

Title	Los Gatos-Monte Sereno Police Department	07/06/2023
	by Heather St John in Organized Retail Theft Prevention Grant Program	id. 41325500
	hstjohn@losgatosca.gov	

Original Submission 07/06/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	Los Gatos-Monte Sereno Police Department
Multi-Agency Partnerships Information (if applicable)	Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.
Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application

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

Lead Public Agency **Los Gatos-Monte Sereno Police Department**

Applicant's Physical Address **110 E MAIN ST.
LOS GATOS
CA
95030
US**

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

Mailing Address for Payment **110 E MAIN ST.
LOS GATOS
CA
95030
US**

Tax Identification Number **94-6001435**

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

Project Director **Clint
Tada**

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

Project Director's Physical Address **110 E MAIN ST.
LOS GATOS
CA
95030
US**

Project Director's Email Address **ctada@losgatosca.gov**

Project Director's
Phone Number **+14088273218**

Financial Officer **Heather
St John**

Financial Officer's
Title with
Agency/Department/Organization **Senior Administrative Analyst**

Financial Officer's
Physical Address **110 E MAIN ST.
LOS GATOS
CA
95030
US**

Financial Officer's
Email Address **hstjohn@losgatosca.gov**

Financial Officer's
Phone Number **+14083546843**

Day-To-Day Program
Contact **Heather
St John**

Day-To-Day Program
Contact's Title **Senior Administrative Analyst**

Day-To-Day Program
Contact's Physical
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Day-To-Day Program
Contact's Email
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Contact's Phone
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Day-To-Day Fiscal
Contact **Heather
St John**

Day-To-Day Fiscal
Contact's Title **Senior Administrative Analyst**

Day-To-Day Fiscal
Contact's Physical
Address **110 E MAIN ST.
LOS GATOS
CA
95030
US**

Day-To-Day Fiscal Contact's Email Address	hstjohn@losgatosca.gov
Day-To-Day Fiscal Contact's Phone Number	+14083546843
Name of Authorized Officer	Laurel Prevetti
Authorized Officer's Title	Town Manager
Authorized Officer's Physical Address	110 E MAIN ST. LOS GATOS CA 95030 US
Authorized Officer's Email Address	Manager@losgatosca.gov
Authorized Officer's Phone Number	+14083546832
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Mitigating Vehicle and Organized Retail Theft Through ALPR Technology
Proposal Summary	This proposal aims to mitigate the rising issue of organized retail thefts and stolen vehicles through the implementation of additional Automatic License Plate Recognition (ALPR) cameras. ALPR technology has the potential to significantly enhance law enforcement efforts in detecting, preventing, and investigating these crimes and combat sophisticated criminal networks and organized criminal activity which negatively impacts communities. By leveraging ALPR technology and building off successful existing systems, law enforcement can improve the efficiency and effectiveness of policing services and provide a safer environment for retailers and the community.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

The Town of Los Gatos and City of Monte Sereno are affluent communities that enjoy low violent crime rates but are challenged with disproportionate property crime rates. The Los Gatos-Monte Sereno Police Department (LGMSPD) provides police services to both jurisdictions. Geographically, the cities are bordered by Santa Cruz County and the City of San Jose (recently demoted from 10th largest city in the nation). The cities are bisected by two major highways, one of which leads from San Jose to San Francisco (Highway 85) and the other which leads from Santa Cruz to Oakland (Highway 17/880). In addition to high daytime occupancy and destination tourism, the city suffers from disruptive gridlock traffic when people from all over the Bay Area trying to get to the beaches of Santa Cruz County. Criminologically, property crime offenders are almost always traveling to or through the jurisdiction, as less than 20% of all arrested offenders are from Los Gatos or Monte Sereno.

Organized Retail Theft (ORT) is a growing issue not only for

businesses but for local California communities, large and small. This has contributed to significant business losses for large and small retailers and greatly impacted the retail industry's ability to provide jobs and maintain economic sustainability to serve their communities. According to the California Retailers Association, "ORT is on the rise nationwide, but California is recognized as a hot spot for these activities." Local law enforcement agencies are in need of investigative tools to fight back against these increasingly sophisticated, complex criminal networks, in collaboration with prosecutorial and legislative measures to minimize the victimization caused by ORT. In addition, the increase in vehicle thefts and catalytic convertor thefts have been increased due to the availability of digital resale platforms and fraudulent sales of stolen property consisting of precious metals and low inventoried vehicle parts. Vehicle thefts and possession of stolen vehicle parts in California are another example of non-violent felonies reduced to misdemeanors, which have impacted law enforcement resources and minimized the victimization impact, especially when offenders of these crime continue to re-offend.

