

Title	San Bernardino Police Department	07/06/2023
	by Clint Walton in Organized Retail Theft Prevention Grant Program	id. 41325072
	walton_cl@sbcity.org	

Original Submission 07/06/2023

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

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

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

Multi-Agency Partnerships Information (if applicable) **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships **No: This is not a Multi-Agency Partnership Application**

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

Lead Public Agency **San Bernardino Police Department**

Applicant's Physical Address **710 N D St.
San Bernardino
CA
92401
US**

Applicant's Mailing Address (if different than the physical address) **710 N D St.
San Bernardino
CA
92401
US**

Mailing Address for Payment **710 N D St.
San Bernardino
CA
92401
US**

Tax Identification Number **95-6000772**

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

Project Director **Edward Flores**

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

Project Director's Physical Address **710 N D St.
San Bernardino
CA
92401
US**

Project Director's
Email Address **flores_ed@sbcity.org**

Project Director's
Phone Number **+19518977926**

Financial Officer **Terri
Sumrall**

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

Financial Officer's
Physical Address **710 N D St.
San Bernardino
CA
92401
US**

Financial Officer's
Email Address **sumrall_te@sbcity.org**

Financial Officer's
Phone Number **+19093884929**

Day-To-Day Program
Contact **Edward
Flores**

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

Day-To-Day Program
Contact's Physical
Address **710 N D St.
San Bernardino
CA
92401
US**

Day-To-Day Program
Contact's Email
Address **flores_ed@sbcity.org**

Day-To-Day Program
Contact's Phone
Number **+19518977926**

Day-To-Day Fiscal
Contact **Terri
Sumrall**

Day-To-Day Fiscal
Contact's Title **Senior Management Analyst, San Bernardino Police Department**

Day-To-Day Fiscal Contact's Physical Address	710 N D St. San Bernardino CA 92401 US
Day-To-Day Fiscal Contact's Email Address	sumrall_te@sbcity.org
Day-To-Day Fiscal Contact's Phone Number	+19093884929
Name of Authorized Officer	Charles McNeely
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	290 N D St. San Bernardino CA 92401 US
Authorized Officer's Email Address	Mcneely_ch@sbcity.org
Authorized Officer's Phone Number	+19093845122
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	San Bernardino Police Department Organized Retail / Cargo Theft Team
Proposal Summary	If awarded the ORT grant, the San Bernardino Police Department is planning on creating a 9 person Organized Retail Theft team. This team will continue to build partnerships with local retailers and cargo distributors. We will do this by coordinating an information sharing network, in which businesses will come together and provide information and statistics in relation to their ongoing ORT efforts. With SBPD bridging that GAP and compiling this information, SBPD will be able to seek prosecution for (identified) theft rings. With this SBPD will be able to address the lack of response the businesses receive, due to the high crime rates and call volume.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 3: Cargo Theft**

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

Organized retail theft poses significant challenges to the City of San Bernardino, businesses, supply chains and our community. The process used to determine these needs involved a comprehensive assessment of the current situation, data analysis, consultations with business owners, and a thorough review of existing research and reports available to the San Bernardino's Police Department. San Bernardino is consistently ranked within the top 10 of the most violent cities in the United States. We have prevailed through a bankruptcy and a lack of officers for numerous years. At our peak, we were staffed for 356 officers and at our lowest, we were staffed at 248 officers. This has made a negative impact on our local businesses and citizens alike.

The need to combat organized retail theft and cargo theft arises from several factors. There is a growing trend of these criminal activities, resulting in substantial economic losses for businesses and individuals alike.

Our department continually strives to provide a quality of excellence

for the citizens and businesses alike. With the increase in theft and the focus on violent crimes, it has been found that there is a large service gap to assist in these types of investigations. San Bernardino has been identified as one of the most poverty ridden cities in the State of California. With the increased theft, it subsequently causes businesses to raise their prices to offset the cost of their loss. Unfortunately the less than privileged in our city, who are already struggling, is having to pay higher prices.

Establishing the need for this grant proposal, we have conducted extensive research and analysis to understand the specific challenges and their underlying causes. This involved gathering and analyzing both qualitative and quantitative data related to the prevalence and nature of organized retail and cargo theft in San Bernardino. The grant program aims to provide funding to projects that propose innovative and effective approaches to prevent and combat organized retail and cargo theft. By doing so, the program seeks to enhance security, protect businesses and individuals, and promote a safer and more resilient environment for all stakeholders involved.

Overall, the need to address these theft activities is crucial to ensure public safety, protect businesses, and safeguard the integrity of supply chains. The grant program's intent aligns with these objectives by providing funding and support to projects that demonstrate a clear understanding of the need(s), propose viable solutions, and have the potential to make a significant positive impact on the industrial and civilian community of San Bernardino. Several conditions and elements contribute to the need for addressing organized retail and cargo theft. These factors highlight the challenges and vulnerabilities associated with these criminal activities.

Service Gaps: We are consistently ranked one of the top 10 most dangerous cities and our higher crime is higher than the state average. Also, the City has suffered from financial crisis to include a bankruptcy that resulted in a reduction in staffing from a one time high of 356, to a low of 248. Our current approved staffing is 297. The high crime plus reduced staffing lead to focused enforcement efforts on violent or priority crime. San Bernardino consistently has the highest homeless population throughout the county of San Bernardino which has also been found to have been an increase in calls for service related to theft.

