

Title	City of Palo Alto	07/06/2023
	by Eric Bulatao in Organized Retail Theft Prevention Grant Program	id. 41327182
	eric.bulatao@cityofpaloalto.org	

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) **Eric Bulatao**

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 **Palo Alto Police Department**

Applicant's Physical Address **275 Forest Ave
Palo Alto
CA
94301
US**

Applicant's Mailing Address (if different than the physical address) **275 Forest Ave
Palo Alto
CA
94301
US**

Mailing Address for Payment **275 Forest Ave
Palo Alto
CA
94301
US**

Tax Identification Number **946000389**

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 **Eric
Bulatao**

Project Director's Title with Agency/Department/Organization **Field Services Supervisor**

Project Director's Physical Address **275 Forest Ave
Palo Alto
CA
94301
US**

Project Director's Email Address **eric.bulatao@cityofpaloalto.org**

Project Director's Phone Number **+16503292140**

Financial Officer **Eric Jensen**

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

Financial Officer's Physical Address **275 Forest Ave
Palo Alto
CA
94301
US**

Financial Officer's Email Address **eric.jensen@cityofpaloalto.org**

Financial Officer's Phone Number **+16503292346**

Day-To-Day Program Contact **David Lee**

Day-To-Day Program Contact's Title **Investigation Supervisor**

Day-To-Day Program Contact's Physical Address **275 Forest Ave
Palo Alto
CA
94301
US**

Day-To-Day Program Contact's Email Address **david.lee@cityofpaloalto.org**

Day-To-Day Program Contact's Phone Number **+16503292140**

Day-To-Day Fiscal Contact **Ruth Carias Aguilar**

Day-To-Day Fiscal Contact's Title **Admin Associate**

Day-To-Day Fiscal Contact's Physical Address	275 Forest Ave Palo Alto CA 94301 US
Day-To-Day Fiscal Contact's Email Address	Ruth.CariasAguilar@CityofPaloAlto.org
Day-To-Day Fiscal Contact's Phone Number	+16503292597
Name of Authorized Officer	Andrew Binder
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	275 Forest Ave Palo Alto CA 94301 US
Authorized Officer's Email Address	andrew.binder@CityofPaloAlto.org
Authorized Officer's Phone Number	+16503292449
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	Palo Alto Organized Retail Theft and Motor Vehicle Recovery Project
Proposal Summary	The proposed project “Palo Alto Organized Retail Theft and Motor Vehicle Recovery Project” will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on two primary components, targeted ORT operations, and technology modernization. The City of Palo Alto is requesting staffing costs for 10 hours a day of targeted ORT operations at key “hot-spot” locations and the installation of Starchase technology on 25 Palo Alto Police Department Patrol Vehicles, as well as minor computer equipment, software and operational costs.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

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

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

The City of Palo Alto is located on the Peninsula in Santa Clara County and is bisected by Highway 101, Interstate 280 and El Camino Real (CA State Route 82). With its close proximity to multiple major highways and abundance of retail opportunities, the City of Palo Alto has been a prime target for organized retail crime and theft of vehicles and vehicle parts. The below numbers reflect the value of property loss over the course of the past five years. These losses are directly from cases originating from the Stanford Shopping Center (SSC) and the Palo Alto downtown corridor. The source of this information is based on reported loss to Palo Alto Police Department (PAPD) that is extrapolated from the police department's case management system.

- Stolen property loss 2018 - \$886,419**
- Stolen property loss 2019 - \$1,305,483**
- Stolen property loss 2020 - \$851,246**
- Stolen property loss 2021 - \$1,143,656.46**
- Stolen property loss 2022 - \$1,532,330.99**

- Average Yearly Total = \$1,143,827.09

The average yearly total of organized retail theft is \$1,143,827 dollars, which has a massive impact in a city with a population of roughly 67,000. The data shows that organized retail theft continues to rise year on year, with the exception of 2020 during the height of the COVID-19 pandemic, with stolen property loss reaching an all time high last year of over \$1.5M. This data only represents reported losses, many retailers are beginning to stop reporting all losses due to the cost of reporting and filing paperwork, and the numbers continue to climb.

The below numbers reflect the calls for service from the downtown corridor and Stanford Shopping Center (SSC) alone. This information is sourced directly from the police department's Computer Aid Dispatch (CAD) log that records all information reported to police. These calls for service reflect the heavy activity and reports to police over a 5-year span.