Automated License Plate Recognition (ALPR) technology is one of the investigative and preventative tools that can help deter theft, identify perpetrators, and reduce the occurrence and impact of ORT and vehicle theft incidents. LGMSPD has identified a need to purchase and deploy twenty ALPR cameras to supplement existing ALPR cameras positioned throughout the jurisdiction. This project requires funding of \$193,000 for 20 additional Flock Safety ALPR cameras to assist with the mitigation, prevention, and solvability of ORT and vehicle thefts. Top burglary, robbery, and theft locations in Los Gatos over the past three years are retail establishments such as grocery, drug, mobile electronics, apparel, and beauty supply stores. In 2022, twenty-four retail thefts were classified as ORT related, and 5 out of the 10 retail establishments victimized by ORT suspects, were victimized more than two times. Ninety-three percent of all the ORT suspects apprehended or identified and linked to Los Gatos ORT incidents in 2022, were residents from outside of the Santa Clara County. This statistic validates that Los Gatos is a prime target for victimization of ORT.

In 2021, the department used grant funding to obtain fifteen Flock Safety ALPR cameras to assist with the investigation of general property crimes and to address an increase in stolen vehicles. Stolen vehicles in 2021 totaled 81, with a clearance by arrest rate of 9%. In 2022, after final implementation of Flock ALPR's, reported stolen vehicles totaled 50 (a decrease by 38%), and there was an increased clearance by arrest rate of 52%. In addition, the number of stolen vehicle recoveries made by LGMSPD drastically increased from 26 in 2021 to 84 in 2022. While the implementation of ALPR technology has proven to be a game changer in solvability efforts and providing investigative leads to crimes involving vehicle use, hot spot analysis and 80/20 analysis demonstrates that there are many other vulnerable areas throughout Los Gatos and Monte Sereno which could benefit from additional ALPR cameras. These areas include the downtown retail corridor, public retail parking lots, and major

thoroughfare routes traveled within the town by ORT perpetrators and vehicle thieves. Like-sized cities with similar geographical service areas and vulnerable ORT targets have experienced more success in ORT and vehicle theft intervention by allocating additional ALPR cameras (average 25-50 total ALPR cameras) to capture additional traffic lanes, unconventional thru streets, and municipal parking lots.

Increased crime rates specific to burglary and thefts also indicate a greater need for ALPR cameras to enhance security and aid current law enforcement efforts. In 2022, over 85% of all property related crimes in Los Gatos and Monte Sereno involved the use of a vehicle by the perpetrators, confirming the need to incorporate additional ALPR's to assist in the investigations.

The LGMSPD has consistently operated with a 15%-20% vacancy rate and continues to have staffing challenges. This shortage contributes to the need to leverage technology such as ALPR's for gathering investigative leads when crime occurs and to be used as a deterrent to criminal activity. The Police Department operating expenditure budget does not allow room for the purchase of 20 additional Flock Safety ALPR cameras to cover the additional exposure areas and major corridor routes. The cameras provide law enforcement with real-time data and evidence to support investigations and facilitate targeted enforcement efforts and are in line with the department's mission promoting 21st century policing.

Project Description

Organized retail theft and vehicle theft is a serious issue in Los Gatos that poses significant challenges for retailers, the community, and LGMSPD resources. The ALPR project for crime detection and prevention is a specialized implementation of technology designed to combat ORT and vehicle theft crime effectively. The project aims to leverage advanced computer vision and machine learning algorithms to automatically detect and recognize stolen license plates, wanted vehicles, and manually hot listed vehicles in real-time, through the identification and tracking of vehicles involved in criminal activities such as ORT, vehicle theft and other criminal activities. By integrating 20 additional ALPR cameras into law enforcement operations, it will prove to further enhance investigative leads, improve situational awareness for law enforcement and assist in the prevention and reduction in criminal activity. This project requires several activities to ensure successful implementation.

To begin with, the department has conducted a thorough needs assessment to understand the specific requirements and objectives to combat ORT through the supplementation of an additional 20 ALPR cameras placed in Los Gatos and Monte Sereno. Camera placement in the downtown business district, retail establishment parking lots, and major thoroughfare streets and intersections have been identified as areas where additional ALPR technology can minimize the gap in alert notifications to officers and add evidentiary value in determining investigative leads. These locations draw a high volume of vehicle traffic through engineering traffic studies and ORT suspects from out of the area utilize arterial roadways that are not

covered by the existing locations of ALPR cameras. Recent community meetings have been held with business owners and residents in neighborhoods in Los Gatos and Monte Sereno, all of whom are in full support of adding additional ALPR cameras in vulnerable areas to deter criminal activity and improve community safety and policing efforts. In addition, through research of different ALPR vendor technology available in the market, Flock Safety ALPR technology is widely used by other law enforcement agencies in Santa Clara County and provides a collaborative approach for integration in the investigative efforts of these crimes. While it is recognized that many perpetrators of these crimes remove license plates or conceal plates from ALPR technology, Flock Safety is still able to read make, model, color, and unique characteristics of vehicles which provides additional search capabilities and precise vehicle information. Building off the existing Flock Safety ALPR platform for LGMSPD appears to be the most integrated and feasible solution with the proven accuracy and results for reducing crime with adherence to privacy laws and regulations.

