

Title	<b>Redondo Beach Police Department</b>	07/07/2023
	by <b>Mark Valdivia</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41328759
	mark.valdivia@redondo.org	

## 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)	<b>Redondo Beach Police Department</b>
Multi-Agency Partnerships Information (if applicable)	<b>Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.</b>
Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>

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

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Lead Public Agency **Redondo Beach Police Department**

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Applicant's Physical Address **401 Diamond St  
Redondo Beach  
CA  
90277  
US**

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Applicant's Mailing Address (if different than the physical address) **401 Diamond Street  
Redondo Beach  
CA  
90277  
US**

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Mailing Address for Payment **401 Diamond St  
Redondo Beach  
CA  
90277  
US**

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Tax Identification Number **95-6000767**

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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 **Joseph Hoffman**

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

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Project Director's Physical Address **401 Diamond St  
Redondo Beach  
CA  
90277  
US**

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Project Director's  
Email Address **joe.hoffman@redondo.org**

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Project Director's  
Phone Number **+13103792477**

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Financial Officer **Lina  
Carrillo**

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

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Financial Officer's  
Physical Address **401 Diamond St  
Redondo Beach  
CA  
90277  
US**

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Financial Officer's  
Email Address **lina.carrillo@redondo.org**

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Financial Officer's  
Phone Number **+13103792477**

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Day-To-Day Program  
Contact **Jeffrey  
Mendence**

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

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Day-To-Day Program  
Contact's Physical  
Address **401 Diamond Street  
Redondo Beach  
California  
90277  
US**

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Day-To-Day Program  
Contact's Email  
Address **jeffrey.mendence@redondo.org**

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Day-To-Day Program  
Contact's Phone  
Number **+13103792477**

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Day-To-Day Fiscal  
Contact **Lina  
Carrillo**

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

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Day-To-Day Fiscal Contact's Physical Address	<b>401 Diamond St Redondo Beach CA 90277 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>lina.carrillo@redondo.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+13103792477</b>
Name of Authorized Officer	<b>Joseph Hoffman</b>
Authorized Officer's Title	<b>Chief of Police</b>
Authorized Officer's Physical Address	<b>401 Diamond St Redondo Beach CA 90277 US</b>
Authorized Officer's Email Address	<b>joe.hoffman@redondo.org</b>
Authorized Officer's Phone Number	<b>+13103792477</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>Redondo Beach</b>
Proposal Summary	<b>This grant proposal seeks funding to implement a comprehensive program targeting organized retail thefts, catalytic converter thefts, and stolen vehicles. These crimes pose significant threats to public safety, economic stability, and community well-being. By addressing these issues using technology, we aim to reduce crime rates, protect businesses, and enhance public safety. Funding from this grant will support the implementation of strategies such as public awareness campaigns, technological investments, and the necessary infrastructure to effectively combat these crimes. Together, we can make a lasting impact on community safety and security.</b>

**PROGRAM  
PURPOSE AREAS**

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

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**Program Purpose  
Areas (PPAs):**

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

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**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

**Organized Retail Thefts (ORT) and catalytic converter thefts have been the subject of national attention in recent years, frustrating stores and government officials alike as these crimes appear to increase year to year continuously. A recent Associated Press article highlighted Target stores as losing anywhere from \$700 million to \$800 million, which year to date could see its losses topping \$1.2 billion. The company has also seen a rise in violent incidents involving ORT smash-and-grabs or flash mob robberies, leaving employees helpless and fearful of acting to prevent such crimes. While combating ORT crimes, residents of Los Angeles have also been targeted by catalytic converter thieves labeling Los Angeles County "a hotspot" by the National Insurance Crime Bureau. It is estimated that in 2022 an estimated 19,000 catalytic converters were stolen.**

**Residents of Redondo Beach are not immune to the spike in vehicle thefts and catalytic converter thefts. A recent crime analysis report**

showed that from March 2022 to June 2023, 246 vehicles were stolen or recovered within the city limits. Approximately 381 catalytic converters or vehicle-related thefts occurred during that same period.

Difficulty prosecuting suspects arrested for possessing a catalytic converter proved difficult as often the item is not serialized, making it challenging to identify the vehicle it came from and thus difficult to locate the owner. Los Angeles County District Attorneys hesitate to prosecute without a victim or witness. Therefore, the City of Redondo Beach took aggressive steps to combat catalytic thefts by reallocating resources such as investigators to address this crime. However, this has proven challenging as solely focusing on these crimes leaves minimal resources to address other, more serious crimes.

On June 7, 2022, the Redondo Beach City Attorney's Office, in collaboration with the City Council, passed ordinance 3230-22, making it unlawful to possess any catalytic converter not attached to a vehicle without valid proof that the holder owns the device. Violating the law is a misdemeanor punishable by a fine of up to \$1,000 and/or imprisonment in the county jail for not more than 12 months. This ordinance has provided the police department with an additional tool to help combat these crimes.

