

Title	<b>City of Lathrop Police Department</b>	07/06/2023
	by <b>City Lathrop</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41325132
	ishelp@ci.lathrop.ca.us	

## 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.**

<b>SECTION I - BACKGROUND INFORMATION</b>	<b>This section requests information about the applicant's name, location, mailing address, and tax identification number.</b>
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>City of Lathrop Police Department</b>
Multi-Agency Partnerships Information (if applicable)	<b>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.</b>
Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>

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

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Lead Public Agency **City of Lathrop Police Department**

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Applicant's Physical Address **390 Towne Centre Dr  
Lathrop  
CA  
95330  
US**

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Applicant's Mailing Address (if different than the physical address) **390 Towne Centre Dr  
Lathrop  
CA  
95330  
US**

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Mailing Address for Payment **390 Towne Centre Dr  
Lathrop  
CA  
95330  
US**

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Tax Identification Number **68-019518**

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

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Project Director **Tony  
Fernandes**

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Project Director's Title with Agency/Department/Organization **Director of Information Systems**

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Project Director's Physical Address **390 Towne Centre Dr  
Lathrop  
CA  
95330  
US**

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Project Director's  
Email Address **Tfernandes@ci.lathrop.ca.us**

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Project Director's  
Phone Number **+12099417345**

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Financial Officer **Thomas  
Hedegard**

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Financial Officer's  
Title with  
Agency/Department/Organization **Deputy Finacial Director**

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Financial Officer's  
Physical Address **390 Towne Centre Dr  
Lathrop  
CA  
95330  
US**

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Financial Officer's  
Email Address **thedegard@ci.lathrop.ca.us**

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Financial Officer's  
Phone Number **+12099417320**

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Day-To-Day Program  
Contact **Tony  
Fernandes**

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Day-To-Day Program  
Contact's Title **Director of Information Systems**

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Day-To-Day Program  
Contact's Physical  
Address **390 Towne Centre Dr  
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CA  
95330  
US**

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Day-To-Day Program  
Contact's Email  
Address **tfernandes@ci.lathrop.ca.us**

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Day-To-Day Program  
Contact's Phone  
Number **+12099417345**

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Day-To-Day Fiscal  
Contact **Thomas  
Hedegard**

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Day-To-Day Fiscal  
Contact's Title **Deputy Finacial Director**

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Day-To-Day Fiscal Contact's Physical Address	<b>390 Towne Centre Dr Lathrop CA 95330 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>thedegard@ci.lathrop.ca.us</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+12099417345</b>
Name of Authorized Officer	<b>Kyle Oki</b>
Authorized Officer's Title	<b>Police Commander</b>
Authorized Officer's Physical Address	<b>940 River Islands Pkwy Lathrop CA 95330 US</b>
Authorized Officer's Email Address	<b>koki@ci.lathrop.ca.us</b>
Authorized Officer's Phone Number	<b>+12096476400</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>City of Lathrop Organized Retail Theft Program</b>
Proposal Summary	<b>The City of Lathrop is requesting \$6,125,000 from the BSCC ORT Grant. The comprehensive program developed by LPD and Lathrop City officials along with retail trade representatives is a complete well-rounded program to address the City of Lathrop retail theft problem. The purpose is twofold to catch perpetrators of retail crime theft and deter retail theft from occurring. This program proposes to address the issue of retail and cargo theft, vandalism and more, from an array of avenues using a variety of personnel and technical resources. This represents an effort to utilize technology to expedite crime solving while enhancing crime prevention, and public safety.</b>

**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 3: Cargo 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).**

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Project Need

**Proprietors of retail businesses and developers in the City of Lathrop are expressing a tremendous number of complaints about retail and cargo theft that is occurring in the City's 72 retail businesses and the developing areas. Additional funding would enhance and law enforcement efforts and allow funding to dedicate personnel for a task force and technical resources to combat this crime. As the number of retail businesses in the area increase it is expected that criminal activities will also increase. With new bills being proposed that could hinder retailers' ability to address this issue, the City of Lathrop proposes a Crime Center Task Force and the technology to facilitate the deterrence and solving of these crimes in a variety of ways.**

**The city continuously works collectively with its economic partners to recruit, facilitate and welcome new business while priding itself on providing a business-friendly atmosphere. The city is undergoing rapid development, with a population that has increased by 175 %**

from 10,445 in 2000 to 28,661 in 2020 with a population of 35,080 in 2022. This is the second highest population growth in the state of California. The City issued over 2,000 housing permits between the years 2021 and 2022. Remote work opportunities and quality of life pair to make Lathrop a sought after community to call home. This rapid development shows no sign of abating and is due to the city being just a few miles from the Port of Stockton and located at the major intersections of Highways 120 and 90 and Interstate 5. These highways run from Sacramento then split towards San Francisco and towards Fresno. The City's location and development are key factors in the vibrant retail trade enjoyed by the city, but it is also a conduit for criminal activity, namely the crime of retail theft at the City's 72 retail establishments, theft at construction sites and catalytic converter theft.

While continuing to grow and develop at a rapid rate the retail and developing areas of the city are not monitored by surveillance equipment and therefore crimes such as vandalism, retail theft, assault, motor vehicle accessory theft and cargo theft crimes remain undocumented and growing. Without video footage victims are left with little or no evidence of the crime that has occurred and are unable to seek assistance or prosecute. Having the proposed technology and surveillance trailers in place serves as a deterrent as well as allowing the Officer's an immediate tool to investigate and solve crimes.

Documentation of the theft problem in the City of Lathrop is growing from data gathered using the Peregrine Platform, and other data management software. The San Joaquin County Sheriff's Office previously provided support for the City of Lathrop so most data is combined for the entire San Joaquin County, however it was documented by Lathrop Police Department that in the last 10 months the following incidents were reported below:

**Theft Related Charges**

**Grand Theft Charges -Shoplifting, Motor Vehicle, or From Vehicles 65**

**Organized Retail Theft Charges 2**

**Petty Theft (Shoplifting) 75**

**Theft 151**

**Total Theft Charges 293**

**Property Related Charges**

**Property Damage 113**

**Tampering With a Vehicle 15**

**Vandalism 75**

**Total Property Damage 203**

The LPD is enhancing the relationship with the City's retail establishments by developing a more proactive and efficient reporting system for retail theft. This reporting system will provide a more proactive approach to the crimes and will document the effectiveness of programs the LPD establishes to deal with retail theft related problems. The information gathered into the data management software will assist the LPD and ISD in placing cameras

in the most effective areas. It is significant to note that as the trust builds and documentation efforts increase, the rate of crimes will increase as the crimes that usually go undocumented would be reported. The increase of documented crimes would be acknowledged as a success and a primary step that the Lathrop Police Department is building stronger relationships with the retail establishments. The next objective would be to decrease the percentage of crimes solved versus crimes reported.