- 2018 – 1,680 calls for service
- 2019 – 1,697 calls for service
- 2020 – 1,794 calls for service
- 2021 – 1,570 calls for service
- 2022 – 1,960 calls for service
- Average Yearly Total = 1,740

The average yearly total calls for service from the two identified “hot-spot” ORT locations of Downtown Palo Alto and the Stanford Shopping Center (SSC) total 1,740 calls, or nearly 5 calls for services related to organized retail theft a day.

From 2019-2021, the Palo Alto Police Department periodically had an officer assigned to the Stanford Shopping Center and downtown corridor, for the specific purpose of combatting organized retail crime. Based on values of stolen property extrapolated from the department's case management system, in 2018 there was \$886,419.00 loss in property from downtown and SSC. In 2019, there was \$1,305,483.00 loss in stolen property. During most of the months in 2020, Palo Alto PD had an officer assigned to downtown and SSC on a more routine basis. The property loss for 2020 was \$851,246.00. The deployment of officers ended in early 2021, and the property loss was \$1,143,656.46. In 2022, the property loss was \$1,532,330.99. Based on the overall value of property loss over the last four years, it is evident there was an increase in the loss of retailers at SSC and downtown due to organized retail crime. Also noted, that there was a 34% reduction in loss from 2019 to the loss in 2020, when officers were permanently assigned to downtown and SSC. Within a year of canceling the detail in 2021, there was a 25% increase in loss. The loss increased again by 25% in 2022, when no assigned officers were present. This is quantitative evidence that having a dedicated officer assigned to the SSC and the downtown corridor can decrease overall loss to retailers.

While considering inflation and price increases, the calls for service were examined over the 5-year period. The most hours officers were deployed at the SSC and downtown was for 5 months in 2021. During that time, there was a 12% decrease in the calls for service/cases at both locations. Further proving the need to have officers permanently deployed at both locations to decrease the reported

thefts and calls to police. This shows the effectiveness of the proposed project and why the bulk of this grant application requests funding for staff time to expand upon this data driven approach. The Stanford Shopping Center is 1,347,935 square feet and located at the most northern end of the city. The mall is open air and accessible by multiple freeways. The site is incredibly hard to monitor with one officer, and current staffing and calls for service do not allow for the mall to be monitored on a consistent basis. The mall consists of high-end stores that no other mall in the region has, making it a prime target for ORT. It is predicted that with the closure of other malls in the Bay Area, organized retail crime will increase at the Stanford Shopping Center.

In a 4-year review of stolen vehicle investigations by PAPD, less than 50% of vehicles were recovered. Factors that contribute to the low recovery rate include PAPD pursuit policies, that forbid the vehicular pursuit of stolen vehicles, and lack of early detection devices that can identify stolen vehicles (i.e. Automated License Plate Readers). In the last year, the Palo Alto Police Department has acquired a patrol vehicle equipped with automated license plate readers cameras, the City of Palo Alto also installed license plate recognition cameras (ALPRs) at various locations in the throughout the City. This technology has allowed PAPD officers to quickly detect stolen vehicles, but there are few tools in place to recover the stolen vehicle while still in the City of Palo Alto's jurisdiction. This grant project is requesting funding for StarChase technology to be installed on 25 PAPD patrol vehicles, which will allow officers to safely locate a vehicle and deploy a puck from the patrol vehicle to the stolen vehicle. The puck is equipped with GPS tracking and will continue to track the stolen vehicle even if it flees, thus allowing officers a safer way to recover the vehicle for the owner, without putting the public at risk.

There is a significant disparity of stolen vehicles recovered by outside agencies other than Palo Alto PD. The Palo Alto Police Departments estimates that through the installation of StarChase technology in 25 vehicles PAPD can recover roughly 10% more stolen vehicles a year.

Project Description

The proposed project "Palo Alto Organized Retail Theft and Motor Vehicle Recovery Project" will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on two primary components, targeted ORT operations, and technology modernization through StarChase. The City of Palo Alto is requesting \$4,732,705 in staffing costs for 10 hours a day of targeted ORT operations at key "hot-spot" locations by teams of 3 sworn officers. The project also includes a request for \$350,693 for the installation of StarChase technology on 25 Palo Alto Police Department Patrol Vehicles and the corresponding training and software for the three year grant period. The proposed project will include quarterly meetings with key PAPD personnel to review the ongoing implementation and success of the targeted ORT operations and if necessary make tweaks to the hours and location of deployment of officers to be reactive to current theft conditions and ensure effectiveness of the project.

