

Title	City of El Cerrito Police Department	07/06/2023
	by Elise Warren in Organized Retail Theft Prevention Grant Program	id. 41327704
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Original Submission 07/06/2023

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)	City of El Cerrito 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 **City of El Cerrito Police Department**

Applicant's Physical Address **10890 San Pablo Ave
El Cerrito
California
94530
US**

Applicant's Mailing Address (if different than the physical address) **10890 San Pablo Ave
El Cerrito
California
94530
US**

Mailing Address for Payment **10890 San Pablo Avenue
El Cerrito
CA
94530
US**

Tax Identification Number **94-6000325**

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 **Paul
Keith**

Project Director's Title with Agency/Department/Organization **Chief/El Cerrito Police Department**

Project Director's Physical Address **10900 San Pablo Avenue
El Cerrito
CA
94530
US**

Project Director's
Email Address **pkeith@ci.el-cerrito.ca.us**

Project Director's
Phone Number **+15102154426**

Financial Officer **Pete
Salazar**

Financial Officer's
Title with
Agency/Department/Organization **Interim Finance Director/City of El Cerrito**

Financial Officer's
Physical Address **10890 San Pablo Ave
El Cerrito
California
94530
US**

Financial Officer's
Email Address **psalazar@ci.el-cerrito.ca.us**

Financial Officer's
Phone Number **+16504384667**

Day-To-Day Program
Contact **Elise
Warren**

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

Day-To-Day Program
Contact's Physical
Address **10900 San Pablo Ave
El Cerrito
California
94530
US**

Day-To-Day Program
Contact's Email
Address **ewarren@ci.el-cerrito.ca.us**

Day-To-Day Program
Contact's Phone
Number **+15102154426**

Day-To-Day Fiscal
Contact **Pete
Salazar**

Day-To-Day Fiscal
Contact's Title **Interim Finance Director**

Day-To-Day Fiscal Contact's Physical Address	10890 San Pablo Ave El Cerrito California 94530 US
Day-To-Day Fiscal Contact's Email Address	psalazar@ci.el-cerrito.ca.us
Day-To-Day Fiscal Contact's Phone Number	+16504384667
Name of Authorized Officer	Karen Pinkos
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	10890 San Pablo Ave El Cerrito California 94530 US
Authorized Officer's Email Address	kpinkos@ci.el-cerrito.ca.us
Authorized Officer's Phone Number	+15102154301
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	El Cerrito Organized Retail Theft Program
Proposal Summary	The City of El Cerrito has experienced high rates of theft / larceny in recent years, primarily at its retail locations within the city, in the past five years. The El Cerrito data shows motor vehicle theft cases went up from 93 in 2018 to 147 in 2022, which is a 58 percent increase in five years. Natural land features, transportation corridors, transit assets, and staffing challenges hinder the El Cerrito Police Department in combating this organized theft. This project proposes a multi-faceted approach including specialized technology, increased professional, focused staffing, and multi-industry collaboration with willing retailers and financial institutions.

**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.

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

Project Need

The City of El Cerrito has experienced high rates of theft / larceny in recent years, primarily at its retail locations within the city, in the past five years. The El Cerrito data shows motor vehicle theft cases went up from 93 in 2018 to 147 in 2022, which is a 58 percent change rate in five years. There was major theft (all kinds of theft) activity before the coronavirus pandemic and a slow during the initial onset of the pandemic, and since, there has been an uptick nearing thresholds before the pandemic. And compared to other crimes such as murder and rape, theft seems to be the most opportunistic crime to commit in the city. The city is land locked with the Tilden Natural Area to the east of the city limits and San Pablo Avenue as its western boundary, which eventually turns into US Highway 123. Additionally, Interstates 80 and 580 are proximate to the city's boundaries on the west and slightly further west, is the San Francisco Bay. These unique proximate land features and corridors provide ample opportunities for offenders to flee the city in multiple ways heading towards major urban centers like Oakland approximately 10 miles south-southeast,

Richmond approximately three miles north-northwest, and San Francisco approximately 16 miles south-southwest. Additionally, the City has two Bay Area Rapid Transit (BART) stations within the city, both are situated in retail shopping plazas—the Del Norte BART is located adjacent to the Safeway shopping center and the El Cerrito BART is located adjacent to the El Cerrito Plaza shopping center. These public transit assets may be used to facilitate ease of mobility for criminals to arrive and flee. In addition to the City's shopping centers, the city has two marijuana dispensaries, both of which have been targeted for organized retail theft. Both dispensaries are located along San Pablo Avenue, which is again, the main thoroughfare that enables ease of access to and from freeway on / off ramps and is the prime area for theft.