The LPD was recently formed on June 29, 2022, previously the coverage was provided by the San Joaquin County Sheriff's Office. The department was formed in response to rising law enforcement needs resulting from the rapid growth of the city. The department has 42 sworn positions that include 1 police chief, 2 commanders, 1 lieutenant, 6 sergeants, 1 Community Service Officer (CSO) supervisor, 5 CSO's and the remainder as patrol officers. The department has 19 patrol vehicles, 4 canine vehicles, 2 watch commander vehicles as mobile command posts plus 5 other vehicles for officers and detectives.

As a police department that is in its infancy, the LPD would greatly benefit from establishing and implementing a Crime Center Task Force and the technical resources to contend with crime problems (especially retail theft). As a newly formed police department the LPD is in the process of establishing the foundation of data collection and analysis that would allow the department to be definitive in its assessment of the retail and cargo theft problem in the city. However, the process would be greatly expedited by additional funding to deploy the technology and establish the Crime Center and related Task Force. Due to relationships LPD officers have developed with retail businesses in the City of Lathrop as part of its community policing strategy, the Police Department acknowledges that retail theft is enough of a problem in the city to warrant special attention. The number of reported incidents for the last 10 months is evidence of the need to address these issues as the City projects the rate of crime to increase with the number of retail businesses increase. Multiple bills being proposed could hinder the efforts from retail business to address these issues and having this infrastructure, equipment, data management software and Crime Center Task Force in place could facilitate the deterrence and solving of these crimes.

In summary, retail and development areas in the City of Lathrop are not monitored by surveillance equipment; and crimes such as retail theft, vandalism, assault, motor vehicle accessory theft and cargo theft go undocumented. When the incidents are reported there is no evidence to support the victim. This proposed program of surveillance systems, updated communications capabilities and a Crime Center Task Force could serve as a deterrent for criminal activity as well as a vital tool for rapid response, solving crimes and facilitating police investigations.



vehicle mounted GPS launchers to assist with safe intervention in high-speed chases, communication equipment for the Police Department, a Crime Center Task Force to monitor surveillance footage within the existing Police Department, and salaries of related employees to help mitigate cargo, vehicle and retail theft within the community.

The City of Lathrop is requesting a medium scope (\$6,125,000) FPA 1: Organized Retail Theft Grant from the BSCC Organized Retail Theft Prevention Grant Program. This is for a comprehensive retail theft program that was designed following several meetings of Lathrop law enforcement and city officials along with retail trade representatives. The program's purpose is twofold--to catch perpetrators of retail crime theft and deter or prevent retail theft from occurring. This program would greatly influence the problem of retail and cargo theft in the City of Lathrop from an array of avenues using a variety of personnel and technical resources.

The goal of the program is to reduce the incidence of retail theft with crime prevention, rapid response and crime deterrence in retail and developing areas around the city, while increasing documentation of the problem. Through management from the Grant Management Task Force (GMTF) and the coordination of the Crime Center Task Force the following objectives have been set to achieve success.

- Establish Crime Center Task Force and Grant Management Task Force (GMTF)
- Purchase, install and configure mobile and stationary camera surveillance systems along with required infrastructure
- Establishing a Crime Center in a pre-existing location at LPD headquarters to monitor the surveillance systems and coordinate a rapid response, by initiating related purchases
- Implement a wireless communication system throughout the city for real-time usage by the LPD anywhere in the city
- Implement various data management software including Geographical Information System (GIS) and Peregrine
- Purchase and install vehicle mounted GPS launchers to track and assist with safe intervention in high speed chases
- Establishing a GIS map to visually track crimes and trends using data from various data management software
- Through the use of data management software, improve and increase the documentation of retail theft, cargo theft and related crimes
- Use the data to track and report progress of criminal activities to the GMTF
- Provided that bills proposed to become laws do not hinder the efforts, reduce criminal activity regarding organized retail theft, vehicle theft, cargo theft, shoplifting, vandalism and related criminal theft activities.

The camera surveillance system will consist of a combination of trailer mounted cameras, Automatic License Plate Readers and multi-sensor cameras. These are connected to the Crime Center Task Force and patrol vehicles using the wireless network system and will

alert officers to wanted vehicles or persons in the area. Officers are able to monitor the retail and developing areas from the patrol vehicles as well.

The Crime Center will be located at a pre-existing location in the LPD headquarters and will have the necessary technology and equipment to monitor the surveillance system and coordinate a rapid response to situations. The Crime Center Task Force will provide real-time information to the officers as a crime is occurring. The city will utilize sworn personnel to staff the Crime Center as the Crime Center Task Force, operate the data management software and coordinate rapid response. The Crime Center Task Force will increase the safety to the officers by accessing the body worn cameras and in car video of officers in the field during incidents, monitoring the situation and deploy more resources if necessary.

The wireless network will allow LPD officers to access the surveillance system through their patrol vehicles enabling officers to more efficiently and effectively coordinate a rapid response to the correct locations. More reliable connection provided by the wireless network for the radios used to communicate and coordinate would increase the effectiveness of the rapid response by allowing for clear communication. This would essentially connect everything together from the patrol vehicles to the Crime Center to the surveillance system as a whole. This would improve safety for the officers when responding. Currently the City is provided services by Verizon wireless and AT&T, however there are multiple areas throughout the city where Officers are unable to connect which leaves them unable to communicate.

New mobile and portable radios are needed for Police Officers because upon equipping the newly formed Police Department the current radios were the only models available at the time due to supply chain issues and COVID-19. These radios that lack in functionality and interoperability with other law enforcement agencies and are not as ruggedized for law enforcement purposes. This creates areas where the officers are not able to communicate effectively with other law enforcement agencies and may lead to issues during coordination of apprehension of a suspect as well as creating a dangerous situation for the Officers. The current radios are limited to a single band, whereas all the other agencies use multiband radios. This limits the City's communication abilities. The proposed radios could enhance the communication with other law enforcement agencies, especially when participating in joint task force events. In order to close this communication gap, the City of Lathrop is recommending upgrading the radio system.

The surveillance systems will assist to deter crime and become a resource in solving crimes that may occur. This infrastructure in place gives officers an immediate tool to investigate and solve the crimes. Witnesses often do not capture the license plate numbers of suspicious vehicles. However, they are able to identify possible suspect vehicles and provide general descriptions of the vehicle.

