even more difficult.

In order to determine the need for a vehicle theft reduction program, I researched crime statistics regarding retail theft within the City of Downey. A record search of all retail thefts showed the following statistics for each year: 2020- 366, 2021- 364, 2022- 543. I conducted a search of crime reports filed annually over the last three years. For each year, I searched from January 1 to December 31 as the date boundaries. From the lists generated, I validated the data by removing duplicates in the list and conducting spot checks of the data to ensure the correct data was returned.

Vehicle Theft and Motor Vehicle Accessory Theft

Despite our best efforts to reduce motor vehicle thefts, over the last few years, thefts of vehicles have increased steadily within the city. In addition, thefts of motor vehicle accessories have also seen a rise. The Bureau of Automotive Repair estimates 1,600 catalytic converters are stolen in California each month. Downey residents and businesses have also been affected by this growing trend, with the majority of accessory theft being catalytic converters.

In order to determine the need for a vehicle theft reduction program, I researched crime statistics regarding auto theft within the City of Downey. A record search of vehicle thefts showed the following statistics for each year: 2020- 831, 2021- 1189, 2022- 1134. I conducted a search of crime reports filed annually in 2020, 2021, and 2022. For each year, I searched from January 1 to December 31 as the date boundaries. From the lists generated, I validated the data by removing duplicates in the list and conducting spot checks of the data to ensure the correct data was returned.

In order to determine a need for a motor vehicle accessory theft reduction program, I researched crime statistics. A record search of vehicle accessory thefts showed the following statistics for each year: 2020- 258, 2021- 472, 2022- 465. I conducted a search of theft crime reports which identified vehicle parts including, but not limited to, catalytic converters, tailgates, batteries, front grills or wheels/tires as the items stolen. I conducted a search of the crime reports filed in 2020, 2021, and 2022. For each year, I searched from January 1 to December 31 as the date boundaries. From the lists generated, I validated the data by removing duplicates in the list and conducting spot checks of the data to ensure the correct data was returned.

Project Description

In developing the strategies to combat organized retail theft, I examined the “Routine activity theory,” of crime which is an indicator of whether a crime will occur based on three components: a suitable target is available, the absence of a suitable guardian, and a motivated offender. An increase or decrease in any one of these

three components will likely increase or reduce the likelihood of a crime being committed. This theory is often referred to as the “Crime triangle,” in the law enforcement field. In this proposal, increasing police officer presence would be increasing the “suitable guardian” component of the triangle, making the opportunity for theft less likely than without the officers.

In the process of forming our strategy to combat organized retail theft, we discovered the C.R.A.V.E.D. analysis of retail items. This study, done by English author Ronald Clark in 1999, looked at the possibility of an item being stolen by assessing its Concealability, Removability, Availability, Valuable, Enjoyability, and Disposability. An increase or decrease in any of these six categories would affect the likelihood of it being stolen from a retailer. While this strategy pertains more to individual retailers and their strategies to prevent theft, it can guide law enforcement when deciding which items to use as “Bait,” items, as well as help to better communicate with private retailers.

In this proposal, I will be requesting Flock cameras which have the ability to decipher license plate numbers and automatically alert police when a wanted or stolen vehicle is detected. The Downey Police Department currently has a policy titled, “Policy 428- Automated License Plate Readers (ALPRs).” This policy states in summary that data acquired by license plate readers should be purged after one year and the system only used for official police purposes. See the attachment for the complete policy. The Downey Police Department also has a policy titled, “Policy 401- Biased based policing. The policy states in part, “Bias-based policing is strictly prohibited.” See the attachment for the complete policy.

It should be noted, all data analysis in this grant application was conducted using a “Free trial” period of Power BI Desktop. In order to conduct further analysis, a license would be needed for staff to perform the analysis.