In addition to natural land features, transportation corridors, and transit assets, staffing challenges hinder the ECPD in providing an organized task force to combat this organized theft in recent years. The pandemic and other on-the-job injuries have contributed to lack of adequate staffing and slower-than-normal response times, which exacerbates service gaps over the last 3 years. The police department lost positions due to budget constraints in 2021 from the pandemic, and that combined with higher-than-normal attrition rates in 2021/2022 led to a high vacancy rate. This prohibited the ECPD from providing high visibility services to deter crime; staffing shortages have negatively impacted all major police investigations including this ongoing organized theft crime.

Additionally, the City has noticed a steady uptick in vehicle theft and vehicle parts thefts surpassing the number of cases in this category that were reported before the onset of the pandemic. The data clearly shows that theft, automobile theft, and automobile parts theft has been steady over the years and is very much on the rise in the city; these reported cases made it a concern and thus a priority for the El Cerrito Police Department (ECPD) and the City Council to address to protect its citizens from this crime and from crime escalating.

Both types of crimes, organized retail theft and automobile theft are of major concern to the City Council due to the sheer numbers of cases annually the police department must respond to, which is in part what prompted the City Council to approve the purchase of 40 automatic license plate readers as a tool for the ECPD to use to assist them in addressing automobile theft related crimes ongoing in the city. Because of this recent expenditure and other factors and conditions influencing the problems, the City was made aware of this grant opportunity that could potentially fill the gap of funding related to staffing and technology to assist the city in its means to fight these types of crimes.

Project Description

The City of El Cerrito Police Department's (ECPD) approach to this problem is by initially purchasing the technological tools to enhance the investigation of these crimes. This technology would enable the ECPD to develop crime mapping and analyze cell phone data. Not only are the tools beneficial to ECPD, but also to neighboring law enforcement agencies. The crime mapping feature allows access, with the appropriate data sharing instruments implemented, to the data between neighboring agencies, which further enhances the

investigations by the interconnection between crimes and suspects. Peregrine provides abundant data across neighboring law enforcement agencies in a single, unified data analytics platform; it enables research, analysis, and action of mission-critical information at the click of a finger in just moments. Additionally, the ECPD anticipates purchasing another tech tool to complement Peregrine, Cellebrite, which assists law enforcement agencies to analyze and perform forensics on sometimes, highly secured digital devices of the suspects and / or offenders. The initial approach is to purchase the two technologies, conduct ample training of selected officers on both technologies and then deploy the technologies in real time scenarios beginning in the first year after the award of the grant. Approximately six to eight months into the grant performance period, the ECPD will develop and complete all the necessary administrative actions needed to advertise for an additional detective that would eventually be the daily point person for these types of crimes. This grant-funded detective would collaborate with other law enforcement agencies as appropriate to investigate and develop mission-critical actions in apprehending theft suspects in effort to prevent further theft incidents and potentially, recover stolen goods. The grant-funded detective will work with the ECPD's selected Community Engagement Officer who will be responsible for developing relationships with our retail businesses to develop strategies to address theft focused in the city's target area, which is the main corridor (San Pablo Avenue) for retail theft, and the surrounding neighborhoods for vehicle and vehicle accessory thefts. With this approach, the ECPD anticipates a strong legacy of this program that can be used and applied to other crimes and investigations in the area and assist the regional law enforcement agencies in neighboring jurisdictions. When using and deploying these cross-agency technological platforms, coordination and collaboration occurs organically, usually. Coordination with other law enforcement, non-law enforcement, prosecutors' offices, community organizations, and / or retailers in the area will occur and, in some cases, already exists, especially with the license plate readers system (previously mentioned); this coordination and collaboration only can be strengthened with the addition of Peregrine, Cellebrite, and an additional detective. The City of El Cerrito fully expects to maintain the officer's position at the conclusion of the grant to continue and evolve the program in the future as appropriate.