Police are then able to continue with the investigation by reviewing the surveillance footage. The need for an increase in surveillance around the city is evident by recent shootings that have taken place near a retail facility and, as a result of video footage, suspects were taken into custody. Additional cameras throughout the city will facilitate in solving more crimes throughout the city efficiently, effectively and be used as a deterrence against future crimes.

Mobile surveillance trailers have multi-sensor cameras and LPRs mounted on them and can be placed in parking lots of stores or areas of new home development to assist in preventing theft or apprehending the perpetrators. Camera trailers will be moved throughout store parking lots or in new home construction areas based on the data gathered into our data management software systems, as just the presence of this technology serves as a deterrent against crimes.

Vehicle mounted GPS launcher are small GPS tracking devices that can be ejected from police cruisers onto fleeing vehicles. These are used for vehicles that evade police or do not want to pull over for the police, sometimes ending in high-speed chases. The police car needs to get within a certain range from the vehicle to launch the GPS tracker that will attach to the perpetrator's car. The Officer may reduce speed while the Crime Center Task Force will then follow the fleeing vehicle on a computer screen and coordinate apprehending the suspects when they stop. This prevents dangerous situations and the additional damage a high-speed chase can cause. The LPD had nine pursuits in 2022 with the majority of those for evading an officer during an attempted traffic stop.

Various data management software will be utilized to create an effective and informative map of crime data. Below are 2 data management software currently in use that would be utilized along with other software when evaluating the success of the program along with where surveillance systems should be located. These have proved effective in providing data to make informed decisions regarding placement of cameras. The City proposes to invest in various products like the software listed below, at the approval of BSCC, to improve the data gathering of crimes and suspicious activities.

Geographical Information System (GIS) is a mapping system to visually show where various crimes are being committed throughout the city. This system will give this newly developing Police Department the information necessary when deciding where to focus based on volume and type of retailer or developer. This information will be critical when placing the mobile surveillance trailers where they will be the most effective. GIS gathers this information using the Peregrine Platform and other data management software.

Peregrine's software is integrating otherwise disparate data from a number of systems so that valuable information is accessible in a single place and easier to utilize by a wide variety of users across

patrol, investigations, analysis, and command staff. Investigators and patrol officers are able to utilize Peregrine on a daily basis to conduct their work and are able to access live video from our CCTV assets, license plate reads from our three different LPR technology providers, and digital evidence management solution. Computer aided dispatch and records management systems will also be integrated into Peregrine that will further aid in solving crimes and producing real time, detailed statistical information regarding crime trends and patterns. These capabilities will allow the LPD to conduct more efficient and effective investigations, streamline and expedite the generation of statistical reports (including information compiled in response to community requests), and maintain real-time situational and operational awareness throughout the jurisdiction.

A \$6,125,000 investment is requested for the equipment related to this program along with additional staffing needed to support the crime center and grant management aspects of the project. It is worth noting that there will be peripheral benefits beyond retail crime use from all this equipment, technology, and the Crime Center. In addition to being used for retail theft crime there will be incredible applications for resolution and prosecution of other criminal actions also. In the 10-month time period from July 2022 to April 2023 UCR reports filed by the LPD documented one (1) homicide, ten (10) rapes, sixty-eight (68) aggravated assaults, nine (9) robberies, sixty-nine (69) burglaries, three hundred and forty-three (343) larceny incidents, sixty-five (65) vehicle thefts and four (4) arson crimes. The capabilities this program designed to provide the LPD would have been of assistance in solving many of these incidents and charging the criminals involved.

The City of Lathrop has policies regarding the use of surveillance technology (Exhibit A) and limiting racial bias (Exhibit B). Copies of these policies are provided as attachments in this application.

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Project  
Organizational  
Capacity and  
Coordination

The City of Lathrop has ample experience amongst its administrative staff to coordinate a grant the magnitude of this BSCC Organized Retail Theft Prevention Grant. Past and present grants the city has or currently is administrating include: \$130,897 the City awarded and distributed to fifty-one (51) households, Fiber Optic Grant for \$500,000, Department of Water Resource grant that funded the City's underground aquifer storage and recovery system in the amount of \$4,500,000, Public Safety Power Shutoff Grant, was used to purchase portable generators to power City facilities during public safety power shutoff events for \$239,296. Further capabilities are demonstrated by the City's ability to support various sub-grantees and the coordination of those within larger grants.

A Grant Management Task Force (GMFT) is established including LPD Commander Kyle Oki, Information Systems Director (ISD) Tony Fernandes, and Finance Deputy Director Thomas Hedegard. The GMFT will oversee the implementation and progress of this Retail Theft Prevention Program. Acquisition, configuration and installation of equipment, and training will be completed within six months of

award approval.

The LPD and ISD are prepared to activate the Grant Management Task Force (GMTF) upon notification of an award. This task force will manage all phases of the project from the implementation phase to the final closeout of the grant. They will evaluate the over-all effectiveness of the program. The LPD will continue to build relationships with the City's business and development community over the next several months while awaiting the award. The City Manager, Finance Deputy Director and Council will review and approve the grant award acceptance package. The GMTF will manage the grant and provide support to LPD to coordinate the implementation after the award is accepted by City Council.

Upon notification of a grant award the ISD will initiate equipment procurement following BSCC approval. All equipment acquisition will follow City of Lathrop procurement policy. The LPD will work with ISD Director in all aspects of surveillance and communications system procurement, configuration, installation, and placement. LPD will provide progress reports on system effectiveness/results to City Council on a quarterly basis.

#### **Timeline and milestones**

##### **First Quarter**

- Accept the award package by obtaining the approval of the City Manager, Finance Deputy Director and Council.
- Establish Grant Management Task Force (GMTF)
- Follow the procurement policies of the City and BSCC for the procurement of all equipment
- Implement Crime Center and complete all necessary equipment installation and configuration.
- Review and add needed policies and procedures for the Crime Center Task Force
- Establish Crime Center Task Force
- Implement Data Management Software

##### **Second Quarter**

- Accept, inventory, track and organize all incoming equipment
- Train Crime Center Task Force on new equipment
- Implement new vehicle launched GPS trackers, radios, and mobile trailers
- Review camera placement map developed by LPD and City Council members
- Implement and install wireless network cameras and LPR's throughout the city
- Police Department will host informational meetings with City of Lathrop retail stores and construction contractors
- Host planning meeting with LPD and ISD regarding placement of mobile surveillance trailers

##### **Third Quarter**

- Finalize installation and configuration of cameras
- Review Crime Center Task Force and provide additional training if necessary
- Review camera angles and placements to access proper location
- Review applicable policies and procedures

- LPD will host follow up meeting with retail stores and construction contractors
- Fourth Quarter
- Review Camera placement using information gathered from LPD meeting with community
  - LPD to host progress meeting with retail stores and construction contractors
  - Review data gathered in retail and development areas.
  - Make adjustments to program based on results obtained

The Organized Retail Theft Grant will fund initial equipment and personnel costs. After the four-year period of performance for the grant the City of Lathrop will take over the costs of equipment maintenance, software license and personnel. It is anticipated that the expanding tax base of the city that is happening in the wake of rapid development will provide enough new revenue to sustain the positions and maintain the equipment procured with the grant.