Geographic Location: As a high-theft crime region, San Bernardino experiences higher rates of organized retail and cargo theft due to factors such as higher population density, being surrounded by freeways, having the largest cargo hub for the railroads in Southern Ca. and distribution centers.

Accessibility: The accessibility of targets plays a crucial role in the occurrence of theft-related crimes. San Bernardino has locations that are easily accessible to criminals, such as poorly secured retail stores, parking lots, and supply chain hubs, resulting in increased theft incidents. Addressing the need involves implementing measures to improve security, enhance surveillance, and establish preventive strategies that deter criminals from exploiting vulnerabilities within San Bernardino.

Economic Impact: The economic impact resulting from theft activities contributes to the need for intervention. Organized retail and cargo theft can result in substantial financial losses for businesses, insurance companies, and consumers. These losses have led to increased costs, reduced profitability, and job loss for San Bernardino, thereby affecting the overall economic stability of the targeted areas.

Community Safety: The need to address these theft activities is closely linked to community safety concerns. Such crimes can have direct and indirect impacts on the safety and well-being of individuals and communities in San Bernardino. This includes heightened fear, compromised public spaces, and a sense of insecurity among residents. By addressing these theft activities, we aim to enhance community safety, foster a sense of security, and promote a conducive environment for businesses and residents.

The figures demonstrated reveal a significant increase in the monetary value of stolen property over the years, indicating a concerning trend of organized retail theft. The data supports the need for grant funds to address this issue effectively. All of the numbers obtained were obtained utilizing San Bernardino police records.

In 2021, the reported monetary value of stolen property was \$6,165,144. This already signifies a substantial loss for retailers and poses a threat to the local economy. However, the situation worsened in 2022, with the reported monetary value of stolen property reaching \$10,309,812. This represents a significant increase from the previous year, indicating an escalation in organized retail theft activities. Even in the current year, for 2023, San Bernardino has already experienced a monetary loss of \$7,164,906 due to stolen property. This ongoing trend suggests that immediate action is necessary to curb organized retail theft and mitigate its impact on our community.

These statistics provide compelling evidence for the need to allocate grant funds towards addressing organized retail theft in the City of San Bernardino. By investing in prevention strategies, law enforcement efforts, community engagement, and other relevant initiatives, the grant funds can contribute to reducing theft incidents, protecting local businesses, and fostering a safer environment for residents and visitors.

Project Description

The proposed project aims to address the identified need for combating organized retail theft in San Bernardino. The project will involve a series of activities, services, and interventions to effectively address the issue. Here is a description of the proposed project:

Activities/Services/Interventions:

Establishing a dedicated team consisting of 9 individuals focused on organized undercover operations, online operations, and overall theft reduction.

Building connections and partnerships with local businesses, including big box retail stores, distribution centers, small business owners, gas stations, convenience stores, educational institutions (Cal State San Bernardino, San Bernardino Valley College), religious

sectors, and service providers (Edison).

Conducting proactive enforcement and investigations of online theft rings, targeting individuals involved in selling stolen merchandise. Utilizing advanced technology and equipment, to enhance data processing, investigate theft ring origins, and track stolen goods. Establishing a zero-tolerance approach for theft-related charges in collaboration with the district attorney's office.

Creating community and social media outreach programs to raise awareness about theft prevention and encourage community engagement.

Providing education and training to businesses on proactive theft prevention measures, including implicit bias training to foster stronger connections between businesses and the community they serve.

Target Area/Population: The target area of the project is the entire City of San Bernardino. The focus will be on big box retail stores, distribution centers, and major businesses within the city, such as Stater Brothers, Amazon, Home Depot, Costco, Walmart, Target, Burlington, etc. Partnerships will also be built with small business owners and high-traffic businesses like gas stations and convenience stores. Collaborations with educational institutions, religious sectors, and service providers will further strengthen the project's reach and impact.

Addressing Project Need and Intent of the Grant Program: The proposed activities and interventions directly address the identified need of combating organized retail theft. By establishing a specialized team, leveraging advanced technology, and engaging with businesses and the community, the project aims to prevent theft, investigate online theft rings, and reduce the overall monetary loss caused by theft. The project aligns with the intent of the grant program by providing resources and strategies to safeguard businesses, protect the local economy, and enhance public safety.

Plans for Coordination or Collaboration: The project plans to coordinate and collaborate with various entities, including public agencies such as law enforcement, non-law enforcement entities, and prosecutors' offices. Partnerships will also be formed with community organizations, retailers, and other businesses. This collaboration will facilitate information sharing, joint enforcement operations, and the exchange of best practices to effectively address organized retail theft in San Bernardino.

SBPD already has a great working relationship with local businesses, cargo companies, the railroads and distribution centers. We would lean on these relationships even more and be able to further our partnerships with them. Our department has conducted theft operations already, with these local businesses and have taken down organized theft rings. But due to the high call volume and the lack of officers they have been few and far between. Implementing this team would prove to be highly productive in decreasing the amount of ORT.

By implementing these proposed activities and interventions, the project aims to create a comprehensive defense against theft activity within San Bernardino, reduce theft incidents, and foster a safer and more secure environment for businesses and the community as a

whole.

Goal 1: Reduce organized retail theft and the monetary value of stolen property in San Bernardino.

Objective(s): Reduction in the dollar amount lost as well as the sales of stolen goods online.

Process Measures and Outcome Measures: Using qualitative and quantitative data points from local business owners and internal reporting systems.