The goals and the objectives of the program align with both the approach of this project and the intent of this grant opportunity. The ECPD anticipates and expects to address two of the primary purposes identified in this grant opportunity through the award of this grant. The primary purpose areas addressed in this project are the organized retail theft and the motor vehicle or motor vehicle accessory theft components. The ECPD identified specific goals for each program purpose area in which, generally the project will reduce the incidence of organized retail theft, vehicle theft, and vehicle parts theft in the city. While there are varying measurements of success for the program purpose areas, the general approach and proposed goals and objectives clearly are designed to reduce the incidence of theft. More importantly, the ECPD identified objectives and activities

are multi-faceted which provides a comprehensive and integrative approach to reducing theft and resolving various theft cases in the city. The multi-faceted approach includes the use of enhanced, specialized technology, increased professional, focused staffing on the issue, and finally and probably most vital, is multi-industry collaboration with willing retailers and property owners, and even financial institutions, if necessary.

Once the ECPD has acquired and trained in Peregrine and Cellebrite, the ECPD will review and evaluate surveillance technologies policy for relevancy and updates. Policy 437 for Surveillance Technologies may be amended, or an entire new policy may be developed for the other software applications. When the ECPD has completed training, then the ECPD expects to implement swift deployment of the technology in real time scenarios. The grant-funded detective along with other team members will begin to collect the data analyzed by the technologies and collaborate with area partners in full-on investigations and apprehensions of identified suspects. The ECPD, its Community Engagement Officer, and its new Detective will work with the El Cerrito CoC through willing retail members to collect solid evidence to effectively detain and sanction apprehended suspects, ultimately, reducing theft/larceny crimes in the city. This comprehensive, integrative approach is expected to 'show for itself' in a relatively short time to deter future theft/larceny crime incidence due to its comprehensive, swift, and effective response to theft and larceny occurring in the city.

The approach is to have two Detectives at any one time working on an investigation and researching other leads. Other patrol officers designated by the captain will be trained in the new technologies to support the detectives as necessary. Additionally, the Detectives will work with the Community Engagement Officer to identify and investigate 'prime target areas,' especially those areas that have a history of recurrence of incidents. The Community Engagement Officer will network and develop relationships with targeted retailers, business owners, and property owners to assist the Investigation Unit in their strategy to apprehend theft / larceny suspects.

The enhanced technology will provide the platform to perform interagency data compilation and facilitate further in-depth collaboration, especially regarding specific, targeted suspects. Additionally, any willing partners that have the capacity to commit to this project, the City mentioned the El Cerrito CoC will prove valuable to the success of this project. According to a White Paper titled, Detecting and Reporting the Illicit Financial Flows Tied to Organized Theft Groups (OTG) and Organized Retail Crime (ORC): A Comprehensive Educational Guide for Law Enforcement and Financial Crime Investigators, developed by the Association of Certified Anti-Money Laundering Specialists (ACAMS) and Homeland Security Investigations, the most successful investigations/cases have been made possible by public-private partnerships—a collaborative program structure involving law enforcement agencies, retailers and businesses, and even involving local, financial institutions. This approach is exactly what the ECPD proposes in this project, which aligns perfectly with the requirements and purpose of this grant program including interagency partnerships and

technology.

As of February 2023, the ECPD has developed, approved, and implemented Policy 437 Automated License Plate Readers (ALPRs) throughout the department. This Policy is significant as it establishes the first policy of this type of surveillance technology for the department. The Policy references the appropriate California Government Code throughout the policy in all relevant areas including establishment, administration, operation, data collection and accountability parameters, release and use of the collected data, and training of the technology in this policy. For data release requests by non-law enforcement agencies and non-prosecutorial agencies, the Policy states the request must follow the Records Maintenance and Release Policy as referred to in Civil Code Section 1798.90.55. Additionally, and more relevant to this grant application, this Policy was developed with the organized retail theft, vehicular theft, and vehicle parts theft issues in mind and in consideration of. Specifically, from §437.3, "...used by the El Cerrito 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." Finally, the ECPD will train all designated officers who will have access to the APLR technology as indicated in the Policy, §437.8 Training, "The Training Manager 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)."

Since this Policy sets the precedent for this surveillance technology, it should not be a challenge for the ECPD to adapt this Policy or develop a new, similar policy for the surveillance technology (Peregrine & Cellebrite) acquired through this grant program. The ECPD also recently developed, approved, and implemented its Bias-based Policing Policy 401 in March 2023. Section 401.2 states the intent of the policy, which is to, "...providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group." It is the commitment of the ECPD and the City to facilitate law enforcement in the utmost respectful and objective behaviors, practices, and tactics, as possible.

