

Title	<b>City of Pittsburg City Council</b>	07/07/2023
	by <b>Cassandra Reddoch</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41335692
	creddoch@pittsburgca.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 Pittsburg City Council**

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 **City of Pittsburg Police Department**

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Applicant's Physical Address **65 Civic Avenue  
Pittsburg  
CA  
94565  
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 **65 Civic Avenue  
Pittsburg  
CA  
94565  
US**

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Tax Identification Number **94-6000395**

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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 **Cassandra Reddoch**

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Project Director's Title with Agency/Department/Organization **Lieutenant**

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Project Director's Physical Address **65 Civic Avenue  
Pittsburg  
CA  
94565  
US**

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Project Director's Email Address **creddoch@pittsburgca.gov**

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Project Director's  
Phone Number **+19252526935**

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Financial Officer **Margaret  
Padua**

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

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Financial Officer's  
Physical Address **65 Civic Avenue  
Pittsburg  
CA  
94565  
US**

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Financial Officer's  
Email Address **mpadua@pittsburgca.gov**

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Financial Officer's  
Phone Number **+19252524918**

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Day-To-Day Program  
Contact **Cassandra  
Reddoch**

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

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Day-To-Day Program  
Contact's Physical  
Address **65 Civic Avenue  
Pittsburg  
CA  
94565  
US**

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Day-To-Day Program  
Contact's Email  
Address **creddoch@pittsburgca.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+19252526935**

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Day-To-Day Fiscal  
Contact **Joyce  
Lowe**

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Day-To-Day Fiscal  
Contact's Title **Police Services Administrator**

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Day-To-Day Fiscal  
Contact's Physical  
Address **65 Civic Avenue  
Pittsburg  
CA  
94565  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>jlowe@pittsburgca.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19252524993</b>
Name of Authorized Officer	<b>Cassandra Reddoch</b>
Authorized Officer's Title	<b>Police Lieutenant</b>
Authorized Officer's Physical Address	<b>65 Civic Avenue Pittsburg CA 94565 US</b>
Authorized Officer's Email Address	<b>creddoch@pittsburgca.gov</b>
Authorized Officer's Phone Number	<b>+19252526935</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>Organized Retail Theft Program</b>
Proposal Summary	<b>The City of Pittsburg submits this request for proposal on behalf of the City Council to support our efforts in combating Organized Retail Theft affecting our community. The City of Pittsburg respectfully requests funding from the BSCC - Organized Retail Theft Prevention grant in the amount of \$2,503,050. This funding is to acquire additional full-time staff as well as technology to aid in the furtherance of these investigations for successful prosecution.</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):	<b>PPA 1: Organized Retail Theft</b>

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.**

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Funding Category

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

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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.**

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**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

**PROJECT NEED**

**Located in East Contra Costa County, the City of Pittsburg holds the distinction of being the fourth largest city in the area. Spanning across 19 square miles, Pittsburg is home to a population of 76,544 residents. The city's growth rate currently stands at 1.66% annually, representing a 5.16% increase since the 2020 census. Pittsburg takes pride in its diverse community, comprising various demographic groups: 43.9% Hispanic, 29.7% Caucasian, 18.2% Asian, and 13.9% African American. The City is home to 10 large-scale shopping centers comprised of numerous retailers.**

**The City of Pittsburg and the Police Department have established a longstanding tradition of working closely with local retailers and property owners to ensure their businesses and surrounding shopping center parking lots are safeguarded from criminal activity and issues of blight.**

The Police Department has experienced over the recent years an increase in calls for service due to crimes involving organized retail theft. In the calendar year 2022, the Pittsburg Police Department received over 900 calls for service related to retail theft at our shopping centers. This number is not a completely accurate depiction of the actual level of theft occurring because it does not account for the incidents of theft not being reported by retailers. We have learned in conversations, that many times retailers do not call us unless the theft amount is valued over \$500 or if there are threats of violence involved. If the property is ultimately recovered by loss prevention or staff, they typically will not contact the police department at all. Already to date this year as of June 2023, the police department has received 450 calls for service due to retail theft, tracking an increase from the prior year.

Due to the detrimental affect these crimes have on our local retailers, the police department has hosted annual Business Watch meetings, in partnership with the Chamber of Commerce and local retailers, to proactively collaborate and address these issues. There is a strong presence of staff representing these retailers in these meetings realizing the need for help and change. In these meetings, the local retailers express the extent to which these organized retail theft crimes are impacting their businesses.

For example, Target is the anchor store for the Century Plaza Shopping Center, home to numerous retailers and restaurants, a movie theatre, and is the largest shopping center in the City of Pittsburg. Target shared in these conversations that last year their shrinkage rate was at an astonishing 12%, loss suffered due to internal and external theft. This rate of loss is well over the average percentage for other Target stores and big box retailers. The 12% loss equated to an estimated \$3 million loss. A similar situation occurred at a Target store located in the City of Oakland, where the shrinkage rate reached comparable levels, ultimately leading to its closure. The City of Pittsburg is deeply concerned because as the anchor store within this shopping center, a potential future closure could trigger a domino effect, prompting other businesses in the center to close or re-locate. This scenario poses significant implications for the well-being of these establishments and, consequently, raises concerns about the overall health of our community and local economy.