One of the two “hot-spot” locations that will be the site of targeted ORT operations is the Stanford Shopping Center (SCC). From 2019-2021, the Palo Alto Police Department periodically had an officer assigned to the Stanford Shopping Center and downtown corridor, for the specific purpose of combatting organized retail crime. Based on values of stolen property extrapolated from the department’s case management system, in 2018 there was \$886,419.00 loss in property from downtown and SSC. In 2019, there was \$1,305,483.00 loss in stolen property. During most of the months in 2020, Palo Alto PD had an officer assigned to downtown and SSC on a more routine basis. The property loss for 2020 was \$851,246.00. The deployment of officers ended in early 2021, and the property loss was \$1,143,656.46. In 2022, the property loss was \$1,532,330.99. Based on the overall value of property loss over the last four years, it is evident there was an increase in the loss of retailers at SSC and downtown due to organized retail crime. Also noted, that there was a 34% reduction in loss from 2019 to the loss in 2020, when officers were permanently assigned to downtown and SSC. Within a year of canceling the detail in 2021, there was a 25% increase in loss. The loss increased again by 25% in 2022, when no assigned officers were present. This is quantitative evidence that having a dedicated officer assigned to the SSC and the downtown corridor can decrease overall loss to retailers.

While considering inflation and price increases, the calls for service were examined over the 5-year period. The most hours officers were deployed at the SSC and downtown was for 5 months in 2021. During that time, there was a 12% decrease in the calls for service/cases at both locations. Further proving the need to have officers permanently deployed at both locations to decrease the reported thefts and calls to police. This shows the effectiveness of the proposed project and why the bulk of this grant application requests funding for staff time to expand upon this data driven approach. The SCC is 1,347,935 square feet and located at the most northern end of the city. The mall is open air and accessible by multiple freeways. The site is incredibly hard to monitor with one officer, and current staffing and calls for service do not allow for the mall to be monitored on a consistent basis. The mall consists of high-end stores that no other mall in the region has, making it a prime target for ORT. It is predicted that with the closure of other malls in the Bay Area, organized retail crime will increase at the Stanford Shopping Center.

Given the data resulting from previous PAPD ORT operations, the utilization of three officers projects that ORT can be reduced at increments of 15% per year. The project proposes to have team of 3 sworn officers rotating between the two “hot-spot” locations for 10 hours a day, for the entire three year grant period and for 60 days of November and December 2023. This would total 1,155 days of targeted ORT operations. Counting three officers for 10 hours a day for the 1,155 days it would total roughly 34,650 individual hours of sworn officer time dedicated to ORT operations. During the grant performance period, officers will be a visual deterrent in vehicles and on foot. They will collaborate with retailers, loss prevention, and mall security deterring organized retail crime. They will respond to

suspicious activity, conduct both uniformed and plain clothes operations to apprehend suspects of organized retail theft. Officers assigned to this detail will conduct quarterly meetings that will consist of the dissemination of intelligence bulletins on retail thieves that have occurred both locally and regionally. Collaborative meetings will discuss new and evolving tactics that retail thieves are doing. Training on this information will allow for retailers to better identify theft tactics. In 3 years, the collaboration will allow for retailers and mall security to better act as a deterrent for retail theft that will continue the decrease in thefts.

In a 4-year review of stolen vehicle investigations by PAPD, less than 50% of vehicles were recovered. Factors that contribute to the low recovery rate include PAPD pursuit policies, that forbid the vehicular pursuit of stolen vehicles, and lack of early detection devices that can identify stolen vehicles (i.e. Automated License Plate Readers). In the last year, the Palo Alto Police Department has acquired a patrol vehicle equipped with automated license plate readers cameras, the City of Palo Alto also installed license plate recognition cameras (ALPRs) at various locations in the throughout the City. This technology has allowed PAPD officers to quickly detect stolen vehicles, but there are few tools in place to recover the stolen vehicle while still in the City of Palo Alto's jurisdiction. This grant project is requesting funding for StarChase technology to be installed on 25 PAPD patrol vehicles, which will allow officers to safely locate a vehicle and deploy a puck from the patrol vehicle to the stolen vehicle. The puck is equipped with GPS tracking and will continue to track the stolen vehicle even if it flees, thus allowing officers a safer way to recover the vehicle for the owner, without putting the public at risk.

