

Title	<b>City of Milpitas Police Department</b>	07/07/2023
	by Lisa Beaulieu in Organized Retail Theft Prevention Grant Program	id. 41335802
	lbeaulieu@milpitas.gov	

## Original Submission 07/07/2023

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

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

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

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Lead Public Agency **Milpitas Police Department**

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Applicant's Physical Address **1275 N Milpitas  
Milpitas  
CA  
95035  
US**

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

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Mailing Address for Payment **455 E Calaveras Blvd  
Milpitas  
CA  
95035  
US**

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Tax Identification Number **94-6019192**

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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 **Steve Parodi  
Parodi**

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

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Project Director's Physical Address **1275 N. Milpitas Blvd; 95035  
Milpitas  
CA  
95035  
US**

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Project Director's Email Address **sparodi@milpitas.gov**

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Project Director's  
Phone Number **+14085862523**

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Financial Officer **Lauren  
Lai**

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

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Financial Officer's  
Physical Address **455 E. Calaveras Blvd;  
Milpitas  
CA  
95035  
US**

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Financial Officer's  
Email Address **llai@milpitas.gov**

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Financial Officer's  
Phone Number **+14085863111**

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Day-To-Day Program  
Contact **Lisa  
Beaulieu**

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Day-To-Day Program  
Contact's Title **Management Analyst**

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Day-To-Day Program  
Contact's Physical  
Address **1275 N. Milpitas Blvd  
Milpitas  
CA  
95035  
US**

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Day-To-Day Program  
Contact's Email  
Address **lbeaulieu@milpitas.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+14085862434**

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Day-To-Day Fiscal  
Contact **Lisa  
Beaulieu**

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Day-To-Day Fiscal  
Contact's Title **Management Analyst**

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Day-To-Day Fiscal  
Contact's Physical  
Address **1275 N. Milpitas Blvd  
Milpitas  
CA  
95035  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>lbeaulieu@milpitas.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+14085862434</b>
Name of Authorized Officer	<b>Lauren Lai</b>
Authorized Officer's Title	<b>Finance Directo</b>
Authorized Officer's Physical Address	<b>455 E. Calaveras Blvd Milpitas CA 95035 US</b>
Authorized Officer's Email Address	<b>lbeaulieu@milpitas.gov</b>
Authorized Officer's Phone Number	<b>+14085862434</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 Milpitas Police Department Anti Organized Retail Theft Project</b>
Proposal Summary	<b>arterial roadways and highways that connect the South Bay to the East Bay. The City of Milpitas is home to the largest retail shopping mall in Northern California. The City of Milpitas is frequented by those that commit retail theft and travel to commit retail theft in surrounding jurisdictions. The Milpitas Police Department's will use grant funds to reduce incidents of organized theft within the Milpitas community and surrounding region, improve its ability to identify crime trends and patterns, and support economic vitality within Milpitas</b>
PROGRAM PURPOSE AREAS	<b>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.</b>

Program Purpose  
Areas (PPAs):

**PPA 1: Organized Retail 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

**The City of Milpitas, based on its centrality and location and proximity to major arterials is the commercial hub of Santa Clara County. Though organized retail theft is continually rising throughout the State of California, the economic impact is reaching its neighbors. This required the Milpitas Police Department to upgrade its ALPR technology and software, increase opportunities to gather and share information and intelligence with retailers and neighboring local enforcement agencies and enhanced staffing and training. Taken together, these objectives are integral in the City's effort to curtail the rise in organized retail theft, build confidence among the residents and retailers, and implement innovative strategies. Shopping centers are extremely popular with residents and visitors.**