Although this ordinance provides a legal tool once a suspect is detained, it lacks the necessary force to deter or stop these crimes. On March 31, 2023, officers responded to a catalytic converter theft in progress. Officers arrived on the scene and located a victim with a gunshot wound. The victim had just left his residence, observed a vehicle, and suspects removing a catalytic converter from a parked car. The victim slowed to see what the suspects were doing and continued traveling. The victim reported hearing what he described as gunshots being fired in his direction. The victim was struck in the neck area and later transported to a local hospital, where he was treated for his injuries and expected to recover. During the course of the investigation it was determined that the suspect chased after the victim in their own vehicle and shot at him as he attempted to flee from them.

Incidents such as this highlight the brazen attitude suspects involved in catalytic converter thefts will take and have little regard for the public's safety. Anyone who states that this is only a property crime is not fully aware of the risk's suspects will take to complete their crimes and deter anyone from interfering in their activities.

The Redondo Beach Police Department believes that funding awarded to us will significantly increase our capabilities and provide us with the tools necessary to combat these crimes and improve the community's and its residents' safety.

technological equipment which will directly assist in combating Organized Retail Thefts, Motor Vehicle Thefts and Motor Vehicle Accessory Thefts. Critical to solving any crime is information. A license plate, a photograph or video of a suspect is invaluable when attempting to identifying a suspect. The faster a law enforcement professional is able to identify a suspect the faster they are taken into custody and prevented from committing further crimes. Through a systematic approach the Redondo Beach Police Department would seek to implement the following items into our method of addressing crime in our city.

The first critical step would be the implementation of a camera system that provides law enforcement officers information in real time. Per Flock Safety, 70% of crimes are committed by perpetrator's using a vehicle. RBPB would seek to strategically place cameras such as Vigilant Solutions cameras on major thoroughfares throughout the city which can capture suspects fleeing the scene of the crime. Additional cameras would be placed in retail store parking lots such as CVS or Walgreens to capture both vehicle license plates and suspects exiting or entering these and surrounding retail outlets.

As an added measure RBPB would seek to implement a step-up approach to the use of Drones as a first responder enhancement with the hopes of quickly arriving, accessing the situation from above and relaying critical information to responding officers. Our hope is to increase personnel efficiency and intelligence prior to arriving on scene and reducing instances of use of force and increasing the safety of the public, potential suspect(s) and officers alike.

To increase investigator effectiveness, a substantial increase of tools available to investigators would be added to include:

- Computer forensic equipment which allow investigators to download, analyze and prepare items of evidentiary value for presentation in court.
- Increase the number of Fixed and Mobile License Plate Reader cameras to supplement our existing but limited cameras system through our current Vigilant contract and enter into a contract with
- Purchase of Laptop/tablet computers used to access existing programs accessible.
- Purchase of hotspots for use by investigators during surveillance and investigations as a method to pre-plan, develop and prepare location search warrants and assist in reducing potentially dangerous conflicts with suspects.
- Purchase of a three-year subscription to CellHawk to assist in analyzing files such as images, video, audio or text messaging, and data-related communications that will assist in



identifying movements of devices, vehicles, and other entities, reference data for identifying locations including cell site lists, landmarks, and locations related to crimes.

- Purchase of a three-year subscription to BriefCam to assist investigators in reviewing and processing large amounts of video data. This is done via the programs ability to search through the video to locate predesignated items critical to a case.
- Purchase of RFI trackers to assist in collaboration between law enforcement and retail outlets to target high-end items that suspects frequently target.
- Purchase of slap-on tracking devices to assist investigators in monitoring identified vehicle used by suspect to commit organized retail thefts and catalytic converter thefts.
- Funding to purchase three vehicles: Toyota Prius, Honda CRV, and Ford Econoline for use as decoys during catalytic converter bait operations.
- Funding to purchase four undercover vehicles for use by law enforcement personnel for surveillance to address organized retail and catalytic converter thefts.
- Designated budget to create overtime details to directly target catalytic converter and organized retail thefts by deploying personnel on an overtime basis in a scale-up approach over three years based on crime analysis data.

A critical component of our overall strategic plan to preventing these types of crimes is through partnerships with community stakeholders. Through a coordinated effort, the department would institute a three-year community engagement platform targeting education, crime bulletins, and public safety announcements to effectively communicate with stakeholders, including retail outlets, community members, government officials and non-government entities.

We believe that our project targeting retail thefts and catalytic converter thefts is based on a comprehensive approach, collaborative partnerships, crime data analysis, public education awareness campaigns, law enforcement efforts, technology implementations, and training. These combined factors, closely guided through an evaluation and adaptation process, will contribute to the success of our program and reduce these crimes and increase safety in the community.