Project activities that support the identified goal and objectives: Including proactive enforcement, online investigations, and partnerships with local businesses, aim to address this goal. Building a dedicated team focused on organized undercover operations, online operations, and theft reduction. Conducting community and social media outreach programs to raise awareness and engage the community in theft prevention. Providing education and training to businesses on proactive theft prevention measures and implicit bias training.

Responsible staff/partners: 9-person task force. Developing partnerships with various entities, including businesses, educational institutions, religious sectors, and service providers.

Timeline Start/End Date: 0-1.5 Years

Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.

Goal 2: Establish a comprehensive defense against theft activity and create a safer environment for businesses and the community.

Objective(s): Ensuring that business owners and community members feel safe in the city that they live and work in.

Process Measures and Outcome Measures: Using qualitative and quantitative data pulled from our social media campaigns, arrest records and online/in-person public education attendance.

Project activities that support the identified goal and objectives: Analyzing data from the first year and adapting theft prevention strategies in Year 2 contribute to achieving this goal. Conducting community and social media outreach programs to raise awareness and engage the community in theft prevention. Providing education and training to businesses on proactive theft prevention measures and implicit bias training.

Responsible staff/partners: 9-person task force, local business and community members.

Timeline Start/End Date: 0-3 Years

List data and sources to be used to measure outcomes: Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.

Goal 3: Collaborate with other entities and agencies to enhance the effectiveness of theft prevention efforts.

Objective(s): Establishing sustainability within the City of San Bernardino to ensure self-reliance and limit external resources and costs associated to theft.

Process Measures and Outcome Measures: Using qualitative and quantitative data points from local business owners and internal reporting systems.

Project activities that support the identified goal and objectives: Coordinating with public agencies such as law enforcement, non-law enforcement entities, and prosecutors' offices. Collaborating with community organizations, retailers, and other businesses to share information, conduct joint enforcement operations, and exchange best practices. These goals reflect the overarching objectives of the proposed project, focusing on reducing theft, creating a safer environment, and fostering collaboration to effectively combat organized retail theft in the City of San Bernardino.

Responsible staff/partners: 9-person task force, local business, and community members.

Timeline Start/End Date: 0-3 Years

Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.

The proposed activities/services/interventions are designed to address the issue of organized retail theft in the City of San Bernardino. The rationale behind these interventions is supported by research and evidence indicating their potential effectiveness in achieving the intended goals and objectives. Here is a summary of the rationale:

Proactive Enforcement and Online Investigations: Based on accumulative research, it shows proactive enforcement strategies, such as undercover operations and targeting online theft rings, can disrupt organized retail theft networks and lead to the identification and apprehension of individuals involved. By utilizing new technologies and data analysis tools, the City of San Bernardino Police Department can gather evidence, determine the origination of theft rings, and facilitate successful investigations.

Partnerships with Local Businesses: Collaborating with businesses to educate them on proactive theft prevention measures can enhance security practices and reduce vulnerability. Research shows that engaging businesses in theft prevention efforts, including training and implementing security measures, can deter theft incidents and protect merchandise. Building strong relationships with businesses also promotes information sharing and cooperation in detecting and preventing theft.

Community Outreach and Social Media Engagement: Engaging the community through outreach programs and social media can raise awareness about organized retail theft, encourage reporting of

suspicious activities, and foster a sense of shared responsibility. Research indicates that community involvement is crucial in preventing crime, and active participation can lead to increased vigilance and timely reporting of theft incidents.

Collaboration with Other Entities: Working in collaboration with public agencies, community organizations, and retailers allows for a coordinated and comprehensive approach to theft prevention.

Research demonstrates that collaborative efforts involving multiple stakeholders lead to more effective outcomes in combating organized crime, including retail theft. Sharing information, conducting joint operations, and exchanging best practices strengthen the overall theft prevention ecosystem.

By implementing these evidence-based interventions and strategies, the proposed project aims to achieve its goals of reducing organized retail theft, creating a safer environment for businesses and the community, and enhancing the effectiveness of theft prevention efforts in the City of San Bernardino.

The San Bernardino Police Department has a comprehensive policy governing the use of surveillance technologies and a policy limiting racial bias.

The City of San Bernardino's Police Department has qualified and available staff that meet the needs to each of the 9 positions proposed in this grant request. This is based on the high amount of theft calls for service and the amount of positive outcomes reached based off of these types of investigations. The City of San Bernardino's Police Department currently staffs qualified personnel that will be placed into an Organized Retail Theft/Cargo Theft task force. This task force will be assigned to only investigate organized retail and cargo theft issues. The proposed assigned supervisor will be responsible for project management and oversight of the task force.

The City of San Bernardino's Police Department will partner with loss prevention from big box retail stores, distribution centers, and major businesses within the city, such as Stater Brothers, Amazon, Home Depot, Costco, Walmart, Target, Burlington, etc. Partnerships will also be built with small business owners and high-traffic businesses like gas stations and convenience stores. Collaborations with educational institutions, religious sectors, and service providers will further strengthen the project's reach and impact. The roll of loss prevention will be to provide detailed information about ongoing internal investigations, persons identified, theft rings and any other valuable theft prevention information. The San Bernardino Police Department will only seek to work in conjunction with qualified business owners, theft prevention staff and management from these locations who have experience, knowledge of and qualifications for theft prevention. The plan to coordinate with these partners will consist of a routine business watch meeting to include information sharing, resource exchange and collaboration.