Project
Organizational
Capacity and
Coordination

Currently, the five Detectives have a full case load, which leaves them limited time to devote to these specific, advanced types of crimes. Adding one more detective to perform the trained and specialized duties needed to achieve success in this theft reduction program will greatly enhance the department's ability to target organized retail theft, vehicle part, and vehicle theft. These skills sets will be enhanced through specialized training that the city is requesting in this application.

Currently, the ECPD has discussed the project initially with the El Cerrito Chamber of Commerce (CoC) and the Contra Costa District

Attorney's Office. The ECPD and the CoC have discussed the initial impact of such a project in this community. The CoC has provided an impact commitment letter and is willing to work with the ECPD in various capacities including reporting incidents, training, and collaborating. Regarding partnering with specific retailers, business owners, and property owners, this would be something that would organically occur as the investigations identify certain retailers and / or property and business owners. The DA's Office has a good working relationship with the ECPD and has expressed its support for this project. The ECPD Captain would regularly communicate via email, phone, and other electronic communications with the Community Engagement Officer to determine if there is a formal need to memorialize any partnership with a memorandum of agreement (MOA). If a formal need arises, then the ECPD Project Manager will collaborate with the City Attorney's Office to review and edit as appropriate an adequate MOA between the ECPD/City and the committed partner in the project. Concurrently, the ECPD/City will communicate any of these changes with the Board of State and Community Corrections (BSCC) to foster a trusted and respectful working collaboration between Grantor and Grantee. Upon communication with the BSCC, the ECPD Project Manager will provide information to the El Cerrito City Council as needed to have any formal MOAs accepted and approved. The ECPD will provide all formalized MOAs, Commitment Letters, and / or additional Impact Letters to the BSCC, as requested. Likewise, a similar process for retaining a qualified, objective third-party Financial Auditor to conduct the program audit at the conclusion of the grant performance period. The ECPD will work with the City Attorney's Office and / or Finance Department to assure the procurement of the third-party financial auditor is executed according to the city's regulations, policies, and practices to ensure a transparent project and procurement process has been implemented.

Chief Paul Keith will be the Project Director providing overall direction of the grant performance for the duration of the grant. Captain Elise Warren will be the Project Manager for the El Cerrito Organized Retail and Vehicle Theft Program handling the day-to-day operations, including designating certain officers with the privileges, possess working knowledge of the issues and successes in the program, and oversight of all financial transactions against the grant. Mrs. Warren has 33 years of law enforcement experience, which includes over 10 years as an Executive (Captain, Assistant Sheriff, Chief) where she has managed grants such as the Office of Traffic Safety DUI enforcement grant, and the Edward Byrne Memorial Justice Assistance Grant (JAG).

The Chief and Project Manager report directly to the City Manager, Mrs. Karen Pinkos in matters of the grant agreement and any concerns the city may have in this project. The Community Engagement Officer will be assigned focused activities in networking, reconnaissance, and other activities that foster positive collaboration and partnering with willing community retailers, property-, and business owners. Performing the daily investigative and law enforcement surveillance and activities will be the additional grant-funded detective working in collaboration with the existing

detectives. Impact and / or Commitment Partners will organically be identified as investigations occur and crimes happen—the formal component will depend upon the capacity of the willing collaborators. Upon completion and conclusion of the grant, the City of El Cerrito fully expects to absorb any remaining costs for the technologies and the cost of the grant-funded detective through its usual budgeting process of the city’s general fund.

Project Evaluation
and Monitoring

The ECPD staff will obtain appropriate training from the vendors of the software to use the software efficiently and effectively to its fullest capacity. The designated staff will be responsible for training other police staff on the software—its use, storage capabilities, etcetera. The ECPD Captain will conduct the project evaluation by providing project management to include the purchase of the software, the recruitment for the new position, and the evaluation of the effectiveness of both the software and grant-funded position. The evaluation will be done by analyzing crime statistics and case closer rates over the period of the grant. The ECPD Captain and / or designated detective or police officer will run and evaluate quarterly crime statistics, compare, and analyze the data to understand where the successes are in the project and where there are areas for improvement. In addition, the use of the crime statistics data may recommend shifts in deployments, as needed. The ECPD Captain will meet with detectives and designated staff to understand how the new technologies are being implemented and their successes and issues. The detectives and other police officers will know best once the technologies are implemented in the local environment and how best to capitalize on the data analyzed and presented to achieve the project’s goals and objectives.