**stakeholders. This response focuses on the organizational capacity and coordination necessary to effectively combat these criminal activities. By strengthening organizational structures and establishing strong coordination mechanisms, stakeholders can enhance their ability to prevent, detect, and respond to organized retail crime and catalytic converter thefts.**

**Organizational Capacity: Building organizational capacity involves several key aspects:**

**1. Stakeholder Identification: Identify and engage key stakeholders involved in combating organized retail crime and catalytic converter thefts. These will include retailers, community organizations, and industry associations to collaborate and leverage their expertise, resources, and influence.**

**2. Resource Allocation: Resources will be identified for successful project implementation and will include adequate funding, manpower, technology, and infrastructure to support preventive measures, investigation efforts, and public awareness campaigns.**

**3. Training and Skill Development: Investment in training programs to enhance the capabilities of law enforcement personnel, retailers, and other stakeholders involved in combating organized retail crime and catalytic converter thefts. Development of specialized training modules that focus on investigation techniques, crime prevention strategies for retailers and homeowners, and identify and highlight emerging trends in criminal activities.**

**4. Information Sharing Mechanism: Establishment of an information sharing mechanism for retailers, homeowners, and law enforcement to facilitate real-time communication, intelligence collection, exchange and collaboration in hopes of creating situational awareness and improve response capabilities.**

**5. Technology Integration: Utilize technological solutions to enhance surveillance, data analysis, and communication capabilities to use during advanced analytics and video surveillance systems to identify suspects, patterns, trends, and potential threats.**

**Coordination Mechanisms: Effective coordination among stakeholders is crucial for a comprehensive approach to combating organized retail crime and catalytic converter thefts:**

**1. Multi-Agency Collaboration: Collaboration and coordination among law enforcement agencies is critical and can best be accomplished through joint task forces, interagency directed enforcement details and information-**

sharing to increase expertise, resources, and intelligence.

**2. Public-Private Partnerships: Establishment of partnerships between law enforcement and retailers, industry associations and home owners to combat organized retail crime and catalytic converter thefts. Thus, encouraging retailers to implement security measures, share incident data in hopes of enhancing prevention, detection, and response capabilities.**

**3. Community Engagement: Engage local communities through awareness campaigns, neighborhood watch programs, and citizen involvement. Citizens will be encouraged to report suspicious activities and provide tips to support law enforcement efforts to create a sense of ownership and responsibility among retailers and residents.**

**4. Regular Meetings and Reviews: Regular meetings and reviews with stakeholder will assist in assessing progress, address challenges, and adjust as necessary to meet project goals. Maintaining open lines of communication to encourage feedback will allow for regular evaluation of the program and adjust the overall effectiveness of preventive measures, law enforcement efforts, while increasing public awareness.**

**Enhancing organizational capacity and coordination is vital for effectively addressing organized retail crime and catalytic converter thefts. By strengthening stakeholder engagement, allocating adequate resources, skill development, facilitating information sharing, and promoting collaboration, law enforcement and stakeholders can maximize their efforts to prevent and combat these criminal activities.**

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## Project Evaluation and Monitoring

**Project evaluation and monitoring framework for a government-funded initiative aimed at preventing organized retail crime and catalytic converter thefts is critical to this program's success. The objective is to assess the effectiveness and impact of the project in mitigating these criminal activities. By implementing a rigorous evaluation methodology and monitoring measures, stakeholders can gain valuable insights to improve the project's outcomes and ensure the efficient utilization of government funding.**

### **Evaluation Methodology:**

**1. Objectives Assessment: Evaluate project objectives that address organized retail crime and catalytic converter thefts through specific, measurable, achievable, relevant, and time-bound models (SMART).**

**2. Outcome Evaluation: Assess the project's impact on reducing**

organized retail crime and catalytic converter thefts by analyzing statistical data, such as: number of incidents reported, arrests made, and the recovery rate of stolen goods. Compare pre-project, current project, and post-project crime rates to determine the project's effectiveness.

**3. Stakeholder Feedback:** Collect feedback from key stakeholders, to include retailers, community organizations, and the public. Continual evaluation is critical to gauge overall satisfaction to improve program objectives and outcomes.

**4. Resource Utilization:** Continual evaluation of resources allocated to this project is critical in determining its overall success thus identifying areas where resources could be reallocated or better utilized.

#### **Monitoring Measures:**

**1. Data Collection:** Comprehensive data collection is critical to monitoring organized retail crimes and catalytic converter thefts. Gathering data via incident reports, arrests, prosecutions, and recovery of stolen goods thus ensuring accuracy and reliability of the data collected.

**2. Performance Indicators:** Identify key performance indicators (KPIs) to measure the project's progress and success. KPIs may include the reduction in crime rates, increase in successful prosecutions, improved public awareness, and enhanced collaboration among stakeholders. Regularly monitoring and analyzing these indicators to track project performance and potential changes.

**3. Compliance Monitoring:** Monitor compliance among stakeholder to ensure project guidelines and goals are adhered to. Conduct periodic assessments to ensure the implementation of preventative measures and after incident guidelines are being followed.

**4. Impact Assessment:** Measure the impact of the project on the community and affected stakeholders thus increasing public perception, reducing economic impact on retailers while increasing confidence in law enforcement. The goal would be to increase safety and security in retail environments and residential areas.

**5. Regular Reporting:** Periodically summarizing project activities, progress, and outcomes. Findings would include an evaluation of established methodology and monitoring measures.