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Project Evaluation  
and Monitoring

Qualified internal staff who will conduct the project evaluation include LPD Commander Kyle Oki, ISD Director Tony Fernandes and Finance Deputy Director Thomas Hedegard who have been selected to serve as the Grant Management Task Force (GMTF) for this project. They will monitor the conduct of this Retail Theft Prevention Program as they meet throughout the initiation, implementation, and closeout phases of the grant process.

In order to establish a system for documenting progress with addressing the retail theft problem in the City of Lathrop the LPD must first establish an effective system of reporting that is convenient for City of Lathrop retail vendors and construction contractors. As previously noted, the LPD is less than a year old and a start-up police department, so everything it is doing is built from the ground up. Hence, in response to the need for a retail theft reporting and documentation system the LPD is providing several of the retail stores in the city with impact letters. These impact letters will notify store management of the LPD's attempts to reduce retail theft and the need for reporting all incidents of retail theft. In accordance with community policing strategies, LPD Officers will provide retail theft reporting forms and procedures to Lathrop retail merchants. This interaction will provide an avenue for developing a strong rapport with business owners in hopes they will cooperate by reliably reporting retail theft incidents. This will allow the Crime Center Task Force to better track thefts and any changes that occur following implementation of the program. The Crime Center Task Force will closely monitor the incoming retail theft complaints and use them to develop a map for camera placement over the next few months.

The LPD will host a meeting for store owners to discuss the plan for initiating the Crime Center Task Force and to tour the Crime Center to show how they are trying to team up and work together with business owners and construction contractors. The City and LPD are also reaching out to construction contractors

to provide them with impact letters as well. The new home construction sites are seeing high rates of theft during construction and once the new home is furnished with appliances. The construction contractors will be invited to a meeting with the LPD to discuss what they can do to help prevent these break ins, help the police department decide when and where the mobile camera trailers would be best used on these sites and to encourage them to report all construction site thefts.

The Crime Center Task Force will track any thefts caught from the video surveillance as well as tracking suspicious activity that is observed on video that Police on duty to respond to. The Crime Center Task Force will receive notification of an active occurrence and be able to view the incident live to give the responding Officers an update of the scene before they arrive. The team will be able to analyze the situation and deploy additional resources if necessary. This will justify the use of the cameras and the police radios. This data will be reviewed on a quarterly basis to ensure the quality of the retail store, construction company, and developers data collection. Adjustments will be based on results obtained.

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#### Budget Instructions

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

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#### Budget Attachment

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

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#### SECTION V - ATTACHMENTS

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

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#### Project Work Plan (Appendix B)

[Project-Work-Plan-City\\_of\\_Lathrop.docx](#)

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#### Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix\\_D\\_-Oki.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Letters\\_of\\_Impact\\_Lathrop\\_City.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[Complete\\_with\\_DocuSign\\_Letter\\_from\\_PDdocx.pdf](#)

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Policies Limiting Racial Bias

[Racial\\_Bias.docx](#)

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Policies on Surveillance Technology

[Survalance\\_Technology.docx](#)

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

[Appendix\\_G\\_-Oki.pdf](#)

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

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OPTIONAL:  
Bibliography

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Create Grant Management Task Force Team and Establish Crime Center</b>		
Objectives (A., B., etc.)	> Grant Management Task Force and sworn personnel will be qualified internal staff that will conduct project evaluation for this project. They will monitor the conduct of this Retail Theft Prevention Program as they meet throughout the initiation, implementation, and closeout phases of the grant process. > Establish Crime Center for Crime Analysts and Grant Management Task Force Team. The Crime Center Task Force will track any thefts caught from video surveillance as well as tracking suspicious activity that is observed on video that Police on duty to respond to.		
Process Measures and Outcome Measures:	> Grant Management Task Force members and sworn personnel that work at the Crime Center will have measurable outcomes that will ensure they are properly documenting events and data from the grant project.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The LPD will host a meeting for store owners to discuss the plan for initiating the Crime Center Task Force and to tour the Crime Center to show how they are trying to team up and work together with business owners and construction contractors. > Creation of a data collection system by the Task Force Sworn personnel and Grant Management Team	>LPD Commander Kyle Oki >ISD Director Tony Fernandes >Finance Deputy Director Thomas Hedegard >Sworn personnel	> Upon receiving award funds this team will be initiated and Crime Center will be created	> Grant Management Task Force Team and Crime Center will continue after ORT Grant is closed

List data and sources to be used to measure outcomes: > Newly purchased data software from ORT grant funds will assist in collecting all data from Crime Center Team as well as the Grant Management Task Force Team. This data will assist in tracking all outcomes from grant equipment and personnel.

<b>(2) Goal:</b>	<b>&gt; Add Surveillance Cameras and Crime Staff Analyst Personnel</b>		
Objectives (A., B., etc.)	> The surveillance systems will assist in deterring crime and become a resource in solving crimes that may occur. This infrastructure in place gives officers an immediate tool to investigate and solve crimes. > The Crime Center Task Force will increase the safety to the officers by accessing the body worn cameras and in car video of officers in the field during incidents, monitoring the situation and deploy more resources if necessary.		
Process Measures and Outcome Measures:	> The Crime Center Task Force personnel will track any thefts caught from video surveillance as well as tracking suspicious activity that is observed on video that police on duty respond to. >The Crime Center Task Force personnel will track notifications of an active occurrence that they send additional responding Officers to evaluate the benefits of the surveillance systems.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Review data gathered in retail and development areas. > Make adjustments to the program based on results obtained. >Review camera placement map developed by LPD and City Council members >Implement, configuration and installation of wireless network cameras and LPR's throughout the city >Review camera angles and placements to access proper location using information gathered	> Crime Analyst Personnel > Grant Management Task Force personnel >Sworn Officers	> This will begin during the second quarter of the grant program	> Cameras and Personnel will continue after ORT grant is closed

List data and sources to be used to measure outcomes:  
 > Police Department will host informational meetings with City of Lathrop retail stores and construction contractors  
 >Host planning meeting with LPD and ISD regarding placement of mobile surveillance trailers  
 >Data collection software to be utilized to track outcomes and calls