The below numbers reflect motor vehicle theft investigations by Palo Alto PD. There is a significant disparity of stolen vehicles recovered by outside agencies other than Palo Alto PD. The data covers 2018-2021. The source of this information is based on police reports that were obtained from the police department's case management system.

2018

- Recovered by PAPD 36
- Recovered for PAPD 73

Total Stolen Vehicles Recovered: 109

2019

- Recovered by PAPD 35
- Recovered for PAPD 73

Total Stolen Vehicles Recovered: 108

2020

- Recovered by PAPD 43
- Recovered for PAPD 88

Total Stolen Vehicles Recovered: 131

2021

- Recovered by PAPD 27
- Recovered for PAPD 56

Total Stolen Vehicles Recovered: 83

High-risk vehicle events such as pursuits are a constant public safety challenge. StarChase Technology addresses this challenge

with proven tools that reduce risk to life and property. StarChase technology provides law enforcement with the ability to tag, track, and safely apprehend a suspect without the need to engage in a deadly high speed pursuit. StarChase law enforcement partners have proven they gain valuable time to assess, organize, and effect a safe arrest while avoiding the need for deadly pursuit. With over 10,000 tags deployed, lives saved, and millions of dollars in recovered assets, our technology is proving to be a valuable tool towards increased community safety. The Palo Alto Police Departments estimates that through the installation of StarChase technology in 25 vehicles PAPD can recover roughly 10% more stolen vehicles a year. The proposed project includes training for all PAPD sworn officers in driving and use of the system to ensure the highest rates of success.

The proposed project will also include two additional computer work stations, including monitors and necessary software, to aid in the implementation of the grant project and required evaluation/reporting.

The City of Palo Alto is committed to covering any ongoing costs associated with the StarChase technology beyond the grant performance period, including by seeking additional grant funding if necessary. Additionally, after the project evaluation is complete and the increased enforcement efforts have shown their value, the City will aim to financially support continued operations as needed.

If the grant request for officer overtime, StarChase technology and software is approved, it is assured that the City, through the Palo Alto Police Department, will be able to reduce instances of organized retail theft and vehicle recovery. This will be completed via ORT operations, increased surveillance, and a known increase in PAPD presence and enforcement. This will deter and prevent instances of organized theft and vehicle theft from occurring in the first place and will also allow for a more thorough investigation when instances do occur.

Both the City of Palo Alto and the Palo Alto Police Department have the capacity to successfully execute this comprehensive project. PAPD has already obtained quotes for the identified equipment, and will follow the City's formal bid process to procure the equipment. Furthermore, all officers involved in the overtime activities (additional retail/vehicle theft enforcement, undercover operations, investigation, etc.) have experience in this field.

Personnel selected to work the retail / vehicle theft grant operations will primarily consist of individuals who are currently detectives or have previous surveillance or theft detection experience. These individuals have training in undercover and mobile surveillance tactics. The Department's current Property Crime Detectives have strong relationships with loss prevention personnel from many of the retail establishments at the Stanford Shopping Center (SSC) and the Palo Alto downtown corridor. They work with these retail loss prevention officers and store managers on a regular basis to obtain statements, gather evidence, and view store surveillance footage. Detective personnel also work with these retail establishments to organize security inspections and provide recommendations for theft prevention. These activities will continue but at an increased capacity if funding from the Organized Retail Theft Prevention grant program is received.

Additionally, personnel working this assignment will be managed by an Investigative Lieutenant who has experience with surveillance tactics and theft investigations. The Palo Alto Police Department's Crime Analyst will work in conjunction with this team to provide current statistics and data on retail, vehicle and vehicle part thefts occurring within the city. The Crime Analyst will provide timely and accurate data to help direct resources and identify areas in which surveillance equipment should be deployed.