The evaluation and monitoring framework outlined in this narrative will enable law enforcement to assess the effectiveness and impact

of a project to prevent organized retail crime and catalytic converter thefts. By analyzing project objectives, outcomes, stakeholder feedback, resource utilization, and implementing robust monitoring measures, stakeholders can make informed decisions to improve the project's effectiveness and utilize government funding efficiently. Continuous evaluation and monitoring will support evidence-based decision-making and contribute to the long-term success of this proposed project in combating these types of crimes.

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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

[RBPB\\_ORT\\_Grant\\_Program\\_Budget\\_Attachment\\_Final.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)

[RBPB\\_Project\\_Work\\_Plan\\_ORT.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[RBPB\\_ORT\\_Grant\\_Program\\_Non-Governmental\\_Organization\\_Assurances.pdf](#)

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Local Impact Letter(s) (Appendix E)

[BSCC\\_Local\\_Impact\\_Letter\\_Signed.pdf](#)

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Letter(s) of  
Commitment,  
(Appendix F)

n/a

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Policies Limiting Racial Bias

[RBPB\\_Police\\_401.pdf](#)

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Policies on Surveillance Technology

[RBPDPolicy\\_343.pdf](#)

[RBPDPolicy\\_401.pdf](#)

[RBPDPolicy\\_432.pdf](#)

[RBPDPolicy\\_606.pdf](#)

[RBPDPolicy\\_607.pdf](#)

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

[Appendix\\_G\\_Certification\\_of\\_Compliance\\_-\\_Debarment\\_Fraud\\_Theft\\_and\\_Embezzlement.pdf](#)

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

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OPTIONAL: n/a  
Bibliography

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Organized Retail Thefts</b>		
Objectives (A., B., etc.)	> Reduce Organized Retail Thefts > Identify ORT suspects > Determine effective measures to reduce ORT's		
Process Measures and Outcome Measures:	> Through a coordinated and targeted process, we seek to reduce organized retail thefts by partnering with retail outlets and utilizing LPR camera systems both fixed and mobile to identify and take into custody subjects associated with these crimes. Periodic crime analysis statistics will be used as a method of determining program effectiveness and whether the intended outcome requires adjustment.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Based on current statistical data, utilization of LPR camera systems, investigative programs, directed enforcement and collaboration with retail outlets we seek to reduce instances of ORT by 25% the first year with a significant drop in ORT incidents of 15% - 20% year after year.	> Redondo Beach Police Department / Retail Stores	> October 2023	October 2027
List data and sources to be used to measure outcomes: > RBPD Crime Analysis and Retail Outlet statistics to determine program goals, objectives and overall effectiveness.			

<b>(2) Goal:</b>	<b>&gt; Catalytic Converter Thefts</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>&gt; Reduce Catalytic Converter Thefts</li> <li>&gt; Identify catalytic converter suspects</li> <li>&gt; Identify effective measures to reduce catalytic converter thefts</li> </ul>		
Process Measures and Outcome Measures:	<p>&gt; Through a coordinated and target process we seek to reduce catalytic converter thefts utilizing crime analysis information, data obtained through LPR camera systems, and investigative information. Periodic crime analysis statistics will be used as a method of determining program effectiveness and whether the intended outcome requires adjustment.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Based on current statistical data, utilization of LPR cameras systems, directed enforcement and a strong awareness campaign with community members we seek to reduce catalytic converter thefts by 20% the first year with a continual drop of 20% to 25% year after year.	> Redondo Beach Police Department	> October 2023	October 2027
List data and sources to be used to measure outcomes: > RBPB Crime Analysis statistics.			

<b>(3) Goal:</b>	<b>&gt; Stolen Vehicles</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>&gt; Reduce Stolen Vehicles Thefts</li> <li>&gt; Identify stolen vehicle suspects</li> <li>&gt; Identify measures available to reduce vehicle thefts</li> </ul>		
Process Measures and Outcome Measures:	<p>&gt; Through a coordinated and targeted process, we seek to reduce stolen vehicles within the city limits. Utilizing crime analysis data and crime trend information we will utilize resources to target specific areas deemed "significant" to warrant undercover details and/or adjustments, as needed.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date



<p>&gt; Based on current statistical data, utilization of LPR camera systems, directed enforcement and a strong awareness campaign with community members we seek to reduce vehicle thefts by 15% the first year with a 20% reduction year after year.</p>	<p>&gt; Redondo Beach Police Department</p>	<p>&gt; October 2023</p>	<p>&gt; October 2027</p>
<p>List data and sources to be used to measure outcomes: &gt; RBPD Crime Analysis statistics.</p>			

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

**Name of Applicant:** Redondo Beach 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	\$1,136,000.00
2. Services and Supplies	\$957,302.85
3. Professional Services or Public Agencies	\$3,606,130.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$377,800.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$6,077,232.85</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Overtime Details (ORT/Catalytic Converter/ Stolen Vehicles)	8000 hours @ \$142.00	\$1,136,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,136,000.00</b>