The City's retailers are experiencing higher shoplifting instances due to their limited ability to afford adequate surveillance equipment or hire security. Organized Retail Theft crime is growing in Milpitas and the Milpitas Police Department must put effective security measures in place to increase community safety and stabilize the local economy. Lack of personnel, however, within the police department has made it difficult to process, report, and prevent these organized retail crimes. Implementation of a high functioning software and program will not only help Milpitas but will benefit neighboring cities by providing system continuity throughout the region and allowing local departments to share data with the sole purpose of apprehending criminal offenders. Therefore, this project's benefit will extend beyond the City's and positively impact Santa Clara County. The San Francisco Chronicle published on June 17, 2023, Milpitas police arrested eleven people and recovered more than \$3,000 worth of merchandise last week during a special operation at the Great Mall. A local news infraction was published on August 19, 2020,

highlighting the rise of Organized Retail Theft in the City of Milpitas as \$50,000 of merchandise was found running an organized theft ring out of the Big 5 Sporting Goods. With this additional ALPR technology and software, this crime could have been processed sooner and the suspects could have been apprehended before any future organized retail theft crimes were committed.

The Department's resources are limited, and the number of staff hours required to investigate organized retail theft crimes taxes Department resources. The implementation of a software program will not eliminate staff assigned to solving these crimes, but we anticipate a significant reduction in ORT over a three-year period. Organized retail theft in Milpitas has cost businesses hundreds of thousands of dollars annually in inventory loss, insurance premium increases and implementing crime prevention measures. To recoup some of the loss, prices are increased, which affects residents and visitors patronizing the City of Milpitas's retailers. This is causing local retail shops to lose business given the increase in prices. We not only want to see a reduction in organized retail theft within Milpitas but also want to ensure our local retail stores and businesses are protected and are at a lower risk for crime to take

place in the future.

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Project Description

The City of Milpitas Police Department (MPD), using its procurement and purchasing policy, will obtain Automatic License Plate Readers (ALPRS) to visually monitor and document organized retail theft activity. The MPD will install thirty (30) ALPR cameras throughout the city. The MPD Crime Analyst Team will monitor and document the project's progress. This new database and software will impact prosecution for those who commit organized retail theft and begin to reduce organized retail theft on a regional level. The software will have the ability to identify social media accounts and associates of a target individual. Moreover, it can compare known associate transactions to identify organized retail theft groups as well as linking crimes with persons, reducing the overall rate of organized retail theft with the City of Milpitas. The data allows law enforcement to connect serial criminal activities that may have occurred in disconnected law enforcement jurisdictions. Staff are confident these database upgrades will add significant investigative leads to help solve and deter crime in Milpitas neighborhoods. The investment in this technology will ensure the Department is equipped with technology to identify vehicles associated with criminal activity, thus deterring, and helping to proactively suppress crime and reduce the fear of retail theft in Milpitas. Furthermore, enhanced staff will enable the MPD, including its Crime Analysis Team, to positively impact the regional economy through increasing sharing and gathering of intelligence with neighboring law enforcement agencies and retailers. The project will use qualitative and quantitative data to ensure the project is strategically sound and achieves its multiple goals to reduce crime, identify crime trends and criminal organizations, and reverse the negative impact retail theft has made on the local and regional economy to support economic vitality within the Milpitas community its neighboring communities.

The Police Department will track grant related activities internally. The Microsoft email service will be used for communication between the appropriate parties. Neighboring cities have reported a significant reduction in crime once an ALPR system and program was implemented.

National statistics indicate crime reduction is achievable with an



effective ALPR program and the City plans to collaboratively work with neighboring cities in data sharing for the purpose of offender apprehension. Any footage of evidentiary value will be secured in evidence and retained per the Department's Records and Retention Policy. Data will be accessed through proprietary software and subscribers have exclusive control over data sharing. All members will be provided with training on any new software implemented prior to being given access. Only approved staff are authorized to access the ALPR system and investigative software systems and each access must contain their unique identifier, password, and the investigative reason for access. Police Department administrative staff will perform regular audits of system access to ensure collected data is secure and being used in accordance with Department policies.