Procurement and installation for this ALPR project involves a service subscription agreement with Flock Safety. All hardware and software components are provided by the vendor, including installation of ALPR cameras. Flock Safety is a sole source vendor of ALPR technology which includes features that other ALPR manufacturers do not offer, such as digital vehicle fingerprint, hosted cloud data storage compliant with DOJ specifications, regulated retention periods, self-contained deployable system without the need for additional hardware, transparency portal, and customized investigative search features. The integration of the ALPR system with existing security infrastructure and access control systems ensures a seamless data sharing and interoperability between the ALPR system and other systems in use.

Flock Safety has an established, robust, data management system for ALPR data. Their system data retention period is limited to 30-days and does not require additional local server storage needs. The Police Department has already developed updated protocols for data backup, evidence downloads, user accessibility, investigative search query requirements, and data-sharing.

If grant funding is approved for this project, the Police Department will continue to foster collaboration with relevant stakeholders, such as law enforcement agencies, retail establishments, or other entities involved and impacted by ALPR cameras. Through LGMSPD's community outreach Business Watch and Neighborhood Watch Programs, staff will establish communication methods (Business Watch Newsletters, Crime Prevention Meetings, etc.) for sharing information, addressing concerns, and reporting out on the system performance and outcomes. In addition, collaboration with other law enforcement agencies and partners on analyzing ALPR data and sharing intelligence for enhanced security and prevention efforts remains a high priority for this project. Many of these ORT and vehicle theft criminal organizations are sophisticated and involve multi-jurisdictional coordination to fully intercept and intervene on

this illegal activity. In addition, this also involves coordinated efforts with our local District Attorney's Office in understanding the successful prosecution requirements and regional task force intelligence information sharing efforts.

Implementing additional cameras to Flock Safety ALPR technology offers several compelling reasons and advantages that make it a valuable solution for enhancing security, improving law enforcement efforts, preventing organized retail theft and vehicle theft. This project will significantly enhance security measures by providing real-time monitoring and identification of vehicles entering and exiting designated areas in Los Gatos and Monte Sereno. It allows for immediate detection of suspicious, wanted and unauthorized vehicles, enabling law enforcement personnel to respond promptly and prevent potential security breaches or criminal activities. The mere presence of ALPR cameras also creates a deterrent to criminals who commit organized retail theft and vehicle theft. The knowledge that their license plates and vehicles will be captured and recorded can discourage individuals or groups involved in criminal activities, reducing the likelihood of theft incidents occurring at retail establishments. By capturing license plate data and comparing it against databases of stolen vehicles or known offenders, the system can generate alert notifications to field personnel, who intervene prior to the theft or criminal activity. For example, in 2022, LGMSPD intercepted a vehicle from a Flock Safety ALPR hit notification which was associated to four suspects who had recently committed an organized retail theft of an Apple Store in another county. Approximately two hours after the ORT incident, the suspects exited a major freeway in Los Gatos and were traveling to a local Apple Store, but the ALPR alerted law enforcement. The suspect vehicle was located traveling and casing in the retail district, and the suspects were found to be in possession of firearms and stolen merchandise totaling over \$14,000. This prevented another victimization of ORT for this retailer.

The information gained from ALPR's provide law enforcement with valuable data and evidence for investigations. The captured license plate information, along with timestamps and images help establish links between suspects, vehicles, and criminal activities. This evidence is crucial in identifying perpetrators, supporting prosecutions, and dismantling organized retail theft networks and fencing operations. The department also plans to implement the additional ALPR cameras to provide more accurate data that can be analyzed to identify patterns, trends, and hotspots related to organized retail theft. This intelligence will be used to inform prevention strategies, resource allocation, and proactive security measures with retailers. This project will also promote collaboration between various stakeholders, including law enforcement agencies, retail establishments, and the community. By sharing ALPR data, alerts, and relevant information, stakeholders can work together to identify patterns, share intelligence, and respond effectively to organized retail theft incidents. This collaboration strengthens safety and intelligence efforts and increases community policing, problem-

solving, and partnership efforts. In summary, the implementation of additional Flock Safety ALPR cameras provides a proactive and technologically advanced solution to combat organized retail theft and stolen vehicles. It enhances security, promotes deterrence, facilitates rapid intervention, improves investigations, gathers actionable intelligence and fosters inter-agency collaboration.