The ECPD expects to participate in relevant training to better understand the depth of or magnitude organized retail theft (ORT) and other organized theft crimes, i.e. vehicular theft and vehicle parts theft. The specific training that has been identified to-date for this program is the Individual Criminal Investigators (ICI) Core Course for Investigators which has a Burglary module, Robbery Investigation which includes a Vehicle Theft module, and potentially, a Cell Phone Use in Narcotic Investigations Course. This training will prepare the ECPD Detective and officers with the tools needed to access and perform reliable and accurate crime data mapping to perform better investigations and ultimately, apprehend suspects.

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.

[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-EICerrito-FINAL.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Complete_with_DocuSign_Grantee-Assurance-for.pdf](#)

Local Impact Letter(s) (Appendix E)

[7-5-23_Letter_of_Support_Orgnaized_Retail_Theft_Grant.pdf](#)

[Chamber_of_Commerce_Grant_Support_Signed.pdf](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing.Policy_401.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs.Policy_437.pdf](#)

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

[Complete_with_DocuSign_Certification-of-Comp.pdf](#)

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

OPTIONAL: Bibliography n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan

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

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

(1) Goal:	>Reduce organized retail theft by reducing incidents by 10 percent annually due to new investigative techniques and deterrence tactics		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Reduce organized retail theft by reducing incidents because of deterrence perception by suspects B. Purchase, Train-on, and deploy technology to develop and target investigative leads and solve cases. C. Increase case closure and prosecution rates by 10 percent annually D. Collaborate with retailers and their loss prevention team / specialists to assist in investigations and solving cases E. When feasible and possible, recover stolen goods to better quantify total loss and potentially, defray retailer costs 		
Process Measures and Outcome Measures:	<p>Compare and analyze rates—call, case, and closure—over 1-, 3-, and 5-year periods.</p> <p>Compare prosecution rates over same periods to determine if approach through this grant is reducing retail theft crimes by 10 percent annually.</p>		
Project activities that support the identified goal and objectives: <ul style="list-style-type: none"> • Monitor and respond to hits from license plate reader cameras. • Increase technology-trained detective staff • Analyze data through Peregrine to link cases and suspects As necessary, collaborate with retailers and other neighboring law enforcement agencies to target certain suspects	Responsible staff/partners <ul style="list-style-type: none"> • Patrol Staff • Community engagement officer 	Timeline	
		Start Date	End Date
		10/1/23	End of grant

<ul style="list-style-type: none"> Analyze cell phone data using Cellubrite from apprehended suspects to target other offenders or the larger organized ring associated with the ongoing theft in the area. 	<ul style="list-style-type: none"> Potentially willing retailers and their loss prevention specialists 		
<ul style="list-style-type: none"> Enter information of known vehicles involved in retail and motor vehicle accessory theft crimes into the LPR system to proactively monitor their movement throughout the city 	<ul style="list-style-type: none"> Trained Detectives 	10/1/23	End of grant
List data and sources to be used to measure outcomes: > Department of Justice Crime statistics; CAD/RMS data from Mark43; Flock data; NIBRS data; Peregrine & Cellebrite databases, as appropriate			

(2) Goal:	>Reduce vehicle theft by reducing incidents by five percent annually because of targeted investigative techniques and deterrence tactics		
Objectives (A., B., etc.)	A. Reduce vehicle thefts by reducing opportunities for vehicle theft through continued ongoing education and awareness of the public. B. Purchase, train-on, and deploy technology to develop targeted investigative leads and solve cases. C. Continue to collaborate with prosecutors to increase case closure and prosecution rates, thus reducing vehicle theft by five percent annually.		
Process Measures and Outcome Measures:	Compare and analyze rates—call, case, and closure—over 1-, 3-, and 5-year periods. Compare prosecution rates over same periods to determine if approach through this grant is reducing vehicle theft crimes by five percent annually.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Project activities that support the identified goal and objectives: <ul style="list-style-type: none"> Monitor and respond to hits from license plate reader cameras. Increase trained and strategic detective staff. Analyze data through Peregrine to link cases and suspects. Analyze cell phone data from apprehended suspects. Continue to collaborate with prosecutors and other law enforcement agencies. 	<ul style="list-style-type: none"> Patrol and Detective staff Willing and collaborative property owners and possibly, dealerships. Willing and collaborative prosecutors 	10/1/23	End of grant