Organized Retail Theft

In order to address the problem of organized retail theft in Downey, the Downey Police Department plans to deploy several strategies to have the greatest effect. In order to achieve the greatest effect, up to date crime statistics will be analyzed quarterly over the 3-year grant period to ensure the locations which are victimized the most, are able to be targeted for the biggest impact. For example, an analysis of retail theft statistics, show the retailer Bath and Body Works located in the Downey Promenade was the most thieved store in 2022. Further analysis shows the most frequent thefts are on Tuesdays at 1:00 PM and declines until 6:00 PM. The second and third most thieved retailers were JC Penney and Macy’s located in the Stonewood Mall. The fourth most thieved retailer was Home Depot, which is located on the edge of the city’s west city limits on Firestone Blvd.

The first strategy will be the establishment of a quarterly meeting amongst the organized retail theft stakeholders where representatives from retailers will be able to share trends with law enforcement, and each other, to help to identify habitual thieves. This quarterly meeting will not only open up the lines of communication with private businesses, but also better educate both law enforcement and loss prevention agents about the most up to date trends in organized retail theft. This meeting would likely occur during regular business hours and could be hosted at city owned facilities or one of the stakeholder's meeting rooms at no cost.

The second will be directed patrols around major retail areas. These patrols will be conducted in a marked police vehicle and will serve as a visual deterrent to potential thieves. Additionally, officers will be able to address thefts in progress as they are notified of them. These patrols will be scheduled during high theft times and days while the major retailers are open for business. Over the course of the 3-year grant period, days and locations of the patrols will change, as determined by new theft statistics and consultations with retail stakeholders. This strategy will involve speaking with retailers to notify them of police presence in the area. These patrols will consist of six uniformed officers in three vehicles, to maximize coverage and safety.

An alternative to uniformed officers will be undercover operations with 4 officers dressed in plain clothes, dispersed throughout the major retail centers. In addition to the plain clothes officers, there will be two uniformed officers stationed around the same shopping center to make arrests of retail thieves when theft is observed. This will enable officers who see or are notified of theft, to immediately notify the uniformed officers of the suspect's description and location. If a theft is seen, officers will be able to stop, arrest and identify the thieves. This strategy will involve speaking with retailers to notify them of police presence in the area and to help determine locations where bait merchandise should be placed. Alternatively, officers may also be able to follow the thieves from the retail stores to their destination to develop a better understanding of the people involved and locations where stolen merchandise can be found. Deployment to the major retail centers will be based on an analysis of current crime statistics. These types of operations will be conducted 5 times per quarter, with 6 officers working 6-hour shifts on overtime.

While conducting surveillance operations in the area, officers would need to utilize equipment such as binoculars, pole cameras, and a secure laptop with an internet hotspot to have access to secure law enforcement databases while monitoring possible suspects.

The final avenue of disrupting retail theft will be the deployment of Flock license plate cameras in high traffic areas around major retail theft locations such as the Downey Promenade, Downey Gateway, Downey Landing and the Stonewood Mall. In addition to the areas directly surrounding the major retail centers, adding these Flock license plate cameras to the entry and exit points of the city will help in tracking and identifying suspected retail theft vehicles from their

points of entry into and out of the city. Additional cameras deployed on arterial roadways will also better track suspect vehicles as they move around the city. This new technology utilizes machine learning to decipher makes, models, and colors of vehicles which can be searched in an easy to use database available to law enforcement. The deployment of these cameras would greatly aid in the location and identification of wanted retail theft vehicles, even when license plates are not visible. Additionally, if new data is acquired which shows the cameras would be better served at a different location, Flock cameras have the ability to be moved, as opposed to our existing fixed location license plate readers. This strategy would have the added benefit of also being a strategy for reducing organized retail theft as they will help to track possible suspect vehicles. The cost associated to this strategy would be a one time installation fee and a fixed annual amount for six cameras.

Motor Vehicle and Motor Vehicle Accessory Theft

In order to address the problem of motor vehicle and accessory theft, the Downey Police Department will deploy three strategies to have the greatest effect. The goal of these operations will be to reduce the number of motor vehicle and motor vehicle accessory theft each quarter.