In another example, the Walmart store, located in a smaller scale shopping center with small retailers and fast-food restaurants, also serves as this shopping center's anchor store. In conversations with store management, they expressed the same concerns regarding organized retail theft and the impact it has had on their losses. Last year, Walmart experienced a 4% shrinkage rate, equating to an estimated \$4 million loss due to internal and external theft.

Similarly, the Home Depot store located in a separate shopping center with small retailers and Winco Supermarket. Home Depot management staff stated last year, the store's shrinkage rate was

nearly 4%, also with a nearly \$4 million loss due to theft.

The Pittsburg Police Department has met with these retailers mentioned above and more. Across the board, there is overwhelming support for law enforcement assistance and presence in and around their businesses. We have also heard from community members, who wish to see law enforcement more involved in helping these businesses in reducing the levels of theft affecting the businesses they patron. There is a community concern that these retailers will close and they will have to travel to neighboring cities to shop for necessities.

The police department recognizes the need to provide full-time services to our shopping centers being affected by ORT crimes. However, the police department requires additional funding for the ability to provide these services by hiring additional staff. To achieve program goals and objectives, the police department would assign a full-time Police Officer, a full-time Community Services Specialist and a full-time Police Sergeant to formulate an Organized Retail Theft Prevention team. In addition, the police department would like to implement technology to assist in investigating ORT crimes with the use of facial recognition software, as well as automated license plate reader cameras. IN many ORT cases, investigators author search warrants to obtain cell phone dump data in attempt to identify individuals engaged in this criminal activity. The City is requesting updated PC's with higher level capabilities to process this large amount of data.

Based on our Project Needs described above, and to be successful in our efforts carrying out the goals and objectives in our Project Description, the City of Pittsburg is respectively submitting this request for proposal under the Organized Retail Theft Prevention Program Grant for the amount of \$2,503,050.

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Project Description

**PROJECT DESCRIPTION**

The Pittsburg Police Department has devised a comprehensive project plan to tackle organized retail theft, employing a three-pronged approach that encompasses Enforcement, Education, and Engagement. This strategy aims to achieve the program's goals and objectives effectively.

**Goals and Objectives**

**Goal #1:**

- To effectively engage and educate local stakeholders to increase safety and safeguard against losses suffered by retailers due to Organized Retail Theft.

The City of Pittsburg values the relationships that have been fostered with our local Chamber of Commerce, local retailers, and property owners. The city recognizes the importance of strengthening these ties and partnerships to combat issues that affect all the stakeholders, including growing problem of Organized Retail Theft. To ensure success, the City also recognizes the need to approach this problem not only through enforcement, but through education and engagement with the local retailers and surrounding community.



The police department cannot tackle these issues surrounding ORT alone. These efforts require the investment of the retailers, property owners and the community to be successful. Consistent engagement and education is vital in achieving our program goals and objective. We feel confident that the community and local retailers are supportive of these efforts, as we have learned in neighborhood and business watch meetings, as well as support seen in signed impact letters.

#### **Education and Engagement Objectives**

The Pittsburg Police Department commits to the following;

a. We will conduct a minimum of (12) Quarterly ORT Workshops, for the three-year grant period, to update local business and property owners on project progress and updates, We will work with the Chamber of Commerce in hosting these meetings to ensure inclusivity and participation.

b. We will conduct a minimum of (12) Quarterly Retail Safety meetings, for the three-year grant period, with staff of local retailers, to include management, loss prevention and outside contracted security to provide training relative to ORT investigations. These meetings will be to provide project progress and updates, trends and to ensure their understanding of best practices are being carried out during apprehensions.

c. We will attempt to coordinate with the District Attorney assigned to ORT cases to hold a minimum of (1) training workshop for the three-year grant period, to train our staff and the loss prevention teams on organized retail theft investigations for successful prosecution

d. We will routinely engage with the citizens through Social Media posts on our City of Pittsburg and Police Department social media platforms to education the public on the impact ORT crimes have on our community, as well as highlight our efforts towards combating ORT crimes.

#### **Goal # 2:**

- To work collaboratively with local retailers to reduce losses suffered by ORT, through enforcement efforts.

The Pittsburg Police Department has conducted several retail theft operations in the recent past that were extremely successful in apprehending perpetrators to retail theft.