<b>(3) Goal:</b>	<b>&gt; Enhance Communications throughout the City of Lathrop and Lathrop Police Department</b>		
Objectives (A., B., etc.)	> The addition of a wireless network will allow LPD officers to access the surveillance system through their patrol vehicles enabling officers to more efficiently and effectively coordinate a rapid response to the correct locations. >Increase the effectiveness of the rapid response by allowing for clear communication. This will essentially connect everything together from the patrol vehicles to the Crime Center to the surveillance systems as a whole. >To close the radio communication gap for the Lathrop Police Department, the purchasing of new portable and mobile radios is essential.		
Process Measures and Outcome Measures:	> Geographical Information System software (GIS) will give this newly developing Police Department the data necessary when deciding where the majority of focus has been based on volume of calls and type of retailer or developer. > Crime Center will monitor for any deficiencies in communication or connectivity between officers, squad cars, cameras, dispatch center, and crime center.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> More reliable connection provided by the wireless network for the radios used to communicate and coordinate would increase the effectiveness of the rapid response by allowing for clear communication.	> Crime Center Analyst > Police Officers	> First quarter of award	This will continue after award closes
List data and sources to be used to measure outcomes: > Data Software Tracking system will show the benefits of proper radio communications between officers and dispatch as well as Crime Center.			

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

Name of Applicant: *City of Lathrop*  
*(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	\$1,753,986.00
2. Services and Supplies	\$23,376.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$4,187,342.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$60,296.00
<b>TOTAL</b>	<b>\$6,125,000.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Sworn Personnel	salary and benefits for	\$1,687,308.00
Grant Management Task Force Member	0.3	\$56,463.00
Support Member	0.1	\$10,215.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,753,986.00</b>

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

*A sworn personnel will be at the Crime Center monitoring all surveillance cameras and equipment associated with this system. Current employees will be dedicated as the Crime Center Task Force while the Police Department continues to grow. These will monitor the conduct of this Retail Theft Prevention Program as they work throughout the initiation, implementation, and closeout phases of the grant process.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Crime Center Computers	3 Desktop Computers for the Crime Center Analysts	\$8,376.00
Crime Center Office Supplies	Office supplies to equipment the Crime Center such as desks, chairs, tv monitors and other associated equipment	\$15,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$23,376.00</b>

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

*The Crime Center will serve as the hub of coordination for catching retail theft perpetrators. The center requires sworn personnel to establish the Crime Center Task Force, computers, monitors and other associated equipment. The Crime Center will be located at a pre-existing location in the LPD headquarters and will have the necessary technology and equipment to monitor the surveillance system and coordinate a rapid response to situations. The Crime Center Task Force will provide real-time information to the officers as a crime is occurring. The city will utilize sworn personnel to staff the Crime Center as the Crime Center Task Force, operate the data management software and coordinate rapid response. The Crime Center Task Force will increase the safety to the officers by accessing the body worn cameras and in car video of officers in the field during incidents, monitoring the situation and deploy more resources if necessary.*

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

**3b. Professional Services Narrative**  
*N/A*

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

**4b. Non-Governmental Organization (NGO) Subcontracts Narrative**  
*N/A*

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Final Evaluation Reports	Funds set aside for the creation of the Local Evaluation Reports	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$75,000.00</b>

**5b. Data Collection and Evaluation Narrative**  
*City of Lathrop would like to request \$75,000 to be utilized to pay staff or hire a consultant to complete the local evaluation plan and the Final Local Evaluation plan and any needed data tracking requirements*

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Communication Radios	45 mobile radios and 50 portable radios	\$1,041,324.00

Mobile Trailers	12 mobile trailers and cameras at \$100,568.58 per trailer	\$1,206,823.00
Mounted LPR Cameras	37 LPR Cameras plus 4 year annual subscription	\$492,404.00
Vehicle Mounted GPS Launchers	23 Vehicle Mounted GPS Launchers and installation fee	\$256,791.00
Wireless Network Mess System	Wireless system plus installation to insure city wide wireless communications for radios and cameras	\$850,000.00
Data Software	New data software to ensure proper record keeping and data tracking	\$340,000.00
<b>TOTALS</b>		<b>\$4,187,342.00</b>

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

*Surveillance equipment (\$1,956,018) including the LPR's and trailer mounted cameras are the theft detection equipment that this retail theft program is based upon. This equipment is necessary to catch and then track someone who has committed retail theft.*  
*Functional radio communications equipment (\$1,041,324) is necessary for officers to be able to communicate among themselves when they are in the process of catching a retail theft perpetrator. The current mobile and handheld radios used by the LPD impede effective vehicle to vehicle and officer to officer communications.*  
*The wireless system (\$850,000) to be implemented will allow transmission of virtual data and images from surveillance equipment in real time between officers and patrol cars. This system also connects the 911 emergency dispatch to the officers as well as the wireless communications. The entire system would be connected through this wireless network system as the surveillance system, radios, vehicle launched GPS trackers, mobile surveillance trailers would all be connected to the Crime Center Task Force and other officers.*  
*Vehicle Launched GPS (\$256,791) is a new technology that will dramatically improve officer safety when they are engaged in high-speed chases that do sometimes arise from retail theft or construction theft situations. With this technology officers can track speeding vehicles and strategize an intervention.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Final Grant Audit of award funds	Required set aside funds for city or contracted auditor to audit award funds	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

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

*City of Lathrop is requesting \$25,000 to be set aside until the end of the grant period so they are able to conduct a full audit of the awarded grant funds.*

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

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

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

*Travel and salary costs for one person to attend the BSCC trainings will be covered in the salary funds.*

**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 <b>does not have</b> a federally approved indirect cost rate.	\$60,296	\$60,296
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	

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

TOTAL

\$60,296

\$60,296

**9b. Indirect Costs Narrative:**

City of Lathrop would like to include \$60,296.00 for indirect costs.



**LATHROP POLICE DEPARTMENT**  
940 River Islands Parkway, Lathrop, CA 95330  
Main Phone: (209) 647-6400

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***Raymond Bechler***  
CHIEF OF POLICE

To whom it may concern:

This Letter is being submitted to document that Lathrop Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Lathrop.

As a part of this grant, the Lathrop City Police Department agrees to collaborate with the ISD (Information Systems Department) in integrating and supporting the technology for surveillance cameras, ALPR (Automatic License Plate Recognition) cameras, mobile surveillance cameras, establishing a real-time crime center, and enhancing our operational capabilities through the purchase of equipment such as radios and tools for suspect apprehension.