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

*Overtime details would be deployed to focus on Organized Retail Thefts, Catalytic Converter Thefts and Stolen Vehicles. Overtime details would include the use of surveillance vehicles, hotspots, laptop (tablet) computers and drones to assist officers during the detail(s). Over a three year period this would allow for 250 hours per month to focus in these three target areas. Hours may vary and dependent on crime trends and crime analyst reports.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Automatic License Plate Readers	60 - Vigilant - Fixed and Mobile Cameras (\$13,124.54 per camera)	\$787,652.85
Flock Safety Cameras	11 Cameras (\$6,331.81 per camera)	\$69,650.00
Online and Print Services	Community & Retail Store Awareness Campaign	\$100,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$957,302.85</b>

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

Current Vigilant cameras system (6 total) would be upgraded to cover additional intersections used for egress and ingress to and from the city. Police vehicles would be outfitted with LPR cameras. Flock cameras would be placed in close proximity to retail outlets and in high crime areas where crime analysis deems necessary. Online and print services would be used as a method to inform and educate the public through an awareness campaign.

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
Investigative Software (CellHawk)	3-year subscription (\$6,176.66 per year)	\$18,530.00
Investigative Software (BriefCam)	3-year subscription (\$51,666.66 per year)	\$65,000.00
Drone First Responder	1st Year - (10 hour shifts / 7-days a week)	\$704,520.00
Drone First Responder	2nd Year - (16 hour shifts / 7-days a week)	\$1,127,232.00
Drone First Responder	3rd Year - (24 hour shifts / 7-days a week)	\$1,690,848.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$3,606,130.00</b>

**3b. Professional Services Narrative**

Investigative software such as CellHawk and BriefCam will assist investigators in downloading cellphone data and efficiently review surveillance video and assist in identifying associated vehicles or suspects. Drone First Responder contract would be augmented to provide additional drone coverage to officers responding to ORT and Catalytic Converter Theft calls. This will provide officers with real-time intelligence in hopes of reducing use of force incidents and danger to the public and officers.

**4a. Non-Governmental Organization (NGO) Subcontracts**

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

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

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

**5a. Data Collection and Evaluation**

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

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

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

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Forensic Computer System	1 Computer, Monitor, Harddrives, Digital Forensic Software	\$100,000.00
Laptop Computer (Tablets)	12 - Laptop Computers (\$1,900.00 per computer)	\$22,800.00
RFI Trackers	30 - Trackers (\$66.66 per tracker)	\$2,000.00
Slap-On Trackers	20 - Digital Mobile Vehicle Trackers (\$1,000.00 per tracker)	\$20,000.00
Hotspot Internet Access Points	3-year Subscription	\$5,000.00
Vehicle Purchase (Decoy Vehicles)	3 vehicles (Honda CRV / Toyota Prius / Ford Econoline) (\$33,333.00 per decoy vehicle)	\$100,000.00
Vehicle Purchase (Surveillance Vehicles)	4 vehicles (surveillance police vehicles used by investigators during surveillance and ORT Details) (\$32,000.00 per vehicle)	\$128,000.00
		\$0.00
<b>TOTALS</b>		<b>\$377,800.00</b>

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

*Purchase of forensic computer systems to assist in the reviewing of digital evidence and provide investigators with the ability to prepare evidence for presentation in court. Laptop computer and hotspot internet access points will assist investigators with in-field investigations or during surveillance operations. RFI trackers will be provided to retail outlets and placed strategically within stores on items frequently targeted by ORT suspects. Slap-on trackers will be used on suspects vehicles when confirmed to have been used in the commission of a ORT crime. Vehicle decoys and surveillance vehicles will be used during operations based on crime analysis information.*

**7a. Financial Audit**

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

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

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

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

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

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

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

#### 9a. Indirect Costs

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

#### 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.**



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**Police Department**  
Joe Hoffman  
Chief of Police

401 Diamond Street, P.O. Box 639  
Redondo Beach, California 90277-0639  
[www.redondo.org](http://www.redondo.org)

tel 310 379-2477  
fax 310 372-0167

To: BSCC Organized Retail Theft Prevention Grant Program

Re: Local Impact Letter

Based on information available, it does not appear that participation by the Redondo Beach Police Department in this Organized Retail Theft BSCC Grant would have a negative impact on retail outlets, Redondo Beach City Prosecutors Office, RBPD Records and Jail Personnel or the Los Angeles County District Attorney's Office.

Thank you,

Mark Valdivia  
Sergeant  
Redondo Beach Police Dept.  
310-379-2477 x2337

\*Please let me know if you have any questions or need further verification on any of the information in this letter.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Redondo Beach 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 Redondo Beach 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.



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *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.

#### **401.5 SUPERVISOR RESPONSIBILITIES**

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  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 Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Bias-Based Policing*

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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 Personnel and Training.

- (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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

## Public Safety Camera System

### 343.1 PURPOSE AND SCOPE

The City of Redondo Beach operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the City. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

### 343.2 POLICY

Cameras may be placed in strategic locations throughout the City at the direction or with the approval of the Chief of Police. These cameras can be used for detecting and deterring 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.