The implementation of these operations has been done in partnership with our local retailers, business management staff and loss prevention teams. The police department is careful to ensure retail staff remains safe and operate according to their corporate policies. During these operations, staff has had success in recovering stolen goods as well as identifying individuals responsible for these crimes. These operations have minimally required five police officers and one community services specialist to safely operate. These overtime costs are included in the budget worksheet. The police department recognizes the increased levels of theft during the holiday season. In years past the police department has assigned additional personnel on overtime basis to provide increased level of law enforcement presence to the shopping centers to safeguard

retailers from criminal activity, specifically theft. With additional funding for the requested overtime related costs, the police department can staff the shopping centers adequately during the busiest season of the year.

Each year, the police department experiences a significant increase in reports of package thefts from residential neighborhoods because of online purchase deliveries. To address these types of thefts, the police department would like to conduct increased patrols and undercover operations relative to this type of activity. The police department has acquired tracking devices to place in mock packages and would like to increase our efforts towards this type of organized theft crimes.

The police department would like to continue to conduct these operations and require funding support to cover staffing these projects.

The police department will acquire technology to assist in the ORT investigations during this grant period. This technology includes the use of Facial Recognition software. Currently, the police department has received a free demo from Clearview AI to allow officers to test the product. Clearview AI promotes their product as providing law enforcement agencies with greater insight and lead generation through the use of this facial recognition platform, which includes the largest known database of 30+ billion facial images sourced from public-only web sources. The expectation is the use of this product will provide high quality leads with fewer resources expended. These leads, when supported by other evidence, can help effectively and rapidly identify suspects to solve these crimes. This product is ideal to utilize in ORT investigations as most of our retailers have video surveillance systems in their businesses that capture the images needed to use this facial recognition technology. In addition to store camera systems, the City of Pittsburg has 156 city surveillance cameras installed throughout the city that can also aid in these investigations. Should the police department see the benefits from this product during the testing period, the company provided a quote on the costs to purchase a three-year subscription. These costs are outlined in this grants Budget Worksheet.

In addition, the police department has acquired a quote from Flock Safety to purchase automated license plate reader cameras that will aid in ORT investigations. Flock Safety is a public safety technology company that helps neighborhoods, communities, and law enforcement work together to fight crime. Flock Safety ALPR (Automated License Plate Reader) cameras help law enforcement investigate crime by providing objective evidence. Flock ALPRs are infrastructure free (operate off solar power and LTE cell towers) and capture license plates and vehicle characteristics. Studies show 7 in 10 crimes are committed using vehicles. Flock ALPRs can be strategically placed around shopping centers, thoroughfares, and other high traffic areas to capture vehicles being used in organized retail crimes. Using Flock's online operating system, Officers can access Flock's platform from anywhere, be notified of wanted vehicles in live time, and use the information collected by the ALPRs to arrest and prosecute individuals responsible for organized retail crime.

The Contra Costa County District Attorney's Office is submitting a request for proposal for the BSCC Vertical Prosecution grant related to Organized Retail Theft. The police department will assign one detective dedicated to follow up and present ORT cases to the District Attorney's Office for formal filing. This will allow the detective assigned these cases to build a level of expertise in ORT cases, which will be beneficial to the prosecution process and expert courtroom testimony. As a result, the police department will build a relationship with the District Attorney assigned to review these cases for prosecution. The police department will request the District Attorney meet with all our staff including those assigned to work the project activities for this grant. The goal is to ensure police department personnel are informed on all the elements of crimes related to ORT as well as how to properly investigate and document these crimes for future successful prosecution.

**Enforcement Objectives:**

The Pittsburg Police Department commits to the following:

- a. We will conduct a minimum of (72) undercover ORT operations, during the three year grant period, in collaboration with local retailers to identify and apprehend individuals engaged in these criminal activities.
- b. We will increase foot and vehicle patrols, funded by overtime, at our local retail establishments during the Winter Holiday shopping season to deter ORT activity.
- c. We will conduct a minimum of (12) undercover operations with the use of tracking devices to combat package thefts in residential areas as a result of online shopping.

It is important to note, the full-time Police Officer and full-time Community Services Specialist will be assigned to patrol the local retail establishments as their regular duties when they are not actively engaged in carrying out the above mentioned objectives.

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Project  
Organizational  
Capacity and  
Coordination

**PROJECT ORGANIZATIONAL CAPACITY & COORDINATION**

The City of Pittsburg recognizes the level of ownership it holds in ensuring a funded project of this magnitude is properly staffed and managed to ensure its progress and success. For that reason, there will be personnel assigned to different roles within the project plan through the duration of this grant period, and beyond.

The City of Pittsburg and Police Department has created the following plan to staff, provide management structure and a decision-making process to our proposed Project Work Plan;

**Full-time Police Officer** –This officer's sole assignment will be to execute the goals and objectives of this grant work plan. This officer will work closely with local retailers, property owners and the officer currently assigned to work in the shopping centers, as well as our Homeless outreach officer to coordinate resources and solutions. The officer assigned to this role will be have tenure, and will have completed all their required training and 12-month probationary

period as a full-time police officer.