1. Partnership with ISD:

The Lathrop Police Department recognizes the invaluable role ISD plays in enhancing public safety through the effective use of technology. By partnering with ISD, we will leverage our expertise to successfully implement and manage the proposed technology solutions. ISD's involvement will ensure seamless integration with our existing surveillance and ALPR cameras and systems, as well as ongoing support and maintenance.

2. Surveillance Cameras and ALPR Cameras:

Surveillance cameras and ALPR cameras are critical components of our retail / commercial theft and our residential theft prevention strategy. With this grant, we aim to increase the number of surveillance cameras and ALPR we currently have installed in our city. We will strategically install sixteen (16) high-definition surveillance cameras and thirty-five (35) ALPR cameras to enhance our monitoring capabilities and aid in the identification and apprehension of suspects involved in thefts throughout our city. These cameras will be placed strategically in key retail areas, major ingress and egress points, and other locations susceptible to criminal activity.

3. Mobile Surveillance Cameras:

To address the evolving nature of organized theft, we will purchase 12 mobile surveillance trailers equipped with high-definition surveillance cameras and ALPR cameras. These cameras will be deployed in areas where static surveillance infrastructure may not be available or practical, providing flexibility, and adaptability to our law enforcement efforts. We can utilize these surveillance cameras in areas based on crime trends and have the flexibility to move them to different parts of the city as the needs arise. The footage from these cameras will be used in conjunction with our static cameras enabling real-time monitoring and response.

4. Real-Time Crime Center:

To maximize the effectiveness of the technology infrastructure we will strive to establish a real-time crime center at the police department. The crime center will serve as a centralized hub for monitoring surveillance feeds, analyzing data, and coordinating law enforcement responses. The employees assigned to monitor the camera feeds will be responsible for monitoring the surveillance cameras, identifying suspicious activities, and to coordinate with the patrol officers to prevent thefts, apprehend suspects, and ensure public safety. This employee will be able to review cameras when a call for service occurs and provide up to date information to officers responding to the call. This information can be utilized to assist in the identification and apprehension of suspects and to ensure public safety.





**LATHROP POLICE DEPARTMENT**

940 River Islands Parkway, Lathrop, CA 95330

Main Phone: (209) 647-6400

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**Raymond Bechler**  
CHIEF OF POLICE

5. Equipment Radios to Enhance Communication:

Effective communication is crucial in addressing organized theft and apprehending suspects. We will purchase updated Motorola mobile and portable radios to assist in providing reliable and secure communication channels, ensuring seamless coordination between officers in the field and the real-time crime center. The enhanced communication capabilities will improve response times and facilitate information sharing.

6. Major Developments:

Lathrop is experiencing significant residential and commercial development. Over the next five (5) years the city of Lathrop has approved the building of one thousand, eight-hundred and eighty-five (1,885) residences and numerous commercial buildings. A few of the new business approved are: Chevron, Convenience Store, Jamba Juice, Blue Rain Car Wash, Home2 by Hilton, Ono Hawaiian BBQ, Fairfield Inn by Marriott, Towneplace Suites by Marriott, Maverik Gas station, Lathrop Crossroads – Warehouse Project, and the Phelan Gateway Lathrop. The increase in technology infrastructure will be instrumental in addressing organized theft in the commercial business areas as well as residential development areas during this period of growth. By utilizing these technology tools and strategies we will have enhanced visibility, monitoring capabilities, rapid response capabilities, and effective communication to address potential risks associated to the rapid growth of the city.

7. Equipment:

When law enforcement officers attempt to apprehend suspects involved in organized theft, they often attempt to flee to avoid apprehension. The city of Lathrop is looking toward technology to apprehend these individuals as safely as possible without placing citizens in danger. A tool we are looking to deploy is the STARCHASE which is a GPS solution for public safety. This will allow us to track suspect's vehicles from a safe distance. ISD and the police department will continue to look for new tools and equipment to aid in the safe apprehension of suspects.

We firmly believe the proposed partnership with ISD the implementation of surveillance cameras, ALPR technology, mobile surveillance cameras, a real-time crime center, improved radios for enhanced communication, and tools for suspect apprehension will significantly contribute to reducing organized theft in Lathrop. These initiatives will enhance our law enforcement capabilities, improve communication and coordination, and foster community safety and security.

DocuSigned by:

*Raymond Bechler*

FFA94493C71843F...

Signed

Chief of Police Raymond Bechler

4199 Campus Drive, 9th Floor  
Irvine, California 92612  
(949) 509-6200



The Best Enterprise  
Is A Free Enterprise<sup>®</sup>

June 13, 2023


To Whom It May Concern,

We understand that the City of Lathrop is applying for a grant from the California Organized Retail Theft Prevention Grant Program for 2023. As you likely know, this fund was established by the State Budget Act of 2022 to provide funds to California cities and law enforcement agencies to assist in preventing and responding to the increasing number of retail, motor vehicle, and cargo theft.

To assist in preventing retail crime, the Lathrop Police Department and Lathrop City management are proposing to use this grant funding to install additional cameras throughout the City, some with license plate readers, to allow the Police Department to better track the movement of perpetrators and suspicious vehicles.

We support the City of Lathrop's efforts, and those of the Lathrop Police Department, to obtain funding for surveillance cameras, mobile surveillance trailers, license plate readers, GPS vehicle tracker, communication equipment, and an overall command center to monitor surveillance footage within the Police Department to help mitigate theft within the community.

Thank you for your consideration,

  
John Mark Jennings  
Director – Enterprise Risk Management



**Information Systems Department**

390 Towne Centre Dr. – Lathrop, CA 95330  
Phone (209) 941-7340 – Fax (209) 941-7219  
[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

To Whom it may Concern,

I am writing to inform you that the City of Lathrop is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

The City of Lathrop is working in partnership with Lathrop Police Department to seek funding for surveillance cameras, mobile surveillance trailers, license plate readers, GPS vehicle tracker, to prevent high speed chases, communication equipment for the police department and an overall command center to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Lathrop Police Department and Lathrop City management propose to use grant funding to install additional cameras throughout the City, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores or areas of new home development to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution.

To acknowledge that you are aware and support any potential impacts of the grant funded equipment, please sign this impact letter and return it to the City of Lathrop at: 390 Towne Centre Dr, Lathrop, CA 95330.