### 343.3 PROCEDURE

The following procedures have been established for the effective operation of the public safety camera system.

#### 343.3.1 MONITORING

Images from each camera may be recorded. These images may be transmitted to monitors installed in areas designated by the Chief of Police. When activity warranting further investigation is reported or detected at any camera location, authorized operators may selectively view the appropriate camera and relay any available information to responding units. The authorized person shall 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 camera system to locations for monitoring by other personnel when the provision of such access is in furtherance of this policy.

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

- (a) To assist in identifying, apprehending and prosecuting offenders.
- (b) To assist in gathering evidence for criminal and civil court actions.
- (c) To help emergency services personnel maintain public order.
- (d) To monitor pedestrian and vehicle traffic activity.
- (e) To help improve the general environment on the public streets.
- (f) To assist in providing effective public services.

#### 343.3.2 TRAINING

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



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Public Safety Camera System*

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##### **343.3.3 PROHIBITED ACTIVITY**

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall only be used to for legitimate public safety purposes.

##### **343.3.4 CAMERA MARKINGS**

Except in the case of covert operations or confidential investigations, public areas that are monitored by public safety cameras may be marked with appropriate signs to inform the public that the area is under police surveillance.

##### **343.4 MEDIA STORAGE**

All media will be stored in a secure area with access restricted to authorized persons.

Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the City Attorney. 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 (Government Code § 34090.6).

##### **343.5 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.

##### **343.5.1 PUBLIC AND OTHER AGENCY REQUESTS**

Routine requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Support Services Bureau or their designee, who will promptly research the request and make a determination as to its release. Every reasonable effort should be made to preserve the data requested until the request has been fully processed.

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or

# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Public Safety Camera System*

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other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

#### **343.6 ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM**

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.



## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Bias-Based Policing*

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#### **401.4 MEMBER RESPONSIBILITIES**

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#### **401.6 ADMINISTRATION**

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



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Bias-Based Policing*

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

- (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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

## Automated License Plate Readers (ALPRs)

### 432.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology. ALPR technology is a valuable tool for law enforcement and appropriately serves to enhance public safety.

The Redondo Beach Police Department (Department) acknowledges and will comply with the array of statutes, regulations, and policies that guide law enforcement on how it may and may not collect, retain, and disclose data, as well as requirements regarding notification in the event of a data breach.

### 432.2 ADMINISTRATION

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

The Chief of Police shall designate an ALPR Program Manager (Program Manager) to coordinate installation and maintenance of ALPR equipment. ALPR data retention and access, shall be managed in cooperation with the City of Redondo Beach's Information Technology Department. The Program Manager will assign members to work as ALPR users under his/her command to administer the day-to-day operation of the ALPR equipment and data.

The Program Manager is responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq.

### 432.3 AUTHORIZED USES AND INFORMATION COLLECTION

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

(a) An ALPR shall only be used for official law enforcement business, which includes, but is not limited to:

1. Investigation for prosecution or exoneration of suspected criminal (including terrorist) incidents;
2. Identification and/or location of wanted persons;
3. Enforcement of sanctions, orders, or sentences;
4. Crime prevention/general law enforcement purposes;



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### Automated License Plate Readers (ALPRs)

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5. Crime analysis; or

6. Investigatory leads in subsequent investigations.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

(e) No ALPR operator may access Department, state or federal data unless otherwise authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

#### **432.4 GUIDELINES REGARDING APPROPRIATE USE**

ALPR data must be collected in a fair and lawful manner in the routine duties of law enforcement. The Department will not seek or retain information about individuals or organizations solely on the basis of religious, political, or social views or activities, participation in a particular noncriminal organization or lawful event, or race, ethnicity, citizenship, place of origin, age, disability, gender, or sexual orientation. Data shall only be accessed for appropriate, job-related functions and privacy rights of the public will be respected as much as possible in accordance with this Policy. If the Program Manager or ALPR users' accesses or provides access to ALPR information, they shall do both of the following:

(a) Create a record of the access.

The record must include (1) the date and time the information is accessed; (2) the license plate number or other data elements used to query the ALPR system; (3) The username of the person who accesses the information, and as applicable, the organization or entity with whom the person is affiliated; and (4) the purpose for accessing the information.

(b) Ensure that the information is only used for those uses authorized in this policy.

#### **432.5 DATA COLLECTION AND RETENTION**

All data and images gathered by an ALPR are for the official use of the Department and because such data may contain confidential California Law Enforcement Telecommunication System (CLETS) information, it is not open to public review.

# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Automated License Plate Readers (ALPRs)*

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The ALPR Program Manager is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the Department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server shall be stored for a minimum of one year (Government Code § 34090.6). Thereafter, ALPR data shall be maintained in accordance with the City of Redondo Beach's five year retention policy. Upon expiration of the five year period, the ALPR data shall be purged or permanently deleted unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data shall be downloaded from the server onto portable media and booked into evidence. In that circumstance, the data will only be purged or deleted when the case is finally disposed.