**Full-time Community Services Specialist –** This position would also be added to the Pittsburgh Police Department. The Community Services Specialist will serve as a supportive non-sworn role to assist in executing the goals and objectives outlined in the project work plan. This position works closely with sworn personnel and has the ability to write police reports, book and transport arrestees. They also have the ability to tow vehicles and provide support to sworn personnel to streamline process for efficiency. This position will have tenure and will have completed all required training and 12-month probationary period.

**Police Sergeant –** The police sergeant will serve as the project coordinator and supervisor of the personnel assigned to this grant project work. They will oversee and manage all operations related to the grant activities as well as complete required Quarterly Reports. They will ensure the cohesiveness of our partnerships with local retailers, property owners, the Chamber of Commerce and police department personnel assigned to this project. This position will have tenure and will have completed all required training and 12-month probationary period.

Additional personnel the Police Department employs full-time will be utilized as needed to carry out goals and objectives related to this project. This personnel is including, but not limited to the Community Outreach Coordinator, who is responsible for social media engagement as well as organizing Business Watch and Neighborhood Watch meetings.

The Police Department's full-time Crime Analyst will be utilized to complete qualitative data reports related to ORT activity and to assist in preparing reports for project outcome measures. In order to fulfill operational goals, the overtime funding awarded will be utilized to secure additional personnel on an overtime basis to complete project activities. The police department intends on hiring a college intern to conduct the project evaluation.

The personnel assigned to this project will directly report to the Police Sergeant also assigned to this project. The Police Sergeant will follow department policy and report their progress and issues needing higher level decision making through their chain of command.

At the conclusion of the three-year grant period, the City of Pittsburgh intends to continue to address issues surrounding Organized Retail theft and carry out prevention measures. The police department conducted operations on a lesser frequency prior to the commencement of this grant, however we will strive to retain these positions to continue to provide full-time services to our local retailers.

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### **Project Evaluation and Monitoring**

The City of Pittsburg will ensure qualified internal staff of the police department are assigned to the roles outlined in the Project Organizational Capacity and Coordination narrative, to include staff to conduct the project evaluation and monitoring how activities will be incorporated in the various phases of the project. The leadership within the police department will hold regular meetings with the Police Sergeant assigned to this project to ensure benchmarks are being achieved. In addition, the crime analyst will provide qualitative data relative to all activities carried out by the project work plan. The crime analyst will also prepare regular reports to compare to baseline data gathered prior to the commencement of the grant activities. The police department will request feedback from local stakeholders on project activities and progress in obtaining project goals and objectives. This will include obtaining data relative to shrinkage loss rates comparing those numbers with the baselines obtained prior to the commencement of the grant activities. The Police Sergeant will be tasked with implementing a reporting and documentation system from the start of the grant period, that will allow for accurate Quarterly Reports required by the grant. The goal is to hire a college intern who will develop an assessment on whether the strategy implemented achieved the intended outcomes.

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### Budget Instructions

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

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### Budget Attachment

[ORT-Grant-Program-Budget-Attachment-Final\\_2.xlsx](#)

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### SECTION V - ATTACHMENTS

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

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### Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_3.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee\\_Assurance.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Home\\_Depot\\_impact\\_letter.pdf](#)

[Pittsburg\\_Chamber\\_of\\_Commerce\\_impact\\_letter.pdf](#)

[Sierra\\_Pacific\\_Properties\\_impact\\_letter.pdf](#)

[Target\\_impact\\_letter.pdf](#)

[Walmart\\_impact\\_letter.pdf](#)

[Districy\\_Attorney\\_impact\\_letter.pdf](#)

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Letter(s) of  
Commitment,  
(Appendix F)

n/a

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Policies Limiting Racial Bias

[Bias\\_Based\\_Policing\\_Policy.pdf](#)

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Policies on Surveillance Technology

[Public\\_Safety\\_Video\\_Surveillance\\_System.pdf](#)

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

[Appendix\\_G\\_Certification\\_of\\_Compliance\\_City\\_of\\_Pittsburg.pdf](#)

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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.**

(1) Goal:	> <b>To effectively engage and educate local stakeholders to increase safety and safeguard against losses suffered by retailers due to Organized Retail Theft.</b>
Objectives (A., B., etc.)	<p>&gt; A. Conduct a minimum of (12) Quarterly ORT Workshops, for the three-year grant period, to update local business and property owners on project progress and updates, We will work with the Chamber of Commerce in hosting these meetings to ensure inclusivity and participation.</p> <p>B. Conduct a minimum of (12) Quarterly Retail Safety meetings, for the three-year grant period, with staff of local retailers, to include management, loss prevention and outside contracted security to provide training relative to ORT investigations. These meetings will be to provide project progress and updates, trends and to ensure their understanding of best practices are being carried out during apprehensions.</p> <p>C. We will attempt to coordinate with the District Attorney assigned to ORT cases to hold a minimum of (1) training workshop for the three-year grant period, to train our staff and the loss prevention teams on organized retail theft investigations for successful prosecution</p>

Process Measures and Outcome Measures:	> Will determine Process Measures and Outcome Measures by gaining feedback from stakeholders including the staff of local retailers in Business Watch meetings, with citizens in community meetings, and from social media engagement.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Quarterly workshops with local retailers Quarterly Retail Safety Meetings Training workshop with the District Attorney assigned ORT cases.	> Police Department / DA / Chamber of Commerce	10/01/23	12/1/26
List data and sources to be used to measure outcomes: > Social media feedback, Surveys provided to stakeholders including retailers.			