List data and sources to be used to measure outcomes: > Department of Justice Crime statistics; CAD/RMS data from Mark43; Flock data; NIBRS data; Peregrine & Cellebrite databases, as appropriate

(3) Goal:	>Reduce vehicle parts theft by five percent annually.		
Objectives (A., B., etc.)	<p>A. Reduce vehicle parts theft by reducing opportunities for vehicle theft through ongoing education and awareness of the public and by collaborating with area auto parts and pick-n-pull establishments that may unintentionally or intentionally be involved with the organized vehicle part theft crimes in the area.</p> <p>B. Purchase, train-on, and deploy technology to develop targeted investigative leads and solve cases.</p> <p>C. Continue to collaborate with prosecutors to increase case closure and prosecution rates, thus reducing vehicle theft by five percent annually</p>		
Process Measures and Outcome Measures:	<p>Compare and analyze rates—call, case, and closure—over 1-, 3-, and 5-year periods.</p> <p>Compare prosecution rates over same periods to determine if approach through this grant is reducing vehicle parts theft crimes by five percent annually.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> • Monitor and respond to hits from license plate reader cameras. • Increase trained detective staff. • Analyze data through Peregrine to link cases and suspects. • Analyze cell phone data from apprehended suspects. • Ongoing collaboration with prosecutors and other law enforcement agencies. 	<ul style="list-style-type: none"> • Patrol and Detective staff • Willing and collaborative property owners and possibly, auto parts and pick-n-pull businesses. • Willing and collaborative prosecutors 	10/1/23	End of grant
List data and sources to be used to measure outcomes: > Department of Justice Crime statistics; CAD/RMS data from Mark43; Flock data; NIBRS data; Peregrine & Cellebrite databases, as appropriate			

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

Name of Applicant: *City of El Cerrito 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	\$381,888.00
2. Services and Supplies	\$2,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$345,000.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$3,000.00
9. Indirect Costs	\$7,000.00
TOTAL	\$763,888.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Year 2: 1 FTE - Detective	\$187,200.00 = Salary (\$132,538.00) + Benefits (\$54,662.00)	\$187,200.00
Year 3: 1 FTE - Detective	\$194,688.00 = Salary (\$137,839.00) + Benefits (\$56,849.00)	\$194,688.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$381,888.00

1b. Salaries & Benefits Narrative:

The Salaries and Benefits is for one full-time equivalent Detective position for two of the three program years. The compensation includes salary and benefits as detailed above is the current acceptable rate in this area of California. For Year 2: the FTE will have a salary of \$132,538.00 and benefits at approximately 29.2% of the salary and wages, which amounts to \$54,662.00. In Year 3, the City of El Cerrito Police Department will give a cost-of-living raise and account for a 7% increase in benefits premiums, thus increasing the salary to \$137,839.00 and the benefits to \$56,849.00.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Year 1: Laptop & docking station	1 laptop & docking station for detective's desk with rugged carrying case @ \$1,200.00	\$1,200.00
Year 1: Cell phone	1 cell phone with all capabilities as other detectives @ \$800.00	\$800.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,000.00

2b. Services and Supplies Narrative:

This laptop, docking station with rugged carrying case so the laptop does not get damaged from the various places the detective may need to bring the laptop. The detective will also need a cell phone to remain in contact with the Captain and other personnel. These will be purchased when the detective has been hired and prior to his/her first day.

Cellebrite	1 @ 3 Years = \$105,000.00 (per year cost is \$35,000.00)	\$105,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$345,000.00

6b. Equipment/Fixed Assets Narrative

This is a fixed cost for the Peregrine technology enabling interagency investigations and crime statistics collection and data mapping; the fixed cost per year is \$80,000.00 for three years is a total of \$240,000.00. The City will absorb any remaining costs after the grant performance period to continue the program and use of the technology in perpetuity or until an updated technology is available.