This project will prioritize privacy and legal compliance through robust security measures to safeguard the collected data with established policies and procedures, and recurring audits. The ALPR system will adhere to relevant regulations and guidelines regarding data retention, access control, and usage restrictions to protect individual privacy rights. LGMSPD ALPR policy articulates the use of the technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. The policy also includes guidelines and procedures for LGMSPD to follow when using, accessing, and collecting ALPR system information. All data and images collected by the ALPR are for the official use of the department related to ongoing investigations. Because such data may contain confidential information, or information which may compromise an ongoing investigation, data images and confidential records are not open to public review. Flock Safety's ALPR privacy policies limit data storage of license plate reads to a 30-day retention period only. Search queries and data entry are controlled via user permissions and require relevant associated case information. In addition, the Police Department provides transparent reports to the local governing body regarding surveillance and ALPR technology use and accountability on an annual basis. The department publishes ALPR data metrics and statistics (number of license plate reads, locations of cameras, plate hits, current policies, and procedures, etc.) on their webpage, and shares this data with law enforcement agencies within the region.

The Police Department is also committed to providing law enforcement services with due regard for the racial, cultural, or other differences of those served. It is the policy of the department to provide services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group. Existing policies and procedures require all members of the department to attend Biased Based Policing and Racial Profiling training in adherence to CA Peace Officer Standards and Training requirements. Also, the department adheres to the CA Racial Identity Profiling Act for data collection and reporting requirements for contacts and stops per CA DOJ requirements.

Project
Organizational
Capacity and
Coordination

The proposed project will require efficient project administration and appropriate staffing for success. LGMSPD has identified six staff members which will consist of a Project Manager, an Investigations Sergeant, IT Administrator, Detective, Community Coordinator and Budget Analyst to assist with the project. The Project Manager will work with the preferred vendor in the procurement and allocation of equipment, installation, oversee deployment, and project completion. The Investigations Sergeant, Project Lead, will work collaboratively to

ensure all aspects of the project are addressed, such as camera deployment, policy development, end-user training, and information sharing. The IT Administrator will oversee and manage user access controls to the hardware and software systems. A Detective will effectively analyze the ALPR data captured by the system and determine crime trends and project effectiveness as it relates to the project goals. Data will be reviewed for identifying crime patterns and generating intelligence to support investigations and drive informed decision-making. The Community Coordinator will be responsible for engaging stakeholders, such as retail establishments, law enforcement agencies, and advocacy groups. The Budget Analyst will work with the Project Manager to oversee project milestones, fiscal procurement, vendor agreements, and reporting requirements. Project Team personnel identified for this supplemental project already have established roles and responsibilities and are familiar with the current Flock Safety ALPR system and intended project mission and goals for the additional ALPR's.

The Santa Clara County is comprised of 12 law enforcement agencies. Ten of these agencies currently utilize Flock Safety ALPR System as a deterrent and crime reduction strategy, with success in overall crime mitigation efforts. Law enforcement agencies can share data with agencies that have integrated ALPR systems, providing real-time investigative leads and intelligence information when ORT and vehicle theft criminals travel to and through different jurisdictions. Bordering cities to Los Gatos and Monte Sereno recently installed Flock Safety ALPR systems and local neighborhoods privately purchased their own cameras, which enhances the effectiveness of the system toward achieving project collaboration goals. The Santa Clara County District Attorney's Office is a supporting partner in the efforts of LGMSPD for this project proposal of increasing the number of Flock ALPR cameras in targeted areas of ORT and vehicle theft throughout Los Gatos and Monte Sereno.

The timeline for this project is expected to extend for the duration of the grant period and renewed thereafter. The acceptance of funding and full deployment of services and hardware for this project will take approximately 2-3 months. Upon funding approval, the department would enter into a supplemental services subscription agreement with Flock Safety for the additional 20 ALPR cameras. This would be followed by a comprehensive study and deployment plan prior to installation of hardware ALPR cameras. Full implementation and system integration would occur by January 2024.

The decision-making process for this project strives to promote transparency, collaboration, and informed decision-making through a data-driven approach, cross functional collaboration with stakeholders, and risk assessment. This project will effectively address key challenges, maximize benefits, and ensure successful implementation factoring the interests / concerns of all stakeholders involved. Recurring evaluation and effectiveness of the project goals and mission will be conducted throughout the project period.