The day-to-day operation will be overseen by the Investigative Supervisor in conjunction with the on-duty Patrol Supervisor. The Investigative Supervisor or designee will disseminate daily updates on trends, identified suspects/vehicles, and special requests from retailers that are organized retail theft related. The Investigative Supervisor or designee will handle the intake of information from retailers and disseminate it accordingly. Every quarter, the Investigative Supervisor or designee will review the data and ensure the coverage is meeting the needs to be successful.

A department Crime Analyst will export data and provide quarterly reports during the period of the grant. The grant is outside the normal duties of the crime analyst so overtime will have to be used. Each quarter, it takes approximately 4-hours to review all the reports and associated activities related to the grant.

The Palo Alto Police Department will track specific crime rates for the target project areas and compare those to crime rates prior to the implementation of the project. These crime rates will focus on reports of shoplifting, vehicle theft, theft of motor vehicle parts, and robbery. PAPD already tracks this data and thus will have no difficulty in continuing to do so to ensure that the project is showing success. The project will utilize data over the performance period of the grant including total stolen property loss and calls for service in the targeted “hot-spot” areas and compare this data from the performance period of the grant to previous years to measure programs effectiveness. It is the intention that with the increased presence of PAPD officers, calls for service relating to shoplifting or theft will decrease over the grant period. Likewise, PAPD will also track how many retail theft or motor vehicle theft investigations are closed during the grant period, and in how many of those involved the targeted daily ORT operations or StarChase systems. Evaluations will also track the number and type of enforcement and “sting” operations in comparison to the number of reports of retail and vehicle thefts. It is the expectation that an increase in operations or other law enforcement presence in certain locations will correlate to a reduction in reported instances of retail theft or motor vehicle theft in those same areas.

Project monitoring and evaluation will also include conversations with retail managers and property owners to ensure that police operations are not negatively impacting retail operations. This communication will provide feedback to the police department on how efforts can be improved, and will keep retailers apprised of the department’s efforts to deter retail theft.

As previously mentioned, the PAPD Crime Analyst will collect and analyze the latest retail, vehicle, and vehicle parts theft in the City. This real-time analysis will help the Department and the City measure the success of the project, and make adjustments or pivot as needed. This will also ensure the Department and the City can easily comply with all of the reporting requirements associated with a grant award.

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

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[03._Grantee-Assurance-for-Non-Governmental-Organizations-ORT_Signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[Letter_of_Intent_-_PAPD_Organized_Retail_Grant_Signed.pdf](#)

[PAPD_Letter_of_Support.pdf](#)

[SSC_Letter_of_Support_PAPD_ORC_Grant.pdf](#)

[Letter_of_Support_-_Chamber_of_Commerce.pdf](#)

Letter(s) of
Commitment,
(Appendix F)

n/a

Policies Limiting Racial Bias

[PAPD_Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[PAPD_Public_Safety_Video_Surveillance_System.pdf](#)

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

[08._Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_PAPD_Signed.pdf](#)

OPTIONAL:
Governing Board
Resolution (Appendix
H)

n/a

OPTIONAL:
Bibliography

n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Increase Apprehension of Organized Retail or Vehicle Theft Suspects and Vehicles		
Objectives (A., B., etc.)	<p>A. Enhance the police department's ability to identify suspects and vehicles through the use of StarChase technology;</p> <p>B. Utilize targeted organized retail theft and vehicle theft operations at hot-spot locations to deter theft or increase the likelihood of immediate apprehension of suspects engaged in organized retail theft or vehicle theft;</p>		
Process Measures and Outcome Measures:	Palo Alto PD will be able to measure success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed and vehicles recovered and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> • Install StarChase to aid officers in the apprehension of organized retail theft or vehicle theft suspects. • Conduct daily targeted organized retail theft and vehicle theft operations. 	Palo Alto Police Department	November 1, 2023	December 31, 2026

List data and sources to be used to measure outcomes: PAPD will track the success rate of closed investigations, total losses from stolen property, vehicles recovered as well as the number of cases in which evidence or information from operations and StarChase was utilized.