<b>(2) Goal:</b>	> <b>To work collaboratively with local retailers to reduce losses suffered by ORT, through enforcement efforts.</b>		
Objectives (A., B., etc.)	> a. We will conduct a minimum of (72) undercover ORT operations, during the three year grant period, in collaboration with local retailers to identify and apprehend individuals engaged in these criminal activities.  b. We will increase foot and vehicle patrols, funded by overtime, at our local retail establishments during the Winter Holiday shopping season to deter ORT activity.  c. We will conduct a minimum of (12) undercover operations with the use of tracking devices to combat package thefts in residential areas as a result of online shopping.		
Process Measures and Outcome Measures:	> Qualitative and Quantitative data through crime analysis, calls for service, and reports of shrinkage loss.		
Project activities that support the identified goal and objectives: Undercover operation, increased patrols and law enforcement presence,	Responsible staff/partners Police Department	Timeline	
		Start Date 10/01/23	End Date 12/31/26



> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: > > Qualitative and Quantitative data through crime analysis, calls for service, and reports of shrinkage loss.			

<b>(3) Goal:</b>	> [REDACTED]		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

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

**Name of Applicant:** *City of Pittsburg 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	\$2,147,596.00
2. Services and Supplies	\$246,432.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$9,022.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$2,503,050.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Sergeant	1 FTE @ \$12,401 month + \$5,245 in benefits = \$17,646 a month x 44 months	\$776,424.00
Police Officer	1 FTE @ \$10,107 month + \$4,727 in benefits = \$14,834 a month x 44 months	\$652,696.00
Community Services Specialist	1 FTE @ \$7,053 month + \$4,056 in benefits = \$11,109 a month x 44 months	\$488,796.00
Overtime (Police Officer hourly rate)	\$87 an hour x 60 = \$5220 a month x 44 months	\$229,680.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$2,147,596.00</b>

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

*The City of Pittsburg Police Department will form an Organized Retail Theft Prevention team comprised of a full-time Police Officer, a full-time Community Services Specialist and a full-time Police Sergeant to this project. The Sergeant will manage the personnel who are assigned to this team, as well as all activities outlined in the Project Work Plan. The Sergeant will maintain all necessary records for the purposes of fulfilling the grant agreement terms. The Police Officer and Community Services Specialist will spend 100% of their time assigned to the Organized Retail Theft Prevention team and related activities according to the Project Work Plan. In the Project Work Plan, the Police Department is committing to conduct a minimum of (24) ORT undercover operations each grant period year, Quarterly Business Watch meetings, Quarterly Retail Safety meetings, and provide increased patrols requiring personnel not regularly assigned to this team during the Holiday season. The City is requesting funding for overtime costs associated to these activities outlined in the Project Work plan. The hourly overtime rate for the Police Officer position that will work these events is \$87/hr. The City is estimating at least 60 hours of overtime hours being worked each month. The total monthly overtime expenditure is requested for the 44 month grant period.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
ALPR subscription service	Subscription for camera service, 3 years @ \$75,000 a year	\$225,000.00
Facial Recognition technology	Subscription for service, 3 years @ \$7,144 a year	\$21,432.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$246,432.00</b>

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

*The listed ALPR subscription service is a required service to operate the cameras requested in the Equipment portion of this budget worksheet. The City is requesting funding to sustain a 3 year subscription to cover the 3 year grant period. The Facial Recognition technology is a software subscription service that will be utilized to assist in ORT investigations and identifying individuals involved in these crimes. The police department received a quote from one company (Clearview AI) and received a demo to see how the software operates. The costs outlined are what this company provided us in a quote. The city is requesting funding for this technology for a 3 year subscription to cover the 3 year grant period.*





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:**

N/A



## Pittsburg Police Department

*Steve Albanese*

*Chief of Police*

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June 22, 2023

District Attorney Diana Becton  
Contra Costa County District Attorney's Office  
900 Ward Street  
Martinez, CA 94553

**Re: Letter of Agreement**

Dear Ms. Becton,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department regarding the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the "Organized Retail Theft Prevention Grant Program." This program provides funding to California police departments with the aim of supporting local law enforcement in preventing and responding to organized retail theft crimes.