The Department respects the privacy of members of the public. The software system will not capture personal identifiable information, only the images of vehicles and license plates already visible in public. The software is designed to capture images of vehicles and their license plates, compare data to one or more law enforcement databases, and alert officers to vehicles involved in or associated with criminal activity. The software system is intended to identify vehicles, license plates, and/or makes and models of vehicles, but not vehicle occupants. Facial recognition technology is not used by the Department and is not being proposed with this request for funding. Vehicles identified to be involved in a crime will be investigated, regardless of the vehicle owner or operator's ethnic background. The data collected from the ALPRs will be used after a qualifying crime has been committed and only when a legitimate investigative need exists. The collection, use, retention, or dissemination of data shall not be used to violate the Constitutional rights of any person or in any manner that would discriminate against any person based upon their ethnicity, race, gender, natural origin, religion, sexual orientation, or gender identity.

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Project  
Organizational  
Capacity and  
Coordination

The Student Intern as well as the crime analysis Crime Analysis Team will apply best practices to formally monitor and evaluate the Project, per the Local Evaluation Plan, and identify crime patterns. The team will meet every other month to analyze qualitative-based data and qualitative data obtained from MPD staff, retailers, and stakeholders. The Crime

Analysis Team, under the authority of the Chief, will authorize-if necessary- data driven program adjustments. This information will be presented in the quarterly reports. There are no partnering agencies involved with the implementation of this program. The timeline for execution of the grant agreement upon grant award is approximately thirty business days. The City Council will approve the Resolution allowing the City to accept grant funds. The City Manager is the authorized signer of the grant agreement. The contract for ALPR equipment and services will be executed after the grant is awarded and implementation and installation of the ALPR system will begin immediately after contract execution. There are no additional contracts, or any memorandums of understanding required to implement the Project. Upon Resolution approval by City Council, the City Manager will be authorized to sign the BSCC grant agreement and accept grant funds. The contract with the security company providing ALPR equipment and

services will be signed by the City Manager. Immediately following contract execution, the equipment and security operating system will be installed in locations identified by the Patrol Lieutenant and the program will be implemented. The job duties of the Student Intern Crime Analysis will include: read through ORC reports, highlight notable information and record in spreadsheet generate a summary of activity, identifying primary locations of interest and persons of interest, develop a directed deployment plan to issue to patrol staff, under the supervision of a Police Sergeant work with the investigations team to prepare work-ups on known offenders, build organizational association charts, based on known offenders identify fencing locations, through the identification/apprehension of known offenders track the number of reports generated, arrests made develop intel through information-sharing meetings with regional analysts attend local Cal-ORCA meetings/conference, as they are available liaison with major retailers, regarding known offenders being tracked internally collaborate with InComm to determine identifies of fraud suspect(s) coordinate use of bait trailers and image enhancement with Target security personnel, work with Flock ALPR coordinators to determine redeployment of LPR resources. The cost for the technology is in the quotation

from Flock Safety, which is for a 3-year contract for ALPRs:

Year 1 - \$98,850.00

Year 2 - \$92,000.00

Year 3 - \$92,000.00

Total technology cost - \$282,850.00

The Project will begin no later than October 1, 2024. The ALPR equipment and installation are included in the annual subscription cost. Grant funds will allow the Department to implement ALPR cameras as provided in the subscription agreement and the company providing the equipment will provide a service agreement and warranty on defective equipment. The project has City Council support and City Council will authorize ongoing subscription costs after grant funds expire.

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Project Evaluation  
and Monitoring

Two Department members have been preliminarily selected to manage the Project. The Business Management Analyst, who has participated in the process of grant monitoring for the Department, and the Police Chief who has 30+ years of law enforcement experience and has experience in data collection, review, analysis, and reporting. The Crime Analysis Student Intern will also be a part of staff involved with monitoring of the project. Data collection, monitoring of activities and project evaluation will be conducted on an ongoing basis through data collection from the Department's RMS. The data will be collected and sorted by multiple factors, allowing Department staff to analyze and report on statistical trends in detail and reveal patterns of criminal activity events to concentrate resources on highly affected areas. Information generated to compile and compare statistical data will include the number of retail thefts, robberies, and burglaries; the number of vehicle detections, number of hotplate hits, and the number of arrests directly attributed to ALPR detections. Data will be quantifiable and will be compared to the previous year's statistics throughout the grant period. This quantitative analysis will provide the

City and stakeholders with the information needed to determine the impact of ALPR technology on ORT in the community. The information collected will be shared with neighboring police agencies and on the City website, according to privacy laws and regulations.