(2) Goal:	Reduce Instances of Calls for Service and Reported Organized Retail Theft and Vehicle Theft in the City		
Objectives (A., B., etc.)	<p>A. Utilize targeted organized retail theft and vehicle theft operations at hot-spot locations to deter theft or increase the likelihood of immediate apprehension of suspects engaged in organized retail theft or vehicle theft;</p> <p>B. Work with the City of Palo Alto and other potential partners to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Palo Alto;</p>		
Process Measures and Outcome Measures:	Palo Alto PD will be able to measure success of this goal by tracking the number of calls for service regarding instances of organized retail or vehicle theft in the City and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> Conduct daily targeted organized retail theft and vehicle theft operations. Issue press releases, work with local media outlets and utilize social media to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Palo Alto. 	Palo Alto Police Department	Start Date November 1, 2023	End Date December 31, 2026
List data and sources to be used to measure outcomes: PAPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the number of calls is decreasing and the project is successful. PAPD will also monitor social media and other outlets that suspects use for planning and communication regarding ORT to see if the public information campaign is having an impact on potential theft.			

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

Name of Applicant: *City of Palo Alto 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	\$4,732,704.90
2. Services and Supplies	\$4,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$79,414.08
6. Equipment/Fixed Assets	\$329,515.00
7. Financial Audit (Up to \$25,000)	\$5,885.44
8. Other (Travel, Training, etc.)	\$25,292.74
9. Indirect Costs	\$0.00
TOTAL	\$5,176,812.16

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
3 Officers for Targeted ORT Operations	Included in Salary & Benefit Narrative Below	\$4,732,704.90
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,732,704.90

1b. Salaries & Benefits Narrative:

oTOP STEP OFFICER OT = \$124.95
oTOP STEP AGENT OT = \$134.98
oTOP STEP SERGEANT OT = \$143.79
oNIGHT DIFFERENTIAL 5% 6PM – 8AM
oAVERAGE OT(Off/Agt/Sgt) = \$134.57 X 7 hours Day = \$941.99*
134.57 x 5% (night differential) =141.29 x 3 hours Night = \$423.87
423.87 (night pay OT) + 941.99 (day pay OT) = \$1365.86
*Effective July 2024 with pay raise.
o\$1,365.86 X 3 Officers = \$4,097.58 (Daily costs)
o1,155 (Days of service for 3-year period) x 4,097.58 = \$4,732,704.90 = COST FOR STAFFING 3 OFFICERS ON OT FOR 10 HOURS A DAY PER OFFICER, FOR 3 YEARS (24',25',26') AND 60 DAYS

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Computer Workstation	\$1,300 Workstation x 2	\$2,600.00
Computer Monitor	\$300 Computer Monitor x 4	\$1,200.00
Office Supplies	Office Supplies Printer Ink, Paper, Etc.	\$200.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,000.00

2b. Services and Supplies Narrative:

Set up substation with capabilities to access case management system, write reports, and research information. The location is already set, but no computers are in place. By allowing the two workstations, officers assigned to this detail can remain in the field while conducting computer searches for investigative follow up. The Technical Services Division Director in conjunction with I.T. estimated the cost for two computer workstations below:
 Workstation: \$2,600 (\$1,300 each)
 Monitor: \$1200 (\$300 each)

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	
Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red , please adjust it to not exceed the line-item noted. TOTAL	\$0	\$0

9b. Indirect Costs Narrative:

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.



PALO ALTO POLICE DEPARTMENT

CITY OF
**PALO
ALTO**

275 Forest Avenue
Palo Alto, CA 94301
650.329.2406

June 29, 2023

Board of State and Community Corrections (BSCC)

Organized Retail Theft Prevention Program

2590 Venture Oaks Way, Suite 200

Sacramento, CA 95833

Re: City of Palo Alto Organized Retail Theft (ORT) Prevention Grant: Letter of Intent

To Whom It May Concern,

I am writing on behalf of the City of Palo Alto and Palo Alto Police Department regarding the City of Palo Alto's Organized Retail Theft (ORT) Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of Starchase technology and equipment
- Increased staff time for retail and auto theft operations

As the Lead Public Agency for this application, we have determined that the proposed project **will not** impact any other agency. The project will take place entirely on public property within the Lead Public Agency's jurisdiction.

Sincerely,

Eric Bulatao #5623

Eric Bulatao

Sergeant – Field Services Division

Palo Alto Police Department

June 27, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Palo Alto Organized Retail Theft Prevention Grant: Letter of Support

To Whom It May Concern,

I am writing on behalf of the Palo Alto Chamber of Commerce in support of the City of Palo Alto's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

The City of Palo Alto and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Palo Alto Police Department's (PAPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers, as well as funding for expanded retail and auto theft operations. These resources will bolster PAPD's ability to respond to instances of organized retail theft and motor vehicle theft and to coordinate with surrounding jurisdictions for the betterment of the overall region.