This is a fixed cost for the Cellebrite technology enabling interagency investigations and crime statistics collection and data mapping; the fixed cost per year is \$35,000.00 for three years is a total of \$105,000.00. The City will absorb any remaining costs after the grant performance period to continue the program and use of the technology in perpetuity or until an updated technology is available.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit Contract	1@ \$25,000 (lump sum)	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

The City of El Cerrito will hire a contractor to perform an objective, third party financial audit of the grant program upon conclusion of the grant performance period that satisfies the requirements for the financial audit for this grant program.

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

Description	Calculation for Expense	Total
Year 2: Training & Lodging of an approved training for ORT for grant-funded detective.	1@ \$1,500.00 training inclusive of lodging and travel	\$1,500.00
Year 3: Training & Lodging of an approved training for ORT for grant-funded detective.	1@ \$1,500.00 training inclusive of lodging and travel	\$1,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$3,000.00

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

This budget line item is for all specialized training such as the Individual Criminal Investigators (ICI) Core Course for Investigators which has a Burglary module, Robbery Investigation which includes a Vehicle Theft module, and potentially, a Cell Phone Use in Narcotic Investigations Course. This total should be considered as a total, and the detective may be able to attend a couple of trainings for ORT and Vehicle Theft each year with this \$1500.00 per year allocation for training.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> 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.	\$7,000	\$7,000
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	

<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>	TOTAL	\$7,000	\$7,000
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9b. Indirect Costs Narrative:

This will be used for any additional fees incurred by the third-party financial auditor for administrative costs or additional costs incurred for indirect costs for trainings.



OFFICE OF THE DISTRICT ATTORNEY
CONTRA COSTA COUNTY

Diana Becton
DISTRICT ATTORNEY

July 5, 2023

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

Re: Organized Retail Theft Grant Program Letter of Support for El Cerrito Police Department

I am writing this letter on behalf of the Contra Costa District Attorney's Office in support of the El Cerrito Police Department's application for the Organized Retail Theft Prevention Grant Program. We share a common goal to increase clearance rates and prosecutions for organized retail theft. We understand that El Cerrito Police Department plans to achieve this goal by using grant funding to obtain analytics software, Cellebrite forensic services, and a dedicated investigator which will to work with local businesses and our office.

As part of this grant, the District Attorney's Office agrees to work closely with the El Cerrito Police Department to investigate and prosecute incidents of organized retail theft in their respective jurisdiction.

Sincerely,

A handwritten signature in blue ink that reads "Diana Becton".

Diana Becton
District Attorney
Contra Costa County

June 29, 2023

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

Re: The Organized Retail Theft Prevention Grant Program

I am writing this letter on behalf of the El Cerrito Chamber of Commerce in my role as President. This letter is being submitted to document that the El Cerrito Chamber of Commerce supports the Organized Retail Theft Prevention Grant Program proposal being submitted by the El Cerrito Police Department. The El Cerrito Chamber of Commerce is composed of business leaders across many industry sectors, including retail establishments.

As part of this grant, the El Cerrito Chamber of Commerce agrees to work closely and partner with the El Cerrito Police Department to report incidents, train employees, and collaborate on crime prevention strategies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Khadivian', with a long horizontal flourish extending to the right.

Matt Khadivian
President, El Cerrito Chamber of Commerce

Bias-Based Policing

401.1 PURPOSE AND SCOPE

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

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

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

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.
- (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.

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Bias-Based Policing

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 El Cerrito Police Department is the primary agency, the El Cerrito 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 Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 1. Supervisors should document these periodic reviews.

El Cerrito Police Department

El Cerrito PD Policy Manual

Bias-Based Policing

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 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.

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).

401.7 ADMINISTRATION

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

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

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

401.8 TRAINING

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

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

Automated License Plate Readers (ALPRs)

437.1 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.

437.2 POLICY

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

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

The El Cerrito Police Department does not permit the sharing of ALPR data gathered by the City or its contractors for the purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2, et seq).

437.3 ADMINISTRATION

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

437.3.1 ALPR ADMINISTRATOR

The Administrative Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

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Automated License Plate Readers (ALPRs)

- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

437.4 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) Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
- (g) The ALPR system shall not be used for the purposes of harassment or intimidation.

437.5 DATA COLLECTION AND RETENTION

The Administrative Services 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 no more than 30 days 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.

All ALPR data will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety uses.

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Automated License Plate Readers (ALPRs)

437.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The El Cerrito 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.

437.7 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 request for the ALPR data.
- (b) The request is reviewed by the Administrative Services 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).

437.8 TRAINING

The Training Manager 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).