I am writing on behalf of the Pittsburg Police Department to address the ongoing issue of organized retail theft crimes that have significantly impacted our community. We are fully committed to being responsive to the needs of our local retailers and ensuring that their businesses are safeguarded from these challenges. As a result, the City of Pittsburg has decided to submit a request for proposal to secure funding from a grant, which will reinforce our initiatives to combat organized retail theft.

We highly value the relationships we have cultivated with our local retailers, including their loss prevention teams and management staff, as we strive to mitigate the losses, they have suffered due to theft. We aim to continue working collaboratively with our local retailers, as well as with entities such as the Chamber of Commerce, local property managers like Sierra Pacific Properties, and the staff at our local businesses, to effectively address this issue.

The purpose of this letter is to inform you about the potential impact of this grant funding on the case referrals to your office and to request your continued support and partnership in our collective efforts. Your collaboration is vital as we strive to combat organized retail theft and ensure the safety and security of our local retailers and the surrounding community.


We would welcome the opportunity to meet with you or a representative from the District Attorney's Office to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at (925) 252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.

Thank you for your attention to this matter. We look forward to working closely with you to combat organized retail theft and enhance the safety and well-being of our community.

Letter of Agreement  
June 22, 2023  
Page 2

If your office is in agreement with joining our efforts, please sign with us below.

Sincerely,

 *C. Reddoch* *6/22/23*  
\_\_\_\_\_  
Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.

 *Diana Becton*  
\_\_\_\_\_  
Diana Becton, District Attorney  
Contra Costa DA's Office



## Pittsburg Police Department

*Steve Albanese*

*Chief of Police*

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June 22, 2023

Home Depot  
2300 N Park Blvd.  
Pittsburg, CA 94565

**Re: Letter of Agreement**

Dear Home Depot Management,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department to inform you about the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the "Organized Retail Theft Prevention Grant Program." This program provides funding to California police departments with the aim of supporting local law enforcement in preventing and responding to organized retail theft crimes.

At the Pittsburg Police Department, we are acutely aware of the ongoing problem of organized retail theft crimes that have affected our community, particularly the impact it has had on the Pittsburg Home Depot store. We are fully committed to being responsive to the needs of our local retailers and ensuring that businesses are safeguarded from such issues. Consequently, the City of Pittsburg has made the decision to submit a request for proposal to secure funding from this grant, thereby reinforcing our initiatives to combat organized retail theft.

We highly value the partnership we have developed with your loss prevention teams and management staff in addressing the losses suffered by your store due to theft. We would like to continue working collaboratively to effectively tackle this issue. In the event that the City of Pittsburg is awarded grant funds for this purpose, we anticipate an increase in law enforcement presence in and around your business. This would involve deploying additional staff for special operations, as we have done in the past, in close collaboration with your loss prevention teams. Furthermore, we are committed to exploring other innovative tactics to curb these crimes.

The purpose of this letter is to inform you about the impact this grant funding will have on the presence of law enforcement at your business location and to request your support and participation in our collective efforts. Your partnership is vital as we strive to combat organized retail theft and ensure the safety and security of your store and the surrounding community.

We would welcome the opportunity to meet with you or a representative from your store to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at 925-252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.



Letter of Agreement  
June 22, 2023  
Page 2

Thank you for your attention to this matter. We look forward to working closely with you to safeguard your business from organized retail theft and enhance the safety and well-being of our community.

If you are in agreement with joining our efforts, please sign with us below.

Sincerely,

 6/22/23

\_\_\_\_\_  
Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.



\_\_\_\_\_  
Home Depot Representative



## Pittsburg Police Department

Steve Albanese

Chief of Police

---

June 22, 2023

Wolfgang Croskey  
985 Railroad Avenue  
Pittsburg, CA 94565

**Re: Letter of Agreement**

Dear Mr. Croskey,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department to provide you with important information regarding the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the *"Organized Retail Theft Prevention Grant Program."* This program aims to allocate funds to California police departments in order to assist local law enforcement in preventing and addressing organized retail theft crimes.

At the Pittsburg Police Department, we recognize the persistent issue of organized retail theft crimes that have had a detrimental impact on our local businesses and the surrounding community. We are fully dedicated to addressing the needs of our local retailers and ensuring their protection from such incidents. As a result, the City of Pittsburg has decided to submit a request for proposal to secure funding from this grant, further reinforcing our endeavors to combat organized retail theft.

We highly value the relationships we have cultivated with our local retailers, including their loss prevention teams and management staff, as we strive to mitigate the losses, they have suffered due to theft. We aim to continue working collaboratively with our local retailers in conjunction with the Chamber of Commerce to effectively tackle this issue. In the event that the City of Pittsburg is granted funds through this program, we anticipate an increased presence of law enforcement in and around these retailers. As part of our efforts, we believe it is crucial to foster a positive working partnership with the Chamber of Commerce and jointly organize local events, such as educational workshops for business owners and staff, to address the challenges posed by organized retail theft crimes. We are confident that these initiatives will strengthen our relationship with local retailers and reaffirm our commitment to safeguarding their businesses from such criminal activities.