Thank You,

Name *Alejandra Fagundes*  
Title *Store Manager, Starbucks*



**Information Systems Department**

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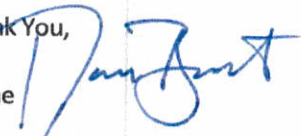
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Thank You,

Name  
Title

  
TRUSTEE - RD 2107



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Thank You,

Curtis Bryant  
General Manager  
Lathrop Irrigation District



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Thank You,

Name  
Title

  
President  
River Islands Development  
RD 2062



**Information Systems Department**

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Thank You,

Name  
Title

JOSE C. PEREZ

PROPERTY MGR

209 471-2547

(LATHROP BUSINESS PARK  
16954 HARLAN RD, LATHROP, CA 95330)



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**Information Systems Department**

390 Towne Centre Dr. – Lathrop, CA 95330  
Phone (209) 941-7340 – Fax (209) 941-7219  
[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

To Whom it may Concern,

I am writing to inform you that the City of Lathrop is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

The City of Lathrop is working in partnership with Lathrop Police Department to seek funding for surveillance cameras, mobile surveillance trailers, license plate readers, GPS vehicle tracker, to prevent high speed chases, communication equipment for the police department and an overall command center to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Lathrop Police Department and Lathrop City management propose to use grant funding to install additional cameras throughout the City, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores or areas of new home development to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution.

To acknowledge that you are aware and support any potential impacts of the grant funded equipment, please sign this impact letter and return it to the City of Lathrop at: 390 Towne Centre Dr, Lathrop, CA 95330.

Thank You,

Jason Guillory  
Operations Manager





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Thank You,

Name  
Title

Treasurer  
Lathrop Sunrise Rotary



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Thank You,

Name

Title

*Ron Dellosso*  
*Dellosso Farms - owner*



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Thank You,

  
Name Fred Wilson

Title River Islands Sports Complex Director



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Thank You,

Name *Tina Farrow*  
Title *Office Manager*  
*Hale Construction Inc*  
*P.O. Box 710*  
*Lathrop CA 95330*  
*Tina Farrow*

## **RACIAL BIASIS**

### **401.1 PURPOSE AND SCOPE**

Best Practice

This policy provides guidance to department members that affirms the Lathrop 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**

State

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**

Best Practice

The Lathrop 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**

Best Practice

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**

State

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.

### **401.4 MEMBER RESPONSIBILITIES**

Best Practice

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**

#### Best Practice

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

##### State

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 Lathrop Police Department is the primary agency, the Lathrop 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

##### Best Practice

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

#### 401.6 ADMINISTRATION

##### Best Practice

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.

#### 401.7 TRAINING

## **SURVALANCE TECHNOLOGY**

### **424.1 PURPOSE AND SCOPE**

Best Practice

MODIFIED

**1.1.1.** This policy provides guidelines for the use of portable audio and video recording devices by members of this department while in the performance of their duties. Portable audio and video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Lathrop Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

### **424.2 POLICY**

Best Practice

MODIFIED

The Lathrop Police Department will provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

### **424.3 BODY WORN CAMERAS DEFINED**

Agency Content

A Body Worn Camera (BWC) is a camera worn on an individual officer's person that records and stores audio and video. The use of the body worn camera system provides documentary evidence for criminal investigations, internal or administrative investigations, and civil litigation.

#### **424.3.1 BODY WORN CAMERAS - GENERAL PROVISIONS**

Agency Content

The Department adopts the use of BWC's to record specific categories of interactions between officers and the public. Officers shall utilize body worn cameras in accordance with the provisions of this policy.

#### **424.3.2 USER TRAINING**

Agency Content

The Department shall ensure that each officer is trained in the use of the body worn camera prior to issuance and deployment. The training shall include:

1. Training on operation (including when to activate and deactivate), maintenance and care;
2. Training on mandatory, discretionary and non-permissible uses of body worn cameras;
3. Periodic training on significant changes in the law pertaining to body worn cameras.
4. Additional training at periodic intervals to ensure continued effective use of the body worn camera equipment, performance, and to

### **424.4 COORDINATOR**

State

**1.** The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

- a. Establishing a system for downloading, storing and security of recordings.
- b. Designating persons responsible for downloading recorded data.

- c. Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.
- d. Establishing a system for tagging and categorizing data according to the type of incident captured.
- e. Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- f. Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- g. Maintaining logs of access and deletions of recordings.

#### **424.5 MEMBER PRIVACY EXPECTATION**

Best Practice

1. All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity for this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

#### **424.6 OFFICER RESPONSIBILITIES**

Discretionary

MODIFIED

Prior to going into service, each uniformed member will be responsible for making sure that he/ she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members will wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Officers will 'power on' the body worn camera before going into service and keep it powered on for the remainder of his/her shift, with the exception of bathroom breaks or those times when an officer is at the department writing reports or entering a Department locker room.

Any member assigned to a non-uniformed position will carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, LPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording. Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation on the Body Worn Camera and police report.

##### **424.6.1 SUPERVISOR RESPONSIBILITIES**

State

MODIFIED

Supervisors shall utilize their body worn camera and ensure that officers utilize their body worn cameras according to this policy.



Supervisors should take custody of a portable audio/video recording device as soon as practicable when the device may have captured an incident involving the use of force, an officer-involved shooting or death or other serious incident, and ensure the data is downloaded (Penal Code § 832.18).

Supervisors completing a Use of Force investigation where a body worn camera was used should review the video.

Supervisors may have the ability to immediately address citizen concerns by viewing video captured by the officer's body worn camera prior to contacting the citizen. At no time, except at the direction of the Chief or designee, shall the supervisor allow the citizen to view the file footage.

#### 424.6.2 OFFICER INVOLVED INCIDENTS

##### Agency Content

The Department recognizes that the video images recorded on the body worn camera files are two-dimensional and cannot always capture the entire scene, as seen or heard by the officer, due to a number of limiting factors. However, the body worn camera file(s) are still considered important evidence collected from an Officer-Involved Incident.

An Officer Involved Incident includes:

1. Officer-involved shootings.
2. In-custody deaths.
3. Any act by an officer, including but not limited to any use of any deadly or dangerous weapon by an officer, which proximately causes injury likely to produce death to another.

Following an Officer-Involved Incident involved officers, herein defined as both involved officers and witness officers to the incident, personnel and their representative(s) shall not view their video, or any video capturing their image or the incident on any device.

In most circumstances, officers shall keep their body worn camera on their uniform following an Officer-Involved Incident. The supervisor assigned to the involved officer will "power off" the involved-officers' body worn camera to safeguard the evidence after the officer has provided the public safety statement at the scene. If the involved officer does not have a supervisor assigned to him/her, the officer will "power off" his/her body worn camera to safeguard the evidence. Prior to deactivation of the body worn camera, the officer shall verbally indicate the reason why he/she is deactivating the camera.

The initial interview of an officer involved in an Officer-Involved Incident should occur before the officer has reviewed body worn camera recordings of the incident. Once an involved officer has provided an initial statement to detectives, which should not be confused with a public safety statement at the scene, he/she will have an opportunity to review body worn camera recordings with his/her representative. The officer shall then be afforded an opportunity to provide a follow-up statement after having reviewed the recording(s).