If the City of San Bernardino's Police Department is awarded the grant funding, all business partners and agencies will be brought together during year 1. Execution of agreements as it pertains to the purpose of the grant will take place as soon as the first meeting takes place. Please note that we are not contracting with any outside entity and are building partnerships with letters of commitment that will be received before the first business watch meeting takes place.

SBPD will manage the taskforce with the Sergeant in charge of the team utilizing his / her chain of command structure in the decision making process. To ensure the goals and objectives of the grant are met or exceeded.

After grant funding provides for equipment and implementation of the Organized Retail Theft task force, our department requests to retain staffing through general funds via the City Council. With approval to retain staffing, we will be able to maintain the ongoing efforts to combat the retail theft issues within the city as well as continue relationships with the local business to ensure that they too are proactively addressing these issues. This goal would be reached by continuing the business watch meetings and investigations into organized retail theft. During the grant program the Department will develop successful strategies and relationships so enforcement efforts may continue indefinitely regardless of approved staffing.

Department will employ a rigorous process to determine qualified internal staff for the project. This process will involve an application submission, followed by interviews and a selection process to identify individuals with the necessary skills, experience, and expertise to carry out project evaluation. The internal staff members will be selected based on their qualifications, knowledge of theft prevention strategies, and their ability to effectively assess the project's progress and outcomes. You need to talk about monitoring activities

The following process measures and outcome measures can be identified:

Process Measures:

This measure quantifies the project's success in establishing collaborations with law enforcement agencies, prosecutors' offices, community organizations, and retailers. It reflects the project's commitment to enhancing the effectiveness of theft prevention efforts through joint initiatives and shared resources.

Number of coordination meetings or joint task forces conducted:

This measure tracks the frequency and effectiveness of coordination meetings or joint task forces involving multiple entities.

Outcome Measures:

Reduction in organized retail theft incidents: This outcome measure quantifies the project's success in reducing the number of organized retail theft incidents.

Decrease in the monetary value of stolen property: the project's effectiveness in reducing the overall monetary value of stolen property in the city. It aligns with the Goals and indicates the project's impact on minimizing financial losses for businesses and the community.

Improvement in business and community safety perceptions: This measure can be assessed through surveys or feedback from businesses and the community. It quantifies the changes in their perception of safety, reflecting the project's success in establishing a comprehensive defense against theft activity and creating a safer environment.

The sergeant or Lt. in charge of this grant will be responsible for monitoring the project.

These process measures and outcome measures are aligned with the intent of the proposed project and the objectives outlined in the goals. By quantifying and monitoring these measures throughout the project's various phases (start-up and implementation), the project can assess its progress, evaluate its effectiveness, and make informed decisions to achieve the intended goals and objectives.

The preliminary plan for collecting and evaluating data related to the process measures and outcome measures identified would involve the following steps:

Baseline data: Before implementing the project, baseline data should be collected to establish a starting point for the identified measures. This could involve collecting information on the number of collaborative partnerships, the frequency of coordination meetings, the incidents of organized retail theft, the monetary value of stolen property, and the perceptions of business and community safety.

Ongoing data collection: Throughout the project's implementation, data should be collected regularly. This could include tracking the number of formed partnerships, the frequency of coordination meetings, the incidents of organized retail theft, the monetary value of stolen property, and conducting surveys to assess changes in safety perceptions.

Comparing data over time: The collected data should be compared to the baseline data to assess the project's impact and progress. This would involve analyzing the changes in the identified process measures (e.g., increased partnerships, more coordination meetings) and outcome measures.

Assessing trends and patterns: Data should be analyzed to identify any trends or patterns related to theft prevention efforts. This analysis can provide insights into the effectiveness of specific interventions or collaborative initiatives.

Identifying areas for improvement: By evaluating the data, any gaps or areas where the project may not be achieving its desired outcomes can be identified.

By implementing this research design or methodology, it will be possible to assess whether the strategy implemented achieved the intended outcomes. The combination of quantitative and qualitative analysis, along with the use of comparison groups or control conditions, will provide a robust evaluation of the strategy's impact on reducing organized retail theft..

Budget Instructions

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

Budget Attachment

[**Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final.xlsx**](#)

SECTION V - ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[20230630_Organized_Retail_Theft_Prevention_Grant_Program_Non-Gov.pdf](#)

Local Impact Letter(s) (Appendix E)

[Letter_of_impact.pdf](#)

Letter(s) of Commitment, (Appendix F)

[GXO_Letter_of_Commitment_San_Bernardino_Police.pdf](#)

[Inland_Ctr._SBPD_Grant_ORC_Support_Letter_AP_Jun_2023.pdf](#)

[Stater_bros.pdf](#)

[SBPD-_Letter_of_Partnership-_Home_Depot.pdf](#)

[Knight-Swift_Letter_of_Support_for_SBPD.pdf](#)

[WSCTA_Letter_of_Commitment.docx](#)

[SBPD-_Letter_of_Partnership-_Home_Depot_Copy\(1\).pdf](#)

[Yellow_Corp_Letter_of_Commitment.docx](#)

Policies Limiting Racial Bias

[Bias_Pol.pdf](#)

Policies on Surveillance Technology

[alpr.pdf](#)

[UAV.pdf](#)

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

[20230705_Appendix_G_Certification_of_Compliance_with_BSCC_Polic.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Reduce organized retail theft and the monetary value of stolen property in San Bernardino		
Objectives (A., B., etc.)	> Objective(s): Reduction in the dollar amount lost as well as the sales of stolen goods online.		
Process Measures and Outcome Measures:	> Process Measures and Outcome Measures: Using qualitative and quantitative data points from local business owners and internal reporting systems.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Project activities that support the identified goal and objectives: Including proactive enforcement, online investigations, and partnerships with local businesses, aim to address this goal. Building a dedicated team focused on organized undercover operations, online operations, and theft reduction. Conducting community and social media outreach programs to raise awareness and engage the community in theft prevention. Providing education and training to businesses on proactive theft prevention measures and implicit bias training.	> 9-person task force. Developing partnerships with various entities, including businesses, educational institutions, religious sectors, and service providers.	> 01/01/24	> 06/30/25

Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.