The first will be the deployment of police officers for directed patrols. Two officers would be deployed in a single police vehicle for 6 hours. The main focus of the patrol would be the detection and apprehension of criminals conducting vehicle thefts and vehicle accessory thefts. These officers would also make efforts to recover already stolen vehicles to return to their owners. During these operations, officers could deploy vehicle trackers on stolen vehicles to locate "chop shops." These patrols would be scheduled according to crime statistics from the previous quarter, with coverage over the most frequent days and times of the week where thefts occur being the priority. For example, in 2022, vehicles were most likely to be stolen on a Saturday, between the hours of 9:00 PM and 3:00 AM. Also in 2022, vehicle accessories were most likely to be stolen on Thursday, Saturday and Monday nights from 11:00 PM to 5:00 AM. This operation would again rely on the routine activity theory, by increasing the presence of a suitable guardian. This operation would be conducted 5 times per quarter. (2 officers, 6 hours each, 5 times per quarter)

The second strategy will be a community awareness campaign. This will focus on developing a flyer with theft prevention tips and attending community events where an officer can speak to citizens about theft prevention techniques. The flyers will also be available at the front desk of the Downey Police Department for anyone coming in off of the street. The flyer will also be distributed through our social media accounts. This strategy relies on the routine activity theory by increasing awareness with citizens, making them better guardians of their own property. This community awareness campaign would be conducted once a quarter. This strategy would require one officer to

attend a community event, once per quarter for 2 hours each at overtime pay.

The third strategy will attempt to reduce the specific targeting of catalytic converters. Over the last three years, the Downey Police Department has conducted 3 catalytic converter etching events where we have registered over 550 vehicles to have their catalytic converters etched. Due to funding, these events have been limited in frequency, despite high public interest in them. These events are also opportunities for officers to engage with the public about theft prevention. This strategy relies on the routine activity theory by increasing awareness with citizens, making them better guardians of their own property, decreasing the desirability of catalytic converters by thieves and making them harder to sell. We will conduct one etching event per quarter over the 3-year grant period for a total of 4 events per year. Each event will be hosted at Titan Transportation, a local towing company. Each event will be 6 hours long and staffed by 5 police officers and one sergeant on overtime pay.

The last strategy will be the deployment of Flock camera systems in the downtown area. These will specifically target the Downtown parking structure which is a central location for vehicle and vehicle accessory theft. This strategy would have the added benefit of also being a strategy for reducing organized retail theft as described above.

Project
Organizational
Capacity and
Coordination

The Downey Police Department has 123 sworn police officers, 113 of which would be eligible to work in an enforcement role during any of the described operations. Every police officer at the Downey Police Department has been certified by the State of California Peace Officer Standards and Training Commission and has received approximately 480 hours of Field Training with an experienced Field Training Officer. Prior to the commencement of any operation described in the Project Description, a Department wide training notice will be given to all officers, updating them on current laws and the goals of the proposed project.

Regarding the staffing required of the proposed operations, they would require 2-6 officers to work, depending on the need of the operation. Additionally, a Downey staff member will conduct a statistical analysis of the previous quarter, to determine which, if any, new target areas need to be addressed. This analysis will be conducted during regular business hours and will not need to be funded by the grant.

As of now, no partner criminal justice agencies are planned to be utilized during the grant period for any proposed operations. With regards to the timeline of deployment of services proposed, the Downey Police Department is immediately prepared to start operations from a staffing perspective. The equipment which will need to be purchased, such as the laptop, mobile hotspot, binoculars, pole camera, image stabilized camera, OBD Diagnostic Tool, or software licenses, can be mostly be bought from any online

store and delivered without delay. In order to obtain the Flock cameras, the Downey Police Department would simply need to sign a contract agreeing to pay for their services. In speaking with sales representatives from the company, they have indicated they would be able to install the six proposed cameras within 4 months of our police department purchasing their service.