The data collected by this software technology is secure and any data stored and transmitted by ALPR technology will be encrypted on the system. Data will only be

maintained by the database for thirty days unless it is downloaded by an investigator as evidence in an eligible criminal investigation. The information will only be accessed by an authorized and trained investigator. When data is accessed by the investigator, it will be archived as evidence with the investigation, in compliance with Department Policy. Software system audits will be conducted on a regular basis by trained Department staff to ensure the accuracy of software information and correct any data errors. The audits will ensure proper use of the system by users to further implementation of the software program and confirm all State and Federal laws are adhered to. ALPR locations will be strategically located on high volume traffic streets, major shopping areas, and locations that serve as common, entry and exit points to the City. Statistical information for robbery, burglary, theft, and clearance rate data for calendar year 2022 will be collected through the RMS and used as a baseline. Arrests and incident clearance rates attributed to the software system will be tracked and increases or decreases in retail theft noted. Department staff will develop periodic reports throughout the grant period to determine trends and provide a comparative analysis of any changes in retail theft levels. The information will be disseminated as appropriate.

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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

[2023.07.07\\_City-of-Milpitas-Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment\\_-\\_Updated.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)

[2023.07.07\\_City-of-Milpitas-Project-Work-Plan-ORT\\_Updated.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Untitled\\_document-11.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Great\\_Mall-MPD\\_Letter.pdf](#)

[Walgreens-MPD\\_Letter.pdf](#)

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Letter(s) of Commitment,  
(Appendix F)

n/a

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Policies Limiting Racial Bias

[MPD\\_458\\_Automated\\_License\\_Plate\\_Readers\\_\\_ALPRs\\_.pdf](#)

[MPD\\_402\\_Racial-\\_or\\_Bias-Based\\_Profiling.pdf](#)

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Policies on Surveillance  
Technology

n/a

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

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OPTIONAL:  
Governing Board  
Resolution (Appendix  
H)

n/a

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OPTIONAL:  
Bibliography

n/a

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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; Reduce Incidents of Organized Retail Theft in the City of Milpitas and in the Region</b>		
Objectives (A., B., etc.)	<ol style="list-style-type: none"> <li>1. Technology</li> <li>2. Staffing</li> <li>3. Training</li> </ol>		
Process Measures and Outcome Measures:	<p>The Crime Analysis Team will apply best practices to monitor and evaluate Project activity and identify results, per the Local Evaluation Plan, on a regular basis. The team will meet every other month to analyze qualitative-based data and quantitative data obtained from MPD staff, retailers, and stakeholders. Strategic and tactical decisions will be based on the evaluation of qualitative and quantitative data. The Crime Analysis Team, under the authority of the Chief, will authorize-if necessary- data driven program adjustments to advance the project and reach its goals and objectives. The Crime Analysis Team, under the authority of the Chief, will share information and intelligence with local retailers and local law enforcement Agencies.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<p>&gt;</p> <ol style="list-style-type: none"> <li>1. Read through ORC reports, highlight notable information and record in spreadsheet</li> <li>2. Generate a summary of activity, identifying primary locations of interest and persons of interest</li> <li>3. Develop a directed deployment plan to issue to patrol staff, under the supervision of a Police Sergeant</li> <li>4. Work with the investigations team to prepare work-ups on known offenders</li> </ol>	<p>&gt; Chief, Crime Analyst Team, Student Intern</p>	<p>&gt; October 1, 2023</p>	<p>&gt; December 31, 2026</p>
<p>List data and sources to be used to measure outcomes: Milpitas Police Department Records Management System, stakeholder survey's, obtain internal information from participating retailers regarding losses resulting from organized retail theft.</p>			