(2) Goal:	> Establish a comprehensive defense against theft activity and create a safer environment for businesses and the community.		
Objectives (A., B., etc.)	> Ensuring that business owners and community members feel safe in the city that they live and work in. Process Measures and Outcome Measures: Using qualitative and quantitative data pulled from our social media campaigns, arrest records and online/in-person public education attendance.		
Process Measures and Outcome Measures:	> Using qualitative and quantitative data pulled from our social media campaigns, arrest records and online/in-person public education attendance.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Analyzing data from the first year and adapting theft prevention strategies in Year 2 contribute to achieving this goal. Conducting community and social media outreach programs to raise awareness and engage the community in theft prevention. Providing education and training to businesses on proactive theft prevention measures and implicit bias training.	> 9-person task force, local business and community members.	> 01/01/24	> 12/31/27
List data and sources to be used to measure outcomes: > Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.			

(3) Goal:	> Collaborate with other entities and agencies to enhance the effectiveness of theft prevention efforts.		
Objectives (A., B., etc.)	> Establishing sustainability within the City of San Bernardino to ensure self-reliance and limit external resources and costs associated to theft.		
Process Measures and Outcome Measures:	> Using qualitative and quantitative data points from local business owners and internal reporting systems.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Coordinating with public agencies such as law enforcement, non-law enforcement entities, and prosecutors' offices. Collaborating with community organizations, retailers, and other businesses to share information, conduct joint enforcement operations, and exchange best practices. These goals reflect the overarching objectives of the proposed project, focusing on reducing theft, creating a safer environment, and fostering collaboration to effectively combat organized retail theft in the City of San Bernardino.	> 9-person task force, local business, and community members.	> 01/01/24	> 12/31/27
List data and sources to be used to measure outcomes: > Creating a business loss statistic rap sheet that businesses will provide to us on a quarterly basis, the police department will maintain a record of arrests and ongoing investigations pertaining to organized retail and cargo theft. Biannually, our department will conduct a heat map where we have the capability to plug in real-time numbers in order to generate a report to demonstrate theft variables for targeted performance improvement.			

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

Name of Applicant: *City of San Bernardino*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$4,819,250.00
2. Services and Supplies	\$25,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$306,250.00
6. Equipment/Fixed Assets	\$449,500.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$500,000.00
TOTAL	\$6,125,000.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
1 Police Sergeant	100% FTE @ \$110.5735/ hour for year one, \$113.1348 / hour for year two and \$115.7653 / hour for year three	\$703,255.00
1 Police Detective	100% FTE @ \$99.6577/ hour for year one, \$101.9243 / hour for year two and \$104.2521/ hour for year three	\$633,285.00
4 Police Officers	(4)100% FTE @ \$88.7796/ hour for year one, \$90.7674 / hour for year two and \$92.8088 / hour for year three	\$2,254,600.00
1 Criminal Investigations Officer	100% FTE @ \$55.8619/ hour for year one, 57.2393 / hour for year two and \$58.6581 / hour for year three	\$357,880.00
1 Crime Analyst	100% FTE @ \$55.8619/ hour for year one, 57.2393 / hour for year two and \$58.6581 / hour for year three	\$357,880.00
1 Community Service Officer	100% FTE @ \$42.9854/ hour for year one, \$43.9765 / hour for year two and \$45.2958 / hour for year three	\$283,153.00
Overtime	Overtime hours for undercover operations, and extended shift details.	\$229,197.00
		\$0.00
TOTAL		\$4,819,250.00

1b. Salaries & Benefits Narrative:

The Department will use \$4,590,053 to promote and hire 1- Police Sergeant, 1-Police Detective, 4-Police Officers, 1-Criminal Investigations Officer, 1-Crime Analyst, and 1-Community service officer. This team will be specifically tasked with conducting Organized Retail Theft investigations. These investigations will include: community partnerships, undercover operations, online sales of stolen property, cargo theft investigations and case filing. The ORT team will be crucial in continuing business partnerships, information gathering and filing ORT cases with the district attorneys office.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Educational Material	\$25,000 to pay for educational materials, supplies and social media campaign.	\$25,000.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

2b. Services and Supplies Narrative:

The Department will purchase educational materials, signs and handouts to increase awareness within retailers businesses and on properties where distribution occurs.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

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

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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
Data Collection and Evaluation	5% of Total Grant request for evaluation efforts	\$306,250.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$306,250.00

5b. Data Collection and Evaluation Narrative

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6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Electronic processing devices	3 years @ \$34,000 a year	\$119,500.00
Surveillance Equipment	Liscense plate readers, surveillance cameras, GPS trackers	\$150,000.00
Office Equipment	9 New Computer workstations, 3 laptops, 6 Tablets	\$40,000.00
Communications	7 Undercover cellphones, cellular data, and sureveillance software	\$0.00
Vehicles	Undercover vehicles, marked vehicles and surveillance vehicle	\$140,000.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$449,500.00

6b. Equipment/Fixed Assets Narrative

To develop the data and evidence necessary to take significant and lasting action against Organized Retail Theft / Cargo Theft, the Department requires resources essential for more extended periods of monitoring activity. To support public safety and reduce crime, the Department will use grant funding to purchase covert mobile surveillance equipment to monitor the high-crime areas retail sites and distribution centers.