LGMSPD has experienced success in increased overall clearance rates, specifically to vehicle theft over the past year with the initial 15 Flock Safety ALPR cameras installed. With 20 additional ALPR cameras to supplement the existing camera coverage of vulnerable areas for ORT and vehicle theft, it is anticipated that there will be even more increases in crime clearance rates, deterrence, and staff efficiencies. Based on previous impact to crime reduction strategies and increased operational efficiencies, the department is confident that the Town's governing body will seek and allocate additional annual funding to the Police Operating Expenditures Budget to sustain this project after the grant period is completed.

**Project Evaluation
and Monitoring**

As a part of the project evaluation and monitoring to determine and measure success in the reduction of ORT and vehicle thefts and the effectiveness of the additional ALPR cameras, the LGMSPD will focus on determining the following measurables:

1. Overall Reduction in Organized Retail Theft Incidents: Measuring the decrease in the overall incident count of ORT in the targeted areas after implementing ALPR technology and using comparison methods.

2. Increased Suspect Vehicle Identification: Measuring the total number of identified suspect vehicle hits related to ORT and vehicle theft incidents through ALPR data, indicating the system's effectiveness in detection, and quantifying the prevalence of these crimes within the jurisdiction.

3. Successful Investigations and Apprehensions: Quantifying the total number of investigations initiated and successful apprehensions made based on ALPR data, demonstrating the system's contribution to law enforcement efforts.

4. Improved Collaboration and Information Sharing: Measuring the establishment of partnerships and information-sharing initiatives or data-sharing between law enforcement agencies, retail establishments, and stakeholders, fostering effective collaboration in combating organized retail theft.

5. Cost Efficiency and Resource Optimization: Measure the cost savings and resource optimization achieved through the implementation of ALPR technology, comparing it to traditional methods of combating organized retail theft.

6. Evaluation of Stakeholder Satisfaction: Gather feedback from stakeholders, including law enforcement agencies, retail establishments, and community members, to assess their satisfaction with the ALPR system's performance and impact.

These process measures and outcomes will assist the department with project evaluation and the effectiveness of the additional Flock ALPR cameras implemented to reduce organized retail theft, enhancing law enforcement capabilities, and improving community

safety. Regular monitoring and evaluation of these measures will also guide any needed adjustments or improvements to maximize the benefits of ALPR technology.

Measuring the success of Automatic License Plate Recognition (ALPR) data in combating organized retail thefts will be achieved through various key performance indicators (KPIs) and metrics. For example, the department will measure the percentage of ORT and vehicle theft incidents that were detected using ALPR data. This can be calculated by comparing the number of known theft incidents identified through ALPR data with the total number of theft incidents reported. The recovery rate of stolen goods that were successfully recovered using ALPR data may also be measured by comparing the number of recovered stolen goods linked to organized retail thefts through ALPR data with the total number of reported stolen goods. An assessment of the efficiency of investigations related to ORT's and stolen vehicles using ALPR data, will likely prove invaluable given the time taken to identify suspects, locate stolen vehicles, and link them to theft incidents.

Budget Instructions

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

Budget Attachment

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

SECTION V - ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT_LGMSPD.docx.pdf](#)

Local Impact Letter(s) (Appendix E)

[Appendix_E_Local_Impact_Letter_LGMSPD.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Letter_of_Support_Appendix_F.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

[LGMSPD_Policy_-_Public_Safety_Video_Surveillance.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_LGMS.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	Reduce Organized Retail Theft and Stolen Vehicles		
Objectives (A., B., etc.)	A) Increase detection and prevention of ORT and vehicle theft incidents through the implementation of ALPR technology. B) Enhance the ability to track and identify vehicles involved in ORT and stolen vehicles C) Facilitate the recovery of stolen merchandise and the apprehension of offenders		
Process Measures and Outcome Measures:	1. Quantify the number of organized retail thefts and stolen vehicles detected and prevented during the grant period 2. Quantify the percentage increase in the identification of vehicles linked to ORT and stolen 3. Quantify the percentage increase in stolen merchandise and stolen vehicles to determine recovery rates		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> - Planning and preparation phases site surveys to identify optimal camera placements in target areas. - Ongoing monitoring and evaluation of ALPR data to evaluate performance in correlation to the goal. - Reporting and document relevant accomplishments 	LGMSPD Investigations Sergeant LGMSPD Crime Analyst	10/01/2023	12/31/2026

List data and sources to be used to measure outcomes: > Computer Aided Dispatch System, Records Management System, Flock ALPR System, Coplink Database, NCRIC