<p><b>(2) Goal:</b></p>	<p>&gt; <b>Identify Crime Trends and Criminal Organizations in Organized Retail Theft.</b></p>		
<p>Objectives (A., B., etc.)</p>	<p>&gt;</p> <ol style="list-style-type: none"> <li>1. Decrease organized retail theft by 5% and property theft loss by 2% over the grant term</li> <li>2. Decrease financial loss to retailers by 2%</li> <li>3. Strengthen relationship with retailers through enhanced information sharing.</li> </ol>		
<p>Process Measures and Outcome Measures:</p>	<p>&gt; The MPD Crime Analysis Team will use a baseline to help measure progress relative to property theft and incidence of organized retail theft. The MPD Crime Analysis Team will apply best practices to formally monitor and evaluate the Project, per the Local Evaluation Plan. The team will meet every other month to analyze qualitative-based data and quantitative data obtained from MPD staff, retailers, and stakeholders. The Crime Analysis Team, under the authority of the Chief, will</p>		



	share information and intelligence with local retailers and local law enforcement Agencies, and implement-if necessary- data driven program adjustments. This information will be presented in the quarterly reports.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ol style="list-style-type: none"> <li>1. Build organizational association charts, based on known offenders.</li> <li>2. Identify fencing locations, through the identification/apprehension of known offenders.</li> <li>3. Develop intel through information-sharing meetings with regional analysts</li> <li>4. Attend local Cal-ORCA meetings/conference, as they are available</li> <li>5. Track the number of reports generated, arrests made</li> </ol>	<p>&gt; Chief, Crime Analyst Team, Student Intern</p>	<p>&gt; October 1, 2023</p>	<p>&gt; December 31, 2026</p>
<p>List data and sources to be used to measure outcomes: &gt;Milpitas Police Department Records Management System, stakeholder surveys,, obtain internal information from participating retailers regarding losses resulting from organized retail theft.</p>			

<b>(3) Goal:</b>	<p>&gt; <b>Support Economic Vitality by Reducing Financial Loss to Retailers and Strengthening Community Safety.</b></p>		
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Objectives (A., B., etc.)	> 1. Decrease organized retail theft by 5% property theft loss by 2% over the grant term 2. Decrease financial loss to retailers by 2% 3. Strengthen relationship with retailers through enhanced information sharing.		
Process Measures and Outcome Measures:	> The team will meet regularly with retailers to share information and progress relative to the project. The MPD Chief of Police, will authorize-if necessary- data driven program adjustments based on intelligence and information provided by retailers, stakeholder (if relevant) and crime data.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
1. Develop intel through information-sharing meetings with regional analysts 2. Attend local Cal-ORCA meetings, as they're available 3. Liaison with major retailers, regarding known offenders being tracked internally 4. Collaborate with InComm to determine identifies of fraud suspect(s) 5. Coordinate use of bait trailers and image enhancement with Target security personnel	> Chief, Crime Analyst Team, Student Intern	> Start Date October 1, 2023	> End Date December 31, 2026
List data and sources to be used to measure outcomes: > Milpitas Police Department Records Management System, stakeholder surveys, obtain internal information from participating retailers regarding losses resulting from organized retail theft.			

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

**Name of Applicant:** *City of Milpitas 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	\$40,000.00
2. Services and Supplies	\$30,070.00
3. Professional Services or Public Agencies	\$518,689.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$220.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$6,450.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$595,429.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Student Intern/Crime Analytics	Salary: 10 Hours Per Week at a rate of \$24.64 = \$12,813; Benefits= \$442 per year (x 3 years)	\$40,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$40,000.00</b>

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

*The student intern will perform crime analysis in support of the Organized Retail theft Program. It will involve assisting the team and analyzing the interpreted crime data to derive insights. This includes monitoring the daily tasks of the software and gaining experience that can better position the intern for future law enforcement positions.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
LapTop/Desktop/Monitor	1 Laptop/Computer=\$2,400	\$2,400.00
Adobe license	\$190 per year (\$570 total)	\$570.00
ArcGIS software	\$6,200 per year (\$18,600 total)	\$18,600.00
Microsoft Office bundle	\$300 per year (\$900 total)	\$900.00
Records Management System license	\$600 per year (\$1,800 total)	\$1,800.00
Cell phone DEVICE	\$700 total one-time cost	\$700.00
Cell phone SERVICE	\$700 per year (\$2,100 total)	\$2,100.00
Tablet DEVICE	\$1,200 total one-time cost	\$1,200.00
Tablet SERVICE	\$600 per year (\$1,800 total)	\$1,800.00
<b>TOTAL</b>		<b>\$30,070.00</b>