Given the current state of technology, online investigations will be a major point in ORT investigations. Purchasing new office equipment, deployable devices (tablets, cellphones and cellphone software), electronics processing devices are pertinent for conducting ORT investigations, given the amount of stolen property that is being bought and sold through online databases and in store. With the electronics processing and investigation will continually lead to the team having to respond in an undercover and marked unit capacity. Undercover vehicles, marked vehicles and a surveillance vehicle would be a necessity to following and furthering the investigation to apprehend the criminal enterprises in which exist.

7a. Financial Audit

Description	Calculation for Expense	Total
Contract with Certified Public Accountant to provide final fiscal audit		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

The Department will contract with a Certified Public Accountant to provide the final fiscal audit.

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

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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 one of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$500,000	\$500,000
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>	TOTAL	\$500,000

9b. Indirect Costs Narrative:

Not to exceed \$500,000 to pay for the ongoing implementation, monitoring, and conclusion of the grant objectives. A police Lieutenant will be responsible for the management of all of the statistics and grant objectives. To include the promotion and hiring of the new team, ordering of equipment and auditing the ongoing efforts.



POLICE DEPARTMENT
DARREN GOODMAN, CHIEF OF POLICE
P.O. Box 1559 • San Bernardino • CA 92401
909.384.5742
www.sbcity.org

July 05, 2023

Dear BSCC -Organized Retail Theft:

The City of San Bernardino Police Department (SBPD) concludes that the Organized Retail Theft Prevention Grant Program project will not impact any other agency agency(ies).

Sincerely,

A handwritten signature in black ink, appearing to read 'Francisco Hernandez', is written over a horizontal line.

Assistant Police Chief Francisco Hernandez
San Bernardino Police Department

4043 Piedmont Parkway,
High Point, NC 27265
Tel: +901-208-5565



6/26/2023

To: Board of State Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that GXO Logistics Supply Chain, Inc. agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of San Bernardino Police Department.

As a part of this grant, GXO Logistics Supply Chain, Inc. agrees to partner with the San Bernardino Police Department and other retailers to share information relevant to organized theft rings. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Nelson', is written over a large, faint, light-colored watermark of the signature.

Thomas Nelson
Sr. Director, Security



TO: BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC)
RE: Organized Retail Theft Prevention Grant Program
DATE: June 12, 2023

This letter is being submitted to document that **Inland Center Mall/Macerich Company** agrees to partner on the Organized Retail Theft Prevention Grant Program proposal, being submitted by the City of San Bernardino Police Department (SBPD). Inland Center Mall houses the largest number of retail stores and retail employees in any one location within in the City, of whom many are national retailers listed below, and generate a significant amount retail commerce, provide local jobs and contribute to state and local sales and property taxes which assists in funding the City's annual general operating fund.

The Macerich Company (NYSE:MAC www.macerich.com), owners of Inland Center Mall and forty-eight (48) regional shopping centers throughout the nation, predominantly located in large metropolitan areas such as San Bernardino, hereby fully support the SBPD's efforts in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.

As part of the State's Organized Retail Theft Prevention Grant Program, Inland Center Mall/Macerich Company agrees to partner with SBPD and retail stores within the mall, to disseminate information relevant to organized retail theft and prevention thereof. We will also collaborate by reviewing and sharing statistical information provided to us by SBPD, demonstrating the positive effects this program is having, and facilitate implementation of any applicable procedures including on-site training provided by SBPD associated with the prevention of Organized Retail Thefts in San Bernardino.

Following is a list of national retailers operating at Inland Center Mall, prepared by mall owner Macerich Company who fully supports the efforts of the SBPD to prevent Organized Retail Theft:

Macy's, JCPenney, Forever 21, H & M , Bath & Body Works, Boxlunch, Carter/OshKosh, Children's Place, Claire's, Daniel's Jewelers, Don Roberto Jewelers, Fast Fix Jewelry Repair, Footlocker, Helzberg Diamonds, Hollister Co., Hot Topic, Journey's, Kay Jewelers, Lenscrafters, Lids, Pro Image Sports, Piercing Pagoda, Shoe Palace, Sheikh Shoes, Spencer's Gifts, T-Mobile Tilly's, Torrid, Verizon Store, Victoria's Secret, Valliani Jewelers, Watch Works, Windsor Fashions, Zales Jeweler, Zumiez

We thank for your consideration in this matter and for giving us the opportunity to support our successful partnership with the City of San Bernardino and SBPD, one that's been cultivated over fifty-seven (57) years.

Arun Parmar, CSM
General Manager
Inland Center – Macerich (NYSE:MAC)
Agent for Owner WM Inland Investors IV LP
CA RE License # 01276788
Email: arun.parmar@macerich.com

20002 N. 19th Ave.
Phoenix, AZ 85027
Tel (800) 489-2000
www.knighttrans.com



2200 S. 75th Ave.
Phoenix, AZ 85043
Tel (800) 800-2200
www.swiftrans.com

June 29, 2023

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Knight-Swift Transportation agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the city of San Bernardino Police Department.