If funded, the project would mitigate these issues by:

- Installation of Starchase technology and equipment in PAPD vehicles
- Increased staff time for retail and auto theft operations

We look forward to the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,



Charlie Weidanz

President / CEO

Palo Alto Chamber of Commerce

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 27, 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

The Santa Clara County District Attorney's Office (SCCDAO) supports the City of Palo Alto's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

The City of Palo Alto and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Palo Alto Police Department's (PAPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers and funding for expanded retail and auto theft operations. These resources will bolster PAPD's ability to respond to organized retail and motor vehicle theft instances and coordinate with surrounding jurisdictions to improve the overall region. Better investigations equate to better prosecutions and, ultimately, accountability.

If funded, the project would mitigate these issues by:

- Installation of Starchase technology and equipment in PAPD vehicles;
- Increased staff time for retail and auto theft operations.

The grant will significantly serve the PAPD, and the community it protects, by providing it with the necessary resources to focus on the issues at the heart of the grant.

Sincerely,

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

Jeffrey F. Rosen
District Attorney

JFR/dm



June 28, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Palo Alto Organized Retail Theft Prevention Grant: Letter of Support

To Whom It May Concern,

I am writing on behalf of Stanford Shopping Center in support of the City of Palo Alto's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

The City of Palo Alto and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Palo Alto Police Department's (PAPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers, as well as funding for expanded retail and auto theft operations. These resources will bolster PAPD's ability to respond to instances of organized retail theft and motor vehicle theft and to coordinate with surrounding jurisdictions for the betterment of the overall region.

If funded, the project would mitigate these issues by:

- Installation of Starchase technology and equipment in PAPD vehicles
- Increased staff time for retail and auto theft operations

We look forward to the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,

A handwritten signature in black ink that reads "Angie Pyszczynski".

Angie Pyszczynski
General Manager

Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

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

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.

Bias-Based Policing

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

402.4 MEMBER RESPONSIBILITIES

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

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.

402.5 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 refer to Policy 446, Field-Based Video Policy, for the conditions of reviewing associated body-worn camera and MAV video for biased-based complaint allegations.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this [department/office] who discloses information concerning bias-based policing.

402.6 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/office] will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

Palo Alto Police Department

Policy Manual

Bias-Based Policing

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

402.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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

402.8 RACIAL IDENTITY PROFILING ACT (RIPA)

Beginning October 1, 2021, sworn department members shall collect and report data for all individuals detained or searched during a call for service or self-initiated activity, in accordance with the Racial and Identity Profiling Act (Government Code § 12525.5). 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. If multiple agencies are involved in a stop and the Palo Alto Police Department is the primary agency, the Palo Alto Police Officer shall collect the data elements and prepare the stop data report.

This data shall be collected through the department's selected application that can be found on department-issued electronic equipment and should be submitted upon completion of the activity and unless prior approved, before the end of shift.

Supervisors are responsible for ensuring that shift officers complete their stop data records. Supervisors shall review and ensure that personal identifying information is not included in the RIPA information before approval. Approval of RIPA data shall be completed in most cases before the end of the shift.

402.8.1 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Custodian of Records or his/her designee 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 DOJ as required for reporting (Penal Code § 13012; Penal Code §13020).

402.9 POLICY UPDATES

Updated: 9-7-21

Public Safety Video Surveillance System

378.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of [department/office] 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/Office]. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the [Department/Office].

378.2 POLICY

The Palo Alto 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 City 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 City 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.

378.3 OPERATIONAL GUIDELINES

Only [department/office]-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.

378.3.1 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 City 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.

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 Watch Commander'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 Watch Commander 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.

378.3.2 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.

378.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The [Department/Office] 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/office] strategy.

The [Department/Office] 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.

378.4 VIDEO SUPERVISION

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

Public Safety Video Surveillance System

378.4.1 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.

378.5 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 City 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.

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

378.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Palo Alto Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for [department/office] public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Palo Alto Police Department

Policy Manual

Public Safety Video Surveillance System

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established [department/office] subpoena process.

378.7 TRAINING

All [department/office] 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.

378.8 POLICY ISSUE DATE

Updated 1-25-19