(2) Goal:	Enhance Collaboration and Information Sharing		
Objectives (A., B., etc.)	A) Foster collaboration between retail establishments, law enforcement, and other stakeholders. B) Establish protocols for information sharing and coordination C) Promote exchange of information and insights to identify trends and patterns		
Process Measures and Outcome Measures:	1. Number of partnerships established with retail establishments and outside law enforcement agencies. 2. Implementation of information sharing protocols and regular communication among stakeholders 3. Number of actionable intelligence reports generated from ALPR analysis.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Stakeholder engagement and collaboration phase. 2. Foster relationship and collaborative LEA and public efforts	LGMSPD Community Outreach Coordinator LGMSPD Investigations Sergeant Chamber of Commerce Business Community Group	10/01/2023	12/31/2026
List data and sources to be used to measure outcomes: Community Outreach Database, Investigative Case Management Database, Computer-Aided Dispatch System and Records Management System, NCRIC			

(3) Goal:	Improve Investigation & Prosecution of Organized Retail Theft and Vehicle Thefts		
Objectives (A., B., etc.)	A) Provide law enforcement agencies with accurate and timely ALPR data for investigative purposes. B) Support the identification and apprehension of individuals involved in ORT and vehicle theft. C) Improve prosecution rates and successful convictions		
Process Measures and Outcome Measures:	1. Percentage increase in the use of ALPR as evidence in ORT and vehicle theft incidents. 2. Percentage increase in the identification and apprehension rates of ORT and vehicle theft suspects 3. Percentage increase in successful prosecutions related to ORT and vehicle theft.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
1. Foster collaboration and Information sharing 2. Monitoring and evaluation of data 3. Data management and sharing	LGMSPD Investigations Sergeant LGMSPD IT Administrator LGMSPD Crime Analyst District Attorney's Office Other Law Enforcement Agencies	Start Date	End Date
List data and sources to be used to measure outcomes: Flock Safety ALPR System, Computer-Aided Dispatch, Records Management System, Coplink database, NCRIC			

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

Name of Applicant: **Los Gatos-Monte Sereno Police Department**
(i.e., County Sheriff's Office, County Probation Department, or City Police Department)

44-Month Budget: October 1, 2023 to June 1, 2027

Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$193,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$193,000.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
N/A	N/A	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

1b. Salaries & Benefits Narrative:

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

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Safety LPR Products	YEAR ONE \$3,000 ea Flock Safety Falcom camera (Quantity 20 cameras x \$3,000 ea. = \$60,000)	\$60,000.00
Flock Safety Falcon @ Year One	YEAR ONE \$650. ea One time Standard Implementation (Quantity 20 ea camera x \$650 ea. = \$13,000)	\$13,000.00
Professional Services - Standard Implementation Fee Year One (One time implementation)		
Flock Safety LPR Products	YEAR TWO \$3,000 ea Flock Safety Falcom camera (Quantity 20 cameras x \$3,000 ea. = \$60,000)	\$60,000.00
Flock Safety Falcon @ Year Two		
Flock Safety LPR Products	YEAR THREE \$3,000 ea Flock Safety Falcom camera (Quantity 20 cameras x \$3,000 ea. = \$60,000)	\$60,000.00
Flock Safety Falcon @ Year Three		
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$193,000.00

2b. Services and Supplies Narrative:

9a. Indirect Costs

For this grant program, indirect costs may be charged using only one of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>		
TOTAL	\$0	\$0

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**

Los Gatos-Monte Sereno Police Department



To: BSCC Board
From: Heather St. John
Date: 6/23/2023
Re: Appendix E: Local Impact Letter

To whom it may concern:

In accordance with Appendix E (Local Impact Letter/s) for the Organized Retail Theft Prevention Grant Program we are writing this impact letter. The Los Gatos-Monte Sereno Police Department has determined the scale and focus of the proposed grant project will have “No Adverse Effect” on retailers and local government agencies.

Sincerely,
Heather St. John

County of Santa Clara

Office of the District Attorney

County Government Center, West Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-7400
www.santaclara-da.org



Jeffrey Rosen
District Attorney

June 28, 2023

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

RE: Organized Retail Theft Prevention Grant Program – Letter of Commitment

Stolen vehicles and organized retail thefts continue negatively impacting all communities throughout Santa Clara County. Perpetrators of these crimes travel throughout the state and target vulnerable retail establishments and residential communities regardless of socioeconomic status. Local law enforcement jurisdictions spend countless hours establishing community preventative measures and techniques, conducting investigations of these types of crimes, and collaborating with local and state agencies to intervene and successfully prosecute individuals responsible for these crimes, with limited staffing.