As a part of this grant, Knight-Swift Transportation agrees to partner with the San Bernardino Police Department and other organizations to share information relevant to organized theft rings associated with cargo theft and commercial vehicle theft. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Cargo theft is an ever-increasing problem throughout the nation with billions of dollars of losses every year that negatively impact supply chains, which includes transportation companies, retailers, and consumers. On a more local level, these losses impact the Inland Empire Region of California, which includes the city of San Bernardino. As a major transportation company operating in these areas, we strongly support the San Bernardino Police Department obtaining grant funds to assist them in combating these crimes in the region.

We applaud the efforts of legislators, governing boards, and statutory agencies who create and provide oversight in vital grant programs such as this. We are excited to be part of this effort and look forward to working with the San Bernardino Police Department.

Sincerely,

A handwritten signature in black ink, appearing to read "SKA", is written over a light blue horizontal line.

Sean Kaul
Senior Vice President of Security



Store #0610 • 695 E. Hospitality Lane • San Bernardino, CA 92408
(909) 884-4055

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 6/13/2023

This letter is being submitted to document that Home Depot agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of San Bernardino Police Department.

As a part of this grant, Home Depot agrees to partner with the San Bernardino Police Department and other retailers to share information relevant to organized theft rings. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Signed by,

A handwritten signature in black ink, appearing to read "Jill Hancock". The signature is fluid and cursive.

Jill Hancock
Store Manager
Home Depot 0610



Store #0610 • 695 E. Hospitality Lane • San Bernardino, CA 92408
(909) 884-4055

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 6/13/2023

This letter is being submitted to document that Home Depot agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Home Depot.

As a part of this grant, Home Depot agrees to share information relevant to organized theft rings.

Signed by,

A handwritten signature in black ink, appearing to read "Jill Hancock". The signature is fluid and cursive, written over a white background.

Jill Hancock
Store Manager
Home Depot 610

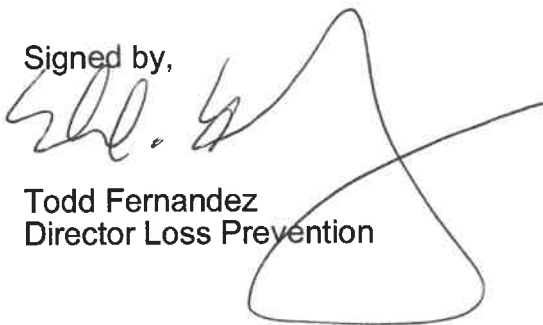
May 31, 2023

To: Board of State and Community Corrections

This letter is being submitted to document that Stater Bros. Markets agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of San Bernardino Police Department.

As a part of this grant, Stater Bros. Markets agrees to partner with the San Bernardino Police Department and other retailers to share information relevant to organized theft rings. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Signed by,

A handwritten signature in black ink, appearing to read 'Todd Fernandez', is written over a large, stylized, abstract signature graphic that resembles a large, irregular loop or a stylized letter 'F'.

Todd Fernandez
Director Loss Prevention



PO BOX 7455
Norco, CA 92880-8082

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program

Date: June 21, 2023

This letter is being submitted to document that the Western States Cargo Theft Association (**WSCTA**) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of San Bernardino Police Department.

As a part of this grant, the Western States Cargo Theft Association agrees to partner with the San Bernardino Police Department and other retailers to share information relevant to organized theft rings. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Signed by,

Wesley Rust

WSCTA, Chairman of Board

Wesley Rust
Corporate Security Investigator
wesley.rust@MyYellow.com
Mobile: 909-816-8303



Todd Crimi

WSCTA, Co-Chair / Board Member

Todd Crimi
Sr. Security Specialist
todd.crimi@FedEx.com
Cell: 323-697-1430





501 Commerce St., Suite 1120
Nashville, TN 37203
MyYellow.com

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 20, 2023

This letter is being submitted to document that Yellow Corporation agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of San Bernardino Police Department.

As a part of this grant, Yellow Corporation agrees to partner with the San Bernardino Police Department and other retailers to share information relevant to organized theft rings. We will also collaborate by sharing statistical numbers, demonstrating the effect this program is having and be open to training provided by the San Bernardino Police Department.

Signed by,

Harold Owen

Harold Owen

Vice President—Security, Field Operations

Harold.Owen@MyYellow.com

Office: 615 350-5709 | Mobile: 615 218-6314



Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

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

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

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

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

402.4.2 REPORTING OF STOPS

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 San Bernardino Police Department is the primary agency, the San Bernardino 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).

402.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile 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.

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

Bias-Based Policing

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

402.6 ADMINISTRATION

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

This 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.

402.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Bureau 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.

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

402.8 TRAINING

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

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

Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE

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

462.2 POLICY

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

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

462.3 ADMINISTRATION

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

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

462.3.1 ALPR ADMINISTRATOR

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

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

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

462.4 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) 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.

462.5 DATA COLLECTION AND RETENTION

The Investigations Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

462.6 ACCOUNTABILITY

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

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

Automated License Plate Readers (ALPRs)

- (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) ALPR system audits should be conducted on a regular basis.

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

462.7 RELEASING ALPR DATA

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

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

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

462.8 TRAINING

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

UAV Program

319.1 PURPOSE

To establish the criteria for use of the Ground Controlled Aerial Vehicle (GCAV) and outline the qualifications for members who operate this type of equipment.