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

*Through facilitating work in crime analysis, an allocated portion of the budget will cover the cost of software licenses and technological tools. These resources will enable the team to manipulate, analyze, and visualize crime data more efficiently allowing law enforcement to respond to crime quicker as well as be able to more efficiently collect the data from these retail crimes. The services and supplies will be procured using the cities adopted purchasing policy.*

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
Flock Safety: License Plate Reader Cameras	Year 1 - \$98,850.00 + Year 2 - \$92,000.00 + Year 3 - \$92,000.00 = \$282,850.00	\$282,850.00
ShadowDragon software	\$5,700 per year (\$17,100 total)	\$17,100.00
LeadsOnline software	\$15,685 per year (\$47,055 total)	\$47,055.00
PenLink PLX software	\$57,228 per year (\$171,684 total)	\$171,684.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$518,689.00</b>

**3b. Professional Services Narrative**  
*The total technology cost includes the installation of thirty (30) automated license plate readers (ALPRs) throughout the city; the data obtained from ALPR's will be an essential tool in the City of Milpitas Organized Retail Theft Prevention Grant Program.*  
*The ShadowDragon software will be used to identify possible social media accounts and associates of a target individual.*  
*The LeadsOnline software will be for the ability to compare known associate transactions to identify organized retail theft groups.*  
*The PenLink PLX software will be used for analytics in linking crimes and persons.*

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**  
 NA

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**5b. Data Collection and Evaluation Narrative**  
 NA.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Rolling whiteboard	\$110 x 2 (\$220 total)	\$220.00



NA.



July 3, 2023

California Board of State and Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, Ca 95833

Re: The Organized Retail Theft Prevention Grant Program

To Whom it May Concern:

The City of Milpitas is pursuing funding through the California Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant Program to help combat Organized Retail Theft (ORT) in the City of Milpitas and greater Santa Clara County.

Simon Property Group operates the Great Mall in the City of Milpitas. Great Mall is the largest enclosed outlet and value retail shopping, entertainment, and dining destination in Northern California. This newly renovated center provides the ultimate shopping experience for domestic and international visitors in the Bay Area with more than 200+ outlet and value retail stores. Unfortunately, a retail location of this magnitude attracts criminal enterprises seeking an opportunity for organized retail theft. The Great Mall has become a common target for these criminal organizations leading to lost revenues and fear in our community. In some communities, ORT has led to injuries and death.

We must remain proactive in combating ORT. Simon Property Group works in partnership with the Milpitas Police Department to combat ORT and other crimes from occurring at Great Mall. This includes contracting for full-time law enforcement services, implementation of investigative technology through a public-private partnership, and sharing vital information to deter, prevent, and take enforcement action against ORT. Great Mall supports the City of Milpitas and Milpitas Police Department in expanding the existing Automated License Plate Reader program to improve effectiveness in combating ORT. The recommended enhancements to the existing program will help prevent thefts by alerting law enforcement when a vehicle knowingly associated to ORT enters or leaves the City, locate/identify vehicles involved in ORT, identify suspects involved in ORT, and identify travel patterns associated to these criminal organizations.

Sincerely,

A handwritten signature in black ink, appearing to read "Robson Souza".

*Robson Souza*  
General Manager  
Great Mall of the Bay Area



151 E. 3<sup>rd</sup> Avenue San Mateo, CA 94401

July 5, 2023

Milpitas Police Department  
1275 N. Milpitas Boulevard  
Milpitas, CA 95035

**Subject: Partnership Request to Combat Organized Retail Crime (ORC)**

Dear Milpitas Police Department,

I am writing on behalf of Walgreens to express our commitment to supporting local law enforcement departments in their efforts to combat Organized Retail Crime (ORC) in Milpitas, CA. We recognize the importance of collaboration between law enforcement agencies and retailers like us to address this growing challenge effectively.