The proposed management structure of all proposed operations will be similar to our department's current organizational structure, to minimize organizational friction. The Captain of Investigations will manage the grant with the fiscal and day to day operations being supervised by a Detective Bureau Sergeant. The Sergeant will supervise the day to day operations of the grant and will create an Operation Summary form for each operation which will summarize each event's efforts. That form will be stored with the Sergeant for the duration of the grant period and used to create reports for the grant.

At the completion of the grant, the Downey Police Department will take a 2-prong approach to continue the operations established by the grant. Using our newly strengthened partnerships with local retailers, we will approach private businesses with the opportunity to continue to fund operations or take up the financial burden of installing their own Flock camera's on their private properties. We will also approach our local government and discuss the positive effects of the grant and attempt to demonstrate to them the continued benefits of sustaining funding in our annual budget for more operations or Flock cameras.

The Downey Police Department is committed to innovation and transparency in accounting for the success or failure of our programs to protect life and property within our city. With regards to the proposed projects, the Project Director, Captain Scott Loughner, will assign the duties of reviewing the project's effectiveness with statistical analysis to a person within our Department which has the knowledge and skill to evaluate crime statistics. If our grant proposal is accepted, he will have periodic meetings with the Day to Day Program Supervisor to ensure equipment is purchased and agreements are signed to begin services. While the grant programs are being executed, the Project Director will have quarterly meetings with the Day to Day Supervisor to ensure operations are being tracked appropriately and grant fund use will be reviewed to ensure proper documentation of the use of the funds is being made.

The process measures in the proposal to combat organized retail theft are the directed uniform and undercover patrols which will occur at retail centers. The outcome measures which will judge the success of those operations will be the reduction of the number of retail thefts as seen in a statistical review. The other proposed operations such as community events, quarterly stakeholder meetings, and Flock camera deployment, will have less identifiable process measures due to intangible benefits they will provide such as investigative leads and forging new partnerships with private retailers. Overall, the outcome measure that is expected will be an increase in retail theft arrests due to improved communication with retailers.

The process measures in the proposal to combat motor vehicle and vehicle accessory theft will be the amount of directed patrols conducted, measured against the outcome measure of an expected reduction in motor vehicle and accessory theft, as well as an increase in arrests for both crimes. Community awareness campaigns and etching events will increase the community's ability to safeguard their property, so an expected decrease in motor vehicle and vehicle accessory theft is expected.

If we are awarded the grant, the Day to Day Supervisor will begin purchasing the required equipment and signing contracts to begin installation of equipment as soon as possible. Before the end of the year, the Project Director will meet with the Day to Day Supervisor to ensure all equipment is purchased and contracts/agreements are completed.

In order to collect the necessary data to evaluate the measures implemented, Downey Police staff will run Data Analysis Reports, similar to those used to create the crime statistics and analysis for this grant proposal. The baseline data that will be used for the analysis will be from 7/1/2022 to 6/30/2023. During the execution of the grant, per quarter crime statistics will be generated which will be used to compare to the previous quarter to analyze the effectiveness of the process measures.

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

Budget Attachment

[ORT-Grant-Program-Budget-Attachment-Final.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[NGO.pdf](#)

Local Impact Letter(s) (Appendix E)

[bath_and_bodyworks_7-5-23.pdf](#)

[Marshalls.pdf](#)

[TJ_Maxx.pdf](#)

[Ulta.pdf](#)

[Walmart.pdf](#)

[JC_Penney.pdf](#)

[No_Government_Impact.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Letter_head_Bath_and_Body_Works.pdf](#)