The purpose of this letter is to inform you about the potential impact of this grant funding on the law enforcement presence at retailers in the City of Pittsburg, including those affiliated with the Chamber of Commerce, and to request your support and participation in our collective efforts. Your partnership is vital as we work towards combating organized retail theft and ensuring the safety and security of businesses and the wider community.

Letter of Agreement  
June 22, 2023  
Page 2

We would welcome the opportunity to meet with you in the near to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at (925) 252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.

Thank you for your attention to this matter. We eagerly anticipate the opportunity to collaborate closely with you to safeguard local retailers from organized retail theft and enhance the safety and well-being of our community.

If you are in agreement with joining our efforts, please sign with us below.

Sincerely,

 6/22/23

---

Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.



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Wolfgang Croskey,  
CEO, Pittsburg Chamber of Commerce



## Pittsburg Police Department

*Steve Albanese*

*Chief of Police*

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June 22, 2023

Bob Garrison  
Sierra Pacific Properties  
1800 Willow Pass Court  
Concord, CA 94520

**Re: Letter of Agreement**

Dear Mr. Garrison,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department to inform you about the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the "Organized Retail Theft Prevention Grant Program." This program provides funding to California police departments with the aim of supporting local law enforcement in preventing and responding to organized retail theft crimes.

At the Pittsburg Police Department, we are acutely aware of the ongoing problem of organized retail theft crimes that have affected our community, particularly the impact it has had on retailers located within Sierra Pacific Properties. We are fully committed to being responsive to the needs of our local retailers and ensuring that businesses are safeguarded from such issues. Consequently, the City of Pittsburg has made the decision to submit a request for proposal to secure funding from this grant, thereby reinforcing our initiatives to combat organized retail theft.

We highly value the partnership we have developed with retailers on Sierra Pacific Properties, including those located at Atlantic Plaza Shopping Center, Century Plaza Shopping Center, Highland Square Shopping Center, Oak Hills Shopping Center, and Delta Gateway Shopping Center. The Pittsburg Police Department is committed to addressing the losses suffered by the businesses of your tenants due to theft. We would like to continue working collaboratively to effectively tackle this issue. In the event that the City of Pittsburg is awarded grant funds for this purpose, we anticipate an increase in law enforcement presence in and around your shopping centers. This would involve deploying additional staff for special operations, as we have done in the past, in close collaboration with your retailers. Furthermore, we are committed to exploring other innovative tactics to curb these crimes.

The purpose of this letter is to inform you about the impact this grant funding will have on the presence of law enforcement at your commercial retail properties within the City of Pittsburg and to request your support and participation in our collective efforts. Your partnership is vital as we strive to combat organized retail theft and ensure the safety and security of your shopping centers and the surrounding community.

We would welcome the opportunity to meet with you or a representative from Sierra Pacific Properties to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at (925) 252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.

Thank you for your attention to this matter. We look forward to working closely with you to safeguard these businesses and your shopping centers from organized retail theft and enhance the safety and well-being of our community.

If you are in agreement with joining our efforts, please sign with us below.

Sincerely,

 6/22/23

\_\_\_\_\_  
Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.

  
\_\_\_\_\_  
Bob Garrison, Sierra Pacific Properties



## Pittsburg Police Department

*Steve Albanese*  
*Chief of Police*

---

June 22, 2023

Target T0332  
4301 Century Blvd.  
Pittsburg, CA 94565

**Re: Letter of Agreement**

Dear Target Management,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department to inform you about the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the "Organized Retail Theft Prevention Grant Program." This program provides funding to California police departments with the aim of supporting local law enforcement in preventing and responding to organized retail theft crimes.

At the Pittsburg Police Department, we are acutely aware of the ongoing problem of organized retail theft crimes that have affected our community, particularly the impact it has had on the Pittsburg Target store (T0332). We are fully committed to being responsive to the needs of our local retailers and ensuring that businesses are safeguarded from such issues. Consequently, the City of Pittsburg has made the decision to submit a request for proposal to secure funding from this grant, thereby reinforcing our initiatives to combat organized retail theft.

We highly value the partnership we have developed with your loss prevention teams and management staff in addressing the losses suffered by your store due to theft. We would like to continue working collaboratively to effectively tackle this issue. In the event that the City of Pittsburg is awarded grant funds for this purpose, we anticipate an increase in law enforcement presence in and around your business. This would involve deploying additional staff for special operations, as we have done in the past, in close collaboration with your loss prevention teams. Furthermore, we are committed to exploring other innovative tactics to curb these crimes.