At Walgreens, we take ORC seriously, and we are actively working to mitigate its impact on our operations and the safety of our team members, patients and customers. We understand the crucial role law enforcement plays in investigating and apprehending those responsible for these criminal activities. In line with our commitment, we would like to extend our support to your department by assisting in obtaining grants dedicated to fighting ORC.

Our data reveals that Walgreens loses 12% of profits due to product shrink across our 539 stores in California. The retail value of our total annual losses in California is higher than any other state in the country with CA stores losing 2.6 times more than the average store in the chain. Our rate of internally reported incidents of criminal activity in CA is 2.4 times more than our national per store average. This significant financial burden not only affects our profitability but more importantly, negatively impacts our team members' safety, job satisfaction, and overall customer/patient experience. This grant funding will increase Milpitas Police Department's resources which will reduce retail losses and create a safer environment for our team members, patients, and customers.

It is crucial that we address this issue collectively, pooling our resources, expertise, and strategies. By joining forces, we can develop proactive measures to prevent ORC, identify and apprehend offenders, and create a deterrent effect that will ultimately protect our businesses and communities we serve. We firmly believe that grant funding and a strong partnership between Walgreens and The Milpitas Police Department will be instrumental in achieving this shared goal.

Thank You,

*Jose Barreto*

Jose Barreto  
Major Crimes Investigations Manager  
Walgreen Co.



## Racial- or Bias-Based Profiling

### 402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Milpitas 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).

#### 402.1.1 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).

### 402.2 POLICY

The Milpitas 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.

### 402.3 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.

#### 402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

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Milpitas PD CA Policy Manual

## *Racial- or Bias-Based Profiling*

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### **402.4 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.

#### **402.4.1 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.

#### **402.4.2 REPORTING OF STOPS**

Effective January 1, 2022, 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 Milpitas Police Department is the primary agency, the Milpitas 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.

### **402.5 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 Computer Terminal (Other:) 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.

# Milpitas Police Department

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## *Racial- or Bias-Based Profiling*

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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.

### **402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

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

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

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## Automated License Plate Readers (ALPRs)

### 458.1 PURPOSE AND SCOPE

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

### 458.2 POLICY

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

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

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

### 458.3 ADMINISTRATION

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

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Technical Services Division Captain or authorized designee. The Technical Services Division Captain or authorized designee will assign member(s) under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### 458.3.1 ALPR ADMINISTRATOR

The Technical Services Division Captain shall be responsible for maintaining an ALPR policy, and ensuring the use of ALPRs complies 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.

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## *Automated License Plate Readers (ALPRs)*

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- (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.

### **458.4 OPERATIONS**

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (c) ALPR data is accessible to Milpitas police officers, community service officers, analysts, and dispatchers who have been trained by the designee of the Technical Services Division Captain.
- (d) 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.
- (e) 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.
- (f) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (g) The officer should, when practicable, verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
- (h) The Milpitas Police Department will, consistent with Government Code § 7284.8 (b), work to ensure that databases are governed in a manner that limits the availability of information therein to the fullest extent practicable and consistent with federal and state law, to anyone or any entity for the sole purpose of immigration enforcement.

### **458.5 DATA COLLECTION AND RETENTION**

The Technical Services Division Captain or designee is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from stationary ALPRs and ALPRs mounted on vehicles to the designated storage server in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request

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## *Automated License Plate Readers (ALPRs)*

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or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

### **458.6 ACCOUNTABILITY**

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

- (a) All ALPR data downloaded to the mobile or desktop workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) Quarterly audits of the ALPR system will be conducted by the Administration Sergeant to ensure members are using the system properly.
- (d) Quarterly audits at a minimum will include but not be limited to ensuring members list an associated case number and reason for accessing the ALPR system.

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

### **458.7 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 Technical Services Division 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).

### **458.8 TRAINING**

The Training Sergeant 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).