[Letterhead_Home_Depot.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

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

[Compliance.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Disrupt the Organized Retail Theft groups operating within the City of Downey		
Objectives (A., B., etc.)	> After every quarter of the grant period, there is a reduction in the number of thefts from retailers within the city of Downey.		
Process Measures and Outcome Measures:	> Process- Equipment has been purchased and implemented prior to the commencement of operations, Officers have been scheduled for operations. Outcome- theft from retailers have been reduced and arrests of retail theft suspects will increase.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Directed patrols in retail centers, smart cameras deployed around retail centers, quarterly meetings with retailers	> Sgt. Mark Caswell, Retail Theft Partners	> 1/1/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > LERMS Data Analysis and Mapping Reports (Theft from Retailers)			

(2) Goal:	> Disrupt the Motor Vehicle and Accessory Theft in the City of Downey		
Objectives (A., B., etc.)	> After every quarter of the grant period, there is a reduction in motor vehicle and accessory theft. After every quarter, there is an increase in the number of people arrested for motor vehicle and accessory theft.		
Process Measures and Outcome Measures:	> Process- Number of directed patrols, community events attended, and etching events Outcome- Number of vehicle and vehicle accessory thefts being reduced		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Directed patrol targeting high vehicle and accessory theft areas, etching events to raise awareness, smart cameras placed around areas with high vehicle density	> Sgt. Mark Caswell	> 1/1/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > LERMS Data Analysis and Mapping Reports (Motor Vehicle and Accessory Theft)			

(3) Goal:	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

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

Name of Applicant: Downey Police Department
(i.e., County Sheriff's Office, County Probation Department, or City 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	\$386,040.00
2. Services and Supplies	\$62,926.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$5,760.00
5. Data Collection and Evaluation	\$76,440.00
6. Equipment/Fixed Assets	\$7,195.00
7. Financial Audit (Up to \$25,000)	\$3,216.00
8. Other (Travel, Training, etc.)	\$3,666.00
9. Indirect Costs	\$0.00
TOTAL	\$545,243.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer Overtime Rate	\$113/hr	\$328,152.00
Police Sergeant Overtime Rate	\$134/hr	\$57,888.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$386,040.00

1b. Salaries & Benefits Narrative:

ORT- (5) Police officers and (1) Police Sergeant will be assigned to work (5) 6-hour patrol operations per quarter for three years (60 total operations). $113 \times 5 \times 6 \times 60 = \$251,640$
 Motor Veh/Acc Theft- (2) Police officers will be assigned to work (5) 6-hour patrol operations per quarter for three years (60 total operations). (1) Police officer will attend a 2-hour community meeting once a month each quarter for 3 years (12 total). (5) Police officers and (1) Police sergeant will work an etching event once per quarter for 3 years (12 total).
 $(113 \times 2 \times 6 \times 60) + (113 \times 1 \times 2 \times 12) + (113 \times 5 \times 6 \times 12 + 134 \times 1 \times 6 \times 12) = \$134,400$

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Camera System (6 cameras), subscription	(6) \$3,000/yr per camera, \$650 install fee per camera, $(6 \times \$3000 \times 3) + (6 \times \$650) = \$57,900$	\$57,900.00
Xtreme 4G Slap-n-go Tracker	(1) Tracker = \$440	\$440.00
Dell Mobile Precision 3571 Laptop & Case	(1) Laptop = \$1663, Case = \$59, Tax & Fees = \$210	\$1,932.00
Verizon Hotspot, subscription	(1) Hotspot = Free, Tax= \$20, monthly subscription = $\$40 \times 36(3\text{-years}) = \1440	\$1,460.00
Foxwell NT301 OBD2 scanner	(1) Scanner = \$100, Tax= \$10	\$110.00
Steiner Safari Ultrasharp 10x42 binoculars	(1) Binoculars- \$483, Tax- \$49	\$532.00
Donuts and Coffee for Etching event	(1) Traveller Tub of coffee(\$20) and (2) dozen of donuts (\$13/each) *12(total etching events) = \$552	\$552.00
		\$0.00
TOTAL		\$62,926.00

2b. Services and Supplies Narrative:

Implementation of the Flock camera system is a strategy to combat Organized Retail Theft and Motor Vehicle/Accessory Theft. It will allow us to better track vehicles coming and going from high density vehicle areas, as well as retail centers, which will help in identifying suspects of both crimes. The tracker listed will be utilized to track identified suspect vehicles of organized retail theft and stolen vehicles during the proposed operations in the grant. The laptop and hotspot listed will be utilized by officers operating in an undercover capacity in the field during the same proposed operations which will allow access to protected police databases that will be needed to conduct research and risk assessments on potential and identified suspects, as well as monitoring tracker devices. Officers working directed Motor Vehicle/Accessory Theft operations will utilize the listed OBD2 scanner to verify VINs on vehicles to ensure they are not a "VIN switched," stolen vehicle. Those officers working in an undercover capacity in retail theft operations will also utilize the binoculars to identify possible suspects and associates in the parking lots of targeted businesses.

The listed entry for donuts and coffee will be used during the quarterly etching event and will serve as encouragement for the public to come out and attend the event.

Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.

TOTAL

\$0

\$0

9b. Indirect Costs Narrative:

N/A



City of Downey

Date: July 5, 2023
To: Bath and Body Works
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

Downey PD
Sgt. Mark Caswell

Bath and Body Works



Date: July 5, 2023
To: JC Penney
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

A black ink signature of Sgt. Mark Caswell, consisting of stylized initials and a surname, positioned above a horizontal line.

Downey PD
Sgt. Mark Caswell

A red ink signature of a representative from JC Penney, consisting of stylized initials and a surname, positioned above a horizontal line.

JC Penney



City of Downey

Date: July 5, 2023
To: Marshall's
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

Downey PD
Sgt. Mark Caswell

Marshall's



Date: July 5, 2023
To: Board of State and Community Corrections
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but do not expect it to impact any other public safety agency.

Respectfully Signed,

A handwritten signature in blue ink, appearing to read 'Mark Caswell', written over a horizontal line.

Downey PD
Sgt. Mark Caswell



Date: July 5, 2023
To: TJ Maxx Loss Prevention
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

A handwritten signature in blue ink, appearing to read 'Mark Caswell', positioned above a horizontal line.

Downey PD
Sgt. Mark Caswell

DocuSigned by:
Renee Bricker
A2F6A8300780415...

TJ Maxx Loss Prevention



City of Downey

Date: July 5, 2023
To: Ulta Beauty
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

Downey PD
Sgt. Mark Caswell

Ulta Beauty



City of Downey

Date: July 5, 2023
To: Wal-Mart
From: Sgt. Caswell
Subject: **Organized Retail Theft Prevention Grant**

The Downey Police Department is submitting a proposal for the Organized Retail Theft Prevention Grant Program in an attempt to combat Organized Retail Theft in our community. Our proposal outlines several strategies to reduce retail theft including starting a quarterly meeting to discuss current trends in theft and prevention strategies, increased visible police presence in retail spaces and undercover surveillance in and around retail stores to identify organized retail theft suspects.

We anticipate the increased uniformed police presence to decrease retail theft overall, but you may find we require some of your employee's time to be interviewed to complete our police reports. We anticipate the programs to start around January 2024 and look forward to collaborating with you to provide a safer shopping environment for the residents of Downey and those who travel to our city to shop.

Respectfully Signed,

Downey PD
Sgt. Mark Caswell

Wal-Mart



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 6/30/2023

This letter is being submitted to document that Bath and Body Works agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Downey Police Department.

As a part of this grant, Bath and Body Works agrees to participate in quarterly retail theft meetings with the Downey Police Department and other retailers, communicate with the Downey Police Department while they are conducting retail theft suppression operations, and work together with law enforcement to reduce retail theft at our stores.