The purpose of this letter is to inform you about the impact this grant funding will have on the presence of law enforcement at your business location and to request your support and participation in our collective efforts. Your partnership is vital as we strive to combat organized retail theft and ensure the safety and security of your store and the surrounding community.

We would welcome the opportunity to meet with you or a representative from your store to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at (925) 252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.

Letter of Agreement

June 22, 2023

Page 2

Thank you for your attention to this matter. We look forward to working closely with you to safeguard your business from organized retail theft and enhance the safety and well-being of our community.

If you are in agreement with joining our efforts, please sign with us below.

Sincerely,

CReddoch 6/22/23

Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.

Promesa Wilson

Target (T0332) Representative



## Pittsburg Police Department

*Steve Albanese*  
*Chief of Police*

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June 22, 2023

Walmart Store 1615  
2203 Loveridge Road  
Pittsburg, CA 94565

**Re: Letter of Agreement**

Dear Walmart Management,

I hope this letter finds you well. I am writing this letter to you on behalf of the City of Pittsburg and Police Department to inform you about the State Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022), which recently established the "Organized Retail Theft Prevention Grant Program." This program provides funding to California police departments with the aim of supporting local law enforcement in preventing and responding to organized retail theft crimes.

At the Pittsburg Police Department, we are acutely aware of the ongoing problem of organized retail theft crimes that have affected our community, particularly the impact it has had on the Pittsburg Walmart store (1615). We are fully committed to being responsive to the needs of our local retailers and ensuring that businesses are safeguarded from such issues. Consequently, the City of Pittsburg has made the decision to submit a request for proposal to secure funding from this grant, thereby reinforcing our initiatives to combat organized retail theft.

We highly value the partnership we have developed with your loss prevention teams and management staff in addressing the losses suffered by your store due to theft. We would like to continue working collaboratively to effectively tackle this issue. In the event that the City of Pittsburg is awarded grant funds for this purpose, we anticipate an increase in law enforcement presence in and around your business. This would involve deploying additional staff for special operations, as we have done in the past, in close collaboration with your loss prevention teams. Furthermore, we are committed to exploring other innovative tactics to curb these crimes.

The purpose of this letter is to inform you about the impact this grant funding will have on the presence of law enforcement at your business location and to request your support and participation in our collective efforts. Your partnership is vital as we strive to combat organized retail theft and ensure the safety and security of your store and the surrounding community.

We would welcome the opportunity to meet with you or a representative from your store to discuss our plans in more detail and address any questions or concerns you may have. Please feel free to contact me at (925) 252-6935 or [creddoch@pittsburgca.gov](mailto:creddoch@pittsburgca.gov) to arrange a convenient meeting time.



Letter of Agreement  
June 22, 2023  
Page 2

Thank you for your attention to this matter. We look forward to working closely with you to safeguard your business from organized retail theft and enhance the safety and well-being of our community.

If you are in agreement with joining our efforts, please sign with us below.

Sincerely,

 6/22/23

\_\_\_\_\_  
Cassandra Reddoch  
Investigations Lieutenant, Pittsburg Police Dept.

 6/22/23  
\_\_\_\_\_  
Walmart Store 1615 Representative

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

## *Bias-Based Policing*

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### **401.4 MEMBER RESPONSIBILITIES**

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

#### **401.4.1 REASON FOR CONTACT**

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

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

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

#### **401.4.2 REPORTING OF STOPS**

Pursuant to GC §12525.5, the Pittsburg Police Department will begin collecting the required data on all stops conducted by members of this agency beginning January 1, 2022, and will issue its first report to the California Department of Justice (DOJ) by April 1, 2023. Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Pittsburg Police Department is the primary agency, the Pittsburg Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

### **401.5 SUPERVISOR RESPONSIBILITIES**

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

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

## *Bias-Based Policing*

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

### **401.6 ADMINISTRATION**

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

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

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

### **401.7 TRAINING**

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

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

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

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

# Pittsburg Police Department

## Pittsburg PD Policy Manual

### *Bias-Based Policing*

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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).

# Public Safety Video Surveillance System

## 344.1 PURPOSE AND SCOPE

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

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

## 344.2 POLICY

The Pittsburg 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.

## 344.3 OPERATIONAL GUIDELINES

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

### 344.3.1 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.

All cameras record video images and some also record 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.

# Pittsburg Police Department

## Pittsburg PD Policy Manual

### *Public Safety Video Surveillance System*

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- (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 Dispatch 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 the Dispatch Center personnel 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.

#### **344.3.2 TRAINING**

Personnel involved in video monitoring will be appropriately trained and supervised.

#### **344.3.3 INTEGRATION WITH OTHER TECHNOLOGY**

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

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

#### **344.4 VIDEO SUPERVISION**

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

##### **344.4.1 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.

# Pittsburg Police Department

## Pittsburg PD Policy Manual

### *Public Safety Video Surveillance System*

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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.

#### **344.5 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.

##### **344.5.1 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.

#### **344.6 TRAINING**

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