Note: The Chief or designee shall have the discretion to permit officers to review video files prior to the initial interview. In the extraordinary circumstance an officer is allowed to view his/her video file(s) prior to the initial interview, the authorizing authority will first consult with the San Joaquin County District Attorney's Office and document the reason(s) in a police report.

Investigators will be mindful that audio/video recordings have limitations and may depict events differently than the events recalled by the involved officer. When the investigator shows any audio/video recordings to an involved officer after the initial interview, the investigator will first admonish the involved officer about the limitations of audio/visual recordings.

The following is an example of an admonishment that would be appropriate in a case involving video evidence that is shown to the involved officer after he/she has provided an initial statement. In these

situations, the showing of a body worn camera file to an officer will be documented in the investigator's report:

In this case, there is video evidence that you will have an opportunity to view after you have given your initial statement. Video evidence has limitations and may depict the events differently than you recall, and may not depict all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos are a two- dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and recollection.

#### **424.7 USE OF DIGITAL PHOTO STATIONS**

Agency Content

- Digital photo stations have the capability of reading from CDs, DVDs, digital video cameras via Firewire, USB devices and several removable media cards.
- Digital photo stations are used for the transfer and temporary storage of digital media files.
- Digital photo stations have both CD and DVD writing capabilities for the archiving of evidence files from their temporary storage location to CD or DVD.
- Digital photo stations may be accessed by authorized department members for the processing or viewing of digital evidence. Authorized department members include any department members acting in an official scope of their duty.

#### **424.8 ACTIVATION OF BODY WORN CAMERAS**

Best Practice

MODIFIED

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident. There are many situations when to activate the body worn camera, however, this policy is not intended to describe every possible circumstance.

The safety of officers and members of the public is the highest priority, and the Department acknowledges there may be situations in which operation of the device is impractical or may be an impediment to public and officer safety. Additionally, the Department recognizes human performance limitations during particularly stressful, critical situations. As such, officers shall activate their body worn camera while enroute, and prior to arrival, to a call for service. This will ensure the entire event is captured on the body worn camera.

Officers shall make every effort to record non-enforcement contacts should they become confrontational, assaultive or enforcement-oriented. In addition to the required conditions, personnel may activate the system any time they feel its use would be appropriate and/or valuable to document an incident. Also, officers shall not be required to activate or deactivate their body worn camera based solely on the requests or demands of a citizen, but rather rely on their training and this policy to direct their use of the body worn camera.

During their shift, officers shall activate the body worn camera prior to initiating, or due to officer safety reasons, as soon as practical after initiating, the following police actions:

1. All enforcement encounters where there is at least reasonable suspicion the person(s) has committed, is committing or may be involved in criminal activity. This includes, but is not limited

- to: a) Detentions, vehicle stops, pedestrian stops and consensual encounters b) Probation, parole, post-release community supervision, mandatory supervision or consent searches.
2. Taking or attempting to take a person into custody (e.g., arrests, foot pursuits, protective custody of mentally disturbed person, etc.).
  3. Enforcement encounters where there is reason to believe that the individual is committing a violation for which a citation may be issued.
  4. All incidents involving a use of force
  5. All public interaction, regardless of context, that escalates and becomes adversarial.
  6. Service of search or arrest warrants (regardless of assignment).
  7. Suspect statements.
  8. Witness/Victim statements.
  9. Code 3 driving and vehicle pursuits.
  10. Response to calls for service (regardless if the suspect, victim, or witness is present at the scene).
  11. Assist visitors and members of the public while assigned to the Main Lobby (regardless if the contact occurs inside or outside the Lobby).

Officers will keep their body worn cameras activated/recording from "start" to "completion" of a call for service or incident.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

#### 424.8.1 CESSATION OF RECORDING

State

##### MODIFIED


Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

Anytime the recording is terminated prior to the end of the encounter, the reason(s) shall be documented on the body worn camera recording before deactivation or in the subsequent police report. If the reasons are not documented on the BWC and no police report is filed for the recorded encounter, then the reason(s) for the early termination shall be recorded on the citation, or CAD event in RIMS.

#### 424.8.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

State

 Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

#### 424.8.3 ADVISEMENTS AND CONSENT

Agency Content

Generally, officers are not required to advise or obtain consent to utilize the body worn camera from a private person when:

1. In a public place; or
2. In a location where there is an expectation of privacy (e.g., inside a building or dwelling) but the officer is lawfully present.

However, when initiating a police action, officers shall make a reasonable effort to advise persons they are being recorded with the body worn camera, unless the officer has reason to believe that doing so will endanger the safety of the officer, another officer, a member of the public or will interfere with the conduct of an investigation.

When an officer's legal grounds for a search of a residence is based solely on consent, they are required to both advise and obtain consent to record with a body worn camera from the person, with legal standing, who is being recorded and/or searched. This does not apply to crimes in progress or other circumstances that would allow the officer to be lawfully present without a warrant.

#### 424.8.4 EXPLOSIVE DEVICE

##### Best Practice

1. Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

#### **424.9 WHEN NOT TO ACTIVATE**

##### Agency Content

Personnel are not required to activate the camera system during routine, incidental contact with a citizen, (i.e. giving directions or lunch breaks).

Officers will not knowingly activate the body worn camera in the following circumstances:

1. A potential witness who requests to speak to an officer confidentially or desires anonymity.
2. A victim or witness who requests that he or she not be recorded and the situation is not confrontational.
3. A victim who requests that he or she not be recorded as a condition of cooperation and the interests of justice require such cooperation.
4. During tactical briefings, or the discussion of safety and security procedures that occur away from the scene of an investigation or enforcement encounter (e.g. a nearby staging location or Command Post).
5. Strip Searches.
6. Public or private locker rooms, changing rooms, restrooms, unless taking the police actions stated under "When to Activate."
7. Doctor's or lawyer's offices, unless taking the police actions stated under "When to Activate."
8. Medical or hospital facilities, unless taking the police actions stated under "When to Activate."
9. Other places where individuals unrelated to the investigation are present and would have a reasonable expectation of privacy, unless taking the police actions stated under "When to Activate."
10. To surreptitiously record any Department member without their consent, a court order, or unless lawfully authorized by the Chief of Police or designee for the purposes of a criminal investigation (e.g. I.A. investigations).
11. While officers are engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g. spouse, attorney, police peer counselor, labor representative, minister, etc.)
12. Note: A privileged conversation does not include a conversation with another officer or supervisor while still actively engaged in a call for service, investigation, or enforcement encounter.
13. When entering the San Joaquin County Jail.