Signed by Carlos Oviedo

Carlos Oviedo

Regional Asset Protection Manager

CA | HI

[C. 909.217.4559](tel:909.217.4559) | Coviedo@bbw.com



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 7/1/23

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

As a part of this grant, The Home Depot agrees to participate in quarterly retail theft meetings with the Downey Police Department and other retailers, communicate with the Downey Police Department while they are conducting retail theft suppression operations, and work together with law enforcement to reduce retail theft at our stores.

Signed by,

Alexandra Sepulveda
Asset Protection Supervisor

Alexandra Sepulveda
Senior Asset Protection Supervisor
The Home Depot District 74
Office Phone:(562) 776-2200 Ext: 251
Cell Phone: (562) 526-9622
Email: alexandra_sepulveda@homedepot.com



Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to [department/office] members that affirms the Downey Police Department's commitment to policing that is fair and objective.

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

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

401.2 POLICY

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

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit 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.

Downey Police Department

CA Policy Manual

Bias-Based Policing

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

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

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 Downey Police Department is the primary agency, the Downey 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.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used

Downey Police Department

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Bias-Based Policing

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

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

401.6 ADMINISTRATION

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

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

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

401.7 TRAINING

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

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

401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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Bias-Based Policing

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

Automated License Plate Readers (ALPRs)

428.1 PURPOSE AND SCOPE

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

428.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Downey Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

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

428.2.1 ALPR ADMINISTRATOR

The Administration Division Commander has developed the following guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and server shall be accessible only to those department members that have been properly trained on the system and have a legitimate law enforcement purpose to access the information.
- (b) No member of the department shall operate ALPR equipment or access ALPR data without first completing department approved training. This training shall entail both the physical operation of the ALPR, as well as the laws and policy regarding the authorized use of ALPR equipment and data.
- (c) ALPR system audits should be conducted on a regular basis to ensure proper functioning of the ALPR software as well as compliance with security measures by personnel utilizing the ALPR system.
- (d) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password protected system capable of documenting all access of information by name, date and time.
- (e) The department's ALPR program shall fall under the oversight of the the Administrative Lieutenant, including the I.T. Unit.
- (f) All ALPR data should be stored for a minimum of one year (Government Code 34090.6), unless it has become, or it is reasonable to believe it will become evidence in a criminal or civil action, or is subject to a lawful action to produce records. In those

Downey Police Department

CA Policy Manual

Automated License Plate Readers (ALPRs)

circumstances, the applicable data may be downloaded onto department evidence storage media for permanent retention.

- (g) A copy of the ALPR policy and related procedures shall be conspicuously posted on the department's website.
- (h) The department maintains both a mobile and fixed ALPR system. All LPR data access requires a username and password for access. When there is a return or match to a stolen vehicle, wanted person, or other database that license plate information is queried against, it is referred to as a "hit." Fixed and mobile system hits are displayed in the Communications Center and on vehicle devices that are logged into the ALPR system. If a "hit" on a vehicle license plate occurs at a fixed ALPR location, the dispatcher shall confirm that the plate is not a misread and then immediately broadcast the nature of the hit, the vehicle and license plate, and the fixed ALPR location to patrol officers. The dispatcher shall then run the "hit" through the California Law Enforcement Telecommunications System (CLETS), and broadcast the results to responding officers. Officers utilizing a mobile ALPR system that receives a "hit" shall visually verify the license plate on the vehicle and confirm its status through CLETS (unless already confirmed by the Communications personnel). The LPR database is not in real-time, and this step is necessary to confirm the current status in CLETS and that the plate was read properly.

428.3 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) The officer shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

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Automated License Plate Readers (ALPRs)

428.4 DATA COLLECTION AND RETENTION

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

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

428.5 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

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

428.6 POLICY

The policy of the Downey Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

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

428.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.

Downey Police Department

CA Policy Manual

Automated License Plate Readers (ALPRs)

3. The intended purpose of obtaining the information.
 - (b) The request is reviewed by the Administration Division Commander or the authorized designee and approved before the request is fulfilled.
 - (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

428.8 TRAINING

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