#### **432.6 ACCOUNTABILITY**

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

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department-related civil or administrative action.

(c) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

(d) ALPR system audits shall be conducted on a periodic basis.

(e) All public records requests for access to stored ALPR data shall be referred to the Records Manager and processed in accordance with the California Public Records Act and the Department's Records Maintenance and Release Policy (Civil Code § 1798.90.55).

Audit trails shall be maintained by the Department for a minimum of two (2) years. For security or data breaches, see the Records Release and Maintenance Policy.

#### **432.7 ALPR VEHICLE RESTRICTIONS**

The ALPR vehicle operator must notify dispatch that they are in an ALPR/dual purpose vehicle. ALPR dual purpose vehicles may initiate and/or continue in a pursuit or assist in a pursuit only when approved by a supervisor. An ALPR vehicle operator should request a marked black and white police vehicle, not ALPR equipped, to take over the pursuit as soon as practical.

#### **432.8 TRAINING**

The ALPR Program Manager shall ensure that ALPR user receive Department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code



# Redondo Beach Police Department

## Redondo Beach PD Policy Manual

### Redondo Beach PD Policy Manual

#### *Automated License Plate Readers (ALPRs)*

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§ 1798.90.53). This shall include providing users with formal training on the authorized search engines which access and query ALPR data and providing all users all relevant policies, directives, and procedures.

#### **432.9 RELEASING ALPR DATA**

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

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

(b) The request is reviewed for approval by the Chief of Police or designee to ensure there is an official law enforcement purpose or the purpose is otherwise permitted by law (e.g. public records request). The approved request is retained on file.

(c) The Department does not share ALPR data with any contracted, commercial, or private entity. The provision of data hosting or towing services shall not be considered the sale, sharing, or transferring of ALPR information (see CA Civil Code 1798.90.55(b)).

(d) An audit trail sufficient to allow the identification of each individual who accessed information, and/or received information retained by the Department; the nature of the information requested and/or accessed, and the specific purpose shall be retained by the Department for a minimum of two (2) years. Information gathered or collected and records retained by the Department shall not be:

1. Sold, published, exchanged, or disclosed for commercial purposes.
2. Disclosed or published without authorization.
3. Disseminated to persons not authorized to access or use the information.

#### **432.10 QUALITY ASSURANCE**

The Department will investigate in a timely manner alleged errors and deficiencies (or will refer them to the originating agency) in order to correct, or refrain from using protected information found to be erroneous or deficient. Original data will not be altered, changed, or modified in order to protect the integrity of the data.

The Department will make every reasonable effort to ensure that information retained is derived from dependable and trustworthy sources which convey accurate, current, and complete information, including the relevant context in which the information was sought or received.

The labeling of retained information will be evaluated by the Department or referred to the originating agency when new information is gathered that may impact the reliability (content validity / software misread) of previously retained information.

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#### Automated License Plate Readers (ALPRs)

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The Department will conduct periodic data quality reviews of information it originates and make every reasonable effort to ensure that the information from the ALPR System is correct.

#### **432.11 CUSTODIAN OF ALPR SYSTEM AND RECORDS**

Primary responsibility for the maintenance and operation of the ALPR database and coordination of personnel and agencies receiving, seeking, and evaluating the information as well as quality, analysis, destruction, sharing, disclosure, or dissemination of further information will be assigned to the ALPR Program Manager, in cooperation with the City of Redondo Beach's Information Technology Department. The ALPR Program Manager, in cooperation with the City of Redondo Beach's Information Technology Department will serve as the Department's custodian of records for the ALPR System and data, as appropriate to control:

- (a) The information to which a particular group or class of users can have access based on the group or class.
- (b) The information a class of users can access, including specific sites and/or data being utilized in
- (c) Sharing capabilities with other law enforcement agencies.
- (d) Any administrative or functional access required to maintain, control, administer, audit, or otherwise manage the data or equipment.



## Unmanned Aerial System (UAS) Operations

### 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

#### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

**Federal Aviation Administration (FAA)** – the Federal Agency that governs all airspace and operating under the Department of Transportation, is directly responsible for the safe and efficient operation of aircraft in controlled and regulated airspace.

**Title 14 Code of Federal Regulations (CFR) Part 107 (Part 107)** – FAA's new rules for non-hobbyist small unmanned aircraft (UAS) operations.

### 606.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

### 606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

### 606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.

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#### *Unmanned Aerial System (UAS) Operations*

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- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are 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, 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.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

#### **606.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy



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interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

#### **606.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

#### **606.7 RETENTION OF UAS DATA**

Data collected by the UAS shall be retained as provided in the established records retention schedule.