The Santa Clara County District Attorney's Office submits this letter as a commitment to work with the Los Gatos-Monte Sereno Police Department as part of its Organized Retail Theft Prevention Grant Program Proposal for additional Automated License Plate Readers (ALPR) cameras. As a part of this grant, the Santa Clara County District Attorney's Office agrees to collaboratively investigate organized retail theft and vehicle theft to ensure more successful prosecutions and assist in the sharing and facilitating of information and intelligence gathered during these investigations through this proposal.

The Santa Clara County District Attorney's Office supports the efforts of the Los Gatos-Monte Sereno Police Department in its application for this grant with the goal of preventing and mitigating organized retail theft and vehicle theft in our county.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey F. Rosen". The signature is written in a cursive style.

Jeffrey F. Rosen
District Attorney

JFR/dm

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Los Gatos-Monte Sereno Police Department's commitment to policing that is fair and objective.

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

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

401.2 POLICY

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

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

Los Gatos-Monte Sereno Police Department

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Bias-Based Policing

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

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

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

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

401.4.2 REPORTING OF STOPS

Effective January 1, 2022; 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 Los Gatos-Monte Sereno Police Department is the primary agency, the Los Gatos-Monte Sereno 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).

The data shall be reported to the California Department of Justice on or before April 1, 2023.

401.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.

Los Gatos-Monte Sereno Police Department

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Bias-Based Policing

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 TRAINING

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

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

401.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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

Automated License Plate Readers (ALPRs)

430.1 PURPOSE AND SCOPE

The purpose of the deployment of ALPR technology is the prevention, deterrence, and investigation of crime in the Town of Los Gatos and City of Monte Sereno through the capture, analysis and short-term retention of data associated to vehicles entering those municipalities. The purpose of this policy is to provide guidance for the capture, storage and use of the data obtained using Automated License Plate Reader (ALPR) technology.

430.2 POLICY AND PROCEDURES

The policy of the Los Gatos-Monte Sereno Police Department is to utilize the ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. This policy also includes guidelines and procedures for Los Gatos-Monte Sereno Police Department personnel to follow when using, accessing, and collecting ALPR system information.

All data and images collected by the ALPR are for the official use of this department related to ongoing investigations. Because such data may contain confidential information, or information which may compromise an ongoing investigation, data images and confidential records are not open to public review.

430.3 ADMINISTRATION OF ALPR DATA

The ALPR technology allows for the automated detection, still photography and character recognition of license plates. The technology also can recognize and record objective vehicle information including its body style, color, location and direction of travel. The ALPR technology is used by the Los Gatos-Monte Sereno Police Department to convert data associated with vehicle license plates and objective descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to investigatory leads, active warrants, homeland security, suspect interdiction, crime analysis, and stolen property recovery. It is not used for purposes prohibited under California law including but not limited to the California Values Act (SB54).

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

Los Gatos-Monte Sereno Police Department

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Automated License Plate Readers (ALPRs)

430.3.1 ALPR ADMINISTRATOR

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

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

430.4 ALPR DATA COLLECTION AND RETENTION

The Support Services Bureau Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. ALPR data is stored using a third-party contracted cloud service, and will be retained for a maximum of 30 days in accordance with the established records retention schedule and third-party vendor policies. Thereafter, ALPR data will be automatically purged by the ALPR service provider unless it has become, or it is reasonable to believe it will become, evidence in a criminal, civil or administrative action or is subject to a discovery request or other lawful action to produce records. In those circumstances, officers shall download the applicable ALPR data evidence prior to the date of being purged, store it in an appropriate digital format and book it into property and evidence under the corresponding case number.

430.5 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

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Automated License Plate Readers (ALPRs)

- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

430.6 ACCOUNTABILITY

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

The Los Gatos-Monte Sereno Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to Los Gatos-Monte Sereno Police Department workstations or stored upon the third-party ALPR cloud storage system shall be accessible only through a login/password protected system capable of documenting and audit of all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
- (c) The Support Services Bureau Captain or designee is responsible for system oversight and management and will conduct ALPR system audits on a quarterly basis to ensure compliance with system requirements and with the provisions of this policy.
- (d) The Support Services Bureau Captain or designee should review user accounts and delete or deactivate accounts of users no longer authorized to use the ALPR system. The Support Services Bureau Captain or designee will inspect the audit information to ensure security and proper use of the ALPR system and provide an annual ALPR report to the Chief of Police.
- (e) Employees shall report errors and suspected or confirmed violations of department policies relating to protected information to their supervisors or managers. If a violation is discovered, an administrative investigation will be conducted to determine whether a violation occurred. If a violation has been proven to have occurred, the appropriate training, administrative and/or criminal procedural process will be determined for further action.