319.2 SCOPE

This policy shall apply to all members of the San Bernardino Police Department, including volunteers.

319.3 DEFINITIONS

COA - (Certificate of Authorization) – Given by the Federal Aviation Administration (FAA) which grants permission to fly within specific boundaries and perimeters. Training flights cannot take place without a valid T&E (training & evaluation) COA and missions cannot take place without a valid emergency COA.

GCAV – (Ground Controlled Aerial Vehicle) – An aircraft either fixed-wing or rotor-wing which flies in the national airspace and is controlled by pilots on the ground used in law enforcement missions.

FAA – (Federal Aviation Administration) – The FAA is a component of the U.S. Department of Transportation and is responsible for access of the national airspace.

PIC – Pilot-in-Command

319.4 PROCEDURE

This program is intended to promote the safe, legal and efficient operation of the GCAV; safety being the primary concern in each and every operation, regardless of the nature of the mission.

319.5 GENERAL OPERATIONS

The UAV shall be assigned to Police Administration. The deployment of the UAV will be directly supervised by a designee of the Chief of Police.

319.6 USE OF AIRCRAFT

- (a) The UAV shall be operated by an employee of the San Bernardino Police Department, either paid or volunteer, who has completed a department approved UAV course
- (b) Decisions as to whether the UAV is to be used to complete the mission shall be based on the following scenarios:
 - 1. Active investigations requiring a Photo/Video flight
 - 2. Traffic control operations
 - 3. In progress calls where a short term aerial presence would be beneficial
 - 4. Searches for fleeing criminal suspects
 - 5. Search and rescue operations
 - 6. SWAT support calls including but not limited to barricaded suspects

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

7. Aerial surveillance for SWAT operations
 8. Active Shooter scenarios
 9. Public relations events and/or other requests approved by the Chief of Police
- (c) The UAV shall not be used for the purpose of investigative surveillance without a search warrant and shall adhere to the following code of conduct
- (a) Safety
 - (a) The UAV shall not be operated in a manner that presents undue risk to persons or property on the surface or in the air
 - (b) The UAV will be piloted by individuals who are properly trained and competent to operate the vehicle or its systems
 - (c) UAV flights will be deployed only after a thorough assessment of risks associated with the activity. This risk assessment will include, but not be limited to weather conditions relative to the performance capability of the system
 - (b) Identification of normally anticipated failure modes (lost link, power plant failures, loss of control, etc.) and consequences of the failures
 - (c) Professionalism
 1. All federal, state, and local laws, ordinances, covenants, and restrictions as they relate to UAV operations shall be adhered to
 2. The UAV shall be operated as a responsible manner
 3. The UAV program should cooperate with all federal, state, and local authorities in response to emergency deployments, mishap investigations, and media relations
 4. Contingency plans shall be created for all anticipated off-nominal events and share them openly with all appropriate authorities
 - (d) Privacy
 - (a) The rights of other users of the airspace shall be respected
 - (b) Individual privacy shall be adhered to by both federal and state laws
 - (c) The UAV program shall respect the concerns of the public as they relate to unmanned aircraft operations
 - (d) Improving public awareness and education on the operation of UAV shall be of the utmost importance

319.7 POSITION QUALIFICATIONS, RESPONSIBILITIES AND DUTIES

- (a) Pilot-in-command (PIC)
 - (a) To be considered for selection as a pilot, applicants must be in good standing with the SBPD and meet any other requirements imposed by the Chief of Police

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

- (b) A pilot's primary duty is the safe and effective operation of the agency's UAV in accordance with the manufactures' approved flight manual, FAA regulations and certificate of authorization conditions, and SBPD Policies and Procedures. Pilots must remain knowledgeable of pertinent FAA regulations; aircraft manufacturer's flight manual; and SBPD Policies and Procedures
 - (c) In order to fly a mission (other than flights required for initial training or currency) pilots must have completed three (3) currency events within the previous 90 days. Currency events include landings, takeoff, and simulator flights.
 - (d) Pilots may be temporarily or permanently removed from flight status at any time by the Chief of Police, for reasons including performance, proficiency, etc. Should this become necessary, the pilot shall be notified in writing.
 - (e) The PIC is authorized to refuse any flight request based on current meteorological conditions, physiological conditions, or for any other reason that PIC believes will affect the safety of the flight. Should the PIC refuse a flight for any reason, they shall inform the requesting supervisor or higher authority as soon as possible of such refusal and the reason for refusal.
 - (f) While aircraft are in flight, the PIC is authorized and responsible for making all decisions regarding use of the aircraft including, but not limited to, direction of aircraft, duration of flight time, capabilities of the aircraft, maximum load allowance, use of affixed certified equipment, allowance or advisability of affixing additional equipment, the determination of allowance of personal or agency equipment, and configurations.
- (b) Pilot-in-Command/Observer:
- (a) PIC and Observer duties shall include, but not be limited to:
 - (a) Performing assignments requested by the requesting Supervisor or SWAT Commander
 - (b) Maintaining current awareness of all pertinent agency requirements, FAA regulations, and other regulatory data bearing on the performance of their duties
 - (c) There will only be one (1) PIC at any given time and they shall exercise final responsibility and authority for the safety of the aircraft, personnel, and equipment during flight operations
 - (d) Exercising responsibility for the safe conduct of all flights, including but not limited to
 - (a) Flight planning and preparation, including preflight inspections of aircraft and equipment
 - (b) Weather briefing
 - (c) Flight operations, including course