## Facial Recognition

### 607.1 PURPOSE AND SCOPE

This policy aims to establish procedures for the acceptable use of the images (probe and candidate), information, and tools within the facial recognition system. Facial recognition shall only be used when there is reasonable suspicion that such use will provide information relevant to an active investigation, imminent threat to health or safety ("at-risk") or help in the identification of deceased persons or persons unable to identify themselves. This policy applies to all law enforcement personnel who are granted direct access to the facial recognition system and the personnel permitted to request facial recognition searches. Any outside agency, or personnel from an outside agency, requesting facial recognition assistance with an investigation must also adhere to this policy and fill out a request form which affirms adherence to these policies. The request form(s) can be located on the department share drive and are titled: *Facial Recognition Search Request / Cal-ID / Facial Recognition Unit - Manual Search Report*. Requests from outside agencies require completion of these forms and shall be turned into the records unit supervisor for auditing purposes immediately.

### 607.2 DEFINITIONS & TERMS AS DEFINED BY LACRIS

**Los Angeles County Regional Identification System (LACRIS)** - The California Department of Justice's CAL-ID program, is responsible for providing biometric identification services to Los Angeles County law enforcement agencies.

**Digital Mugshot System (DMS)** – DMS is the repository of all criminal booking photos (mugshots) associated with criminal tenprint fingerprints and a criminal history record, including a Facial Recognition application.

**Facial Recognition** – The automated searching of a facial image (probe) against a known database(s), resulting in a list of candidates ranked by computer-evaluated similarity score. This is commonly referred to as a one-to-many comparison.

**Facial Reviewer** - A person who successfully completed facial recognition training by the Federal Bureau of Investigations (FBI) or LACRIS capable of performing comparisons of candidate images against probe images.

**Probe** - The facial image or template is searched against a known mugshot database in a Facial Recognition System.

**Surveillance** - Lawful close watch kept over someone or something.



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### *Facial Recognition*

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#### **607.3 POLICY**

This policy of the Redondo Beach Police Department is intended to solely utilize facial recognition technology as an investigative tool during investigations while protecting the privacy of the public and civil liberties.

#### **607.4 PROHIBITIVE USES**

1. Members shall not use facial recognition to actively surveil members of the public through any camera or video device unless the person(s) are under an active criminal investigation or the surveillance is in response to an imminent threat of life.
2. Members shall not use facial recognition on live stream video unless there is an imminent threat to life or it involves at-risk individuals.
3. Members shall not use facial recognition for predictive analysis

#### **607.5 FIRST AMENDMENT ACTIVITY**

Facial recognition must be used in accordance with all federal and state laws, and all Departmental policies.

The Redondo Beach Police Department and its personnel will not perform or request facial recognition searches about individuals or organizations that will violate the First, Fourth, and Fourteenth Amendments of the US Constitution and shall not be based solely on any of the following:

1. Their religious, political, or social views or activities.
2. Their participation in a particular noncriminal organization.
3. Their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identification, sexual orientation, or other protected classification.

#### **607.6 DATABASE AND DATA LIMITATIONS**

1. The Redondo Beach Police Department will not maintain, utilize, or keep any database to conduct facial recognition searches.
2. The Redondo Beach Police Department will only utilize the LACRIS DMS facial recognition system to conduct facial recognition searches. (If your agency uses more than the LACRIS Facial Recognition application, take out "only" and add the other system(s) you will be using and ensure the clear separation between the LACRIS DMS and any other system).
3. No non-mugshot databases, such as the California driver's license photo database, or publicly sourced image databases, are linked to or accessible via the LACRIS DMS.
4. Potential matches returned by the facial recognition system are to be considered investigative leads only and cannot be used as the sole basis for an arrest, detention, or identification. Investigative leads require investigative follow-up to corroborate the lead before any action is taken.

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## *Facial Recognition*

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### **607.7 DOCUMENTATION**

With any potential match where an investigative lead is generated on the facial recognition software, the facial reviewer and/or investigator should write a detailed report on the information they have obtained.

### **607.8 INVESTIGATIVE SEARCHES**

1. Probe images will only be used from legally obtained sources.
2. Facial reviewers will determine if probe image(s) is suitable for facial recognition searches and may process images to conduct a facial recognition search.

### **607.9 TRAINING**

Redondo Beach Police Department personnel accessing the facial recognition system shall have successfully completed training provided by the FBI or LACRIS, which meets the Criminal Justice Information Services (CJIS) minimum training criteria for using facial recognition systems. Investigative searches shall only be conducted by trained facial reviewers. Trained Facial Reviewers are qualified to assess image quality and suitability for face recognition searches and to perform one-to-many and one-to-one face image comparisons.

### **607.10 AUDITS**

The use of the LACRIS facial recognition system is controlled by state law pertaining to Criminal Offender Record Information (CORI). All use(s) of the LACRIS facial recognition system shall be performed on a right-to-know and need-to-know basis per CORI regulations. All use(s) of the LACRIS facial recognition system and search requests are subject to audit by the Cal-DOJ, LACRIS, and the local administrator from the Redondo Beach Police Department. In the event of an audit, the user will be required to provide appropriate justification for the use or request of a facial recognition search.

The local administrator must conduct monthly audits of all User activities within the Facial Recognition system as defined by LACRIS. Monthly audits shall be retained for a period of five (5) years and submitted to Cal-DOJ or LACRIS upon request.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available.