All contractual ALPR service providers use shall be in full compliance with CJIS (Criminal Justice Information System) data retention and security requirements. Per service agreements, the Los

Los Gatos-Monte Sereno Police Department

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Automated License Plate Readers (ALPRs)

Gatos-Monte Sereno Police Department is responsible for continually monitoring the ALPR data in the third-party service provider's cloud storage to ensure the security of the information and compliance with applicable privacy laws. For security or data breaches, see the Records Release and Maintenance Policy.

430.7 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Bureau of Support Services Captain or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

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

430.8 AUTHORIZED USERS

All officers, detectives, and dispatchers shall receive department training prior to utilizing the ALPR system. This training will consist of a review of the ALPR policy, guidelines, procedures and training on how to login and utilize the ALPR system in accordance with service agreements, policies, and law. This training will be documented and kept on file with the Training Analyst.

Access to ALPR information is restricted to authorized personnel. Only qualified individuals who have the appropriate security clearance and who have completed department training may use, download, and analyze ALPR data. The following members of the Los Gatos-Monte Sereno Police Department are authorized to use, access, download and collect ALPR system information:

- (a) Chief of Police
- (b) Captains
- (c) Sergeants
- (d) Corporals
- (e) Detectives
- (f) Officers

The following members of the Los Gatos / Monte Sereno Police Police Department are authorized limited use and access

Los Gatos-Monte Sereno Police Department

Los Gatos-Monte Sereno Police Department Policy Manual

Automated License Plate Readers (ALPRs)

to the ALPR system:

- (a) Dispatch Supervisor
- (b) Dispatchers
- (c) Information Technology Manager
- (d) Flock Safety Inc. personnel may have limited access for system maintenance and installation purposes only.

The Support Services Bureau Captain, under the direction of the Chief of Police, is responsible for assigning user permissions to each member of the department authorized to use, access, and collect ALPR system information. The Support Services Bureau Captain or designee and the Department Systems Information Technology Manager are the only administrative users authorized to create an ALPR user account.

430.8.1 DISPATCH PROCEDURES WHEN RECEIVING AN ALPR HIT NOTIFICATION

When the Los Gatos-Monte Sereno Police Department Dispatch Center receives an ALPR notification the dispatcher shall do the following:

- (a) Immediately confirm the status of the vehicle in CLETS.
- (b) While waiting for the confirmation, advise patrol units of the ALPR alert and that confirmation is in progress.
- (c) Provide the patrol units with the description of the vehicle, license plate of the vehicle, and the last known direction of travel.
- (d) Upon receiving confirmation, advise the patrol units via the radio that the alert has been verified.
- (e) If possible, advise the patrol units with any updates as to the direction of travel of the suspect vehicle.

430.8.2 ENTERING INFORMATION INTO THE ALPR SYSTEM

An officer may request vehicle information be entered into the ALPR system Custom Hotlist for routine patrol operations and criminal investigations once he/she has received approval from a patrol supervisor or the Investigations Sergeant. The officer shall note the authorized party approving the entry into the ALPR's Custom Hotlist.

Detectives may enter vehicle information into the ALPR system once the Detective entering the information has received approval from the Investigations Sergeant. Upon entering a vehicle into the Custom Hotlist, the officer shall note the authorized party approving the entry.

The department should not store Custom Hotlist data in the system for more than 72 hours without refreshing it. Officers and Detectives who locate a vehicle entered into the department Custom Hotlist are responsible for having the vehicle removed from the ALPR system upon its recovery.

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Automated License Plate Readers (ALPRs)

430.9 TRAINING

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

Public Safety Video Surveillance System

337.1 PURPOSE AND SCOPE

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

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

337.2 POLICY

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

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

337.3 OPERATIONAL GUIDELINES

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

337.3.1 PLACEMENT AND MONITORING

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

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

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

Los Gatos-Monte Sereno Police Department

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Public Safety Video Surveillance System

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

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

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

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

337.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

337.3.3 INTEGRATION WITH OTHER TECHNOLOGY

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

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

337.4 VIDEO SUPERVISION

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

Los Gatos-Monte Sereno Police Department

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Public Safety Video Surveillance System

337.4.1 VIDEO LOG

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

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

337.4.2 PROHIBITED ACTIVITY

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

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

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

337.5 STORAGE AND RETENTION OF MEDIA

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

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

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

337.5.1 EVIDENTIARY INTEGRITY

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

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Los Gatos-Monte Sereno Police Department Policy Manual

Public Safety Video Surveillance System

individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

337.6 VIDEO SURVEILLANCE AUDIT

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

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

337.7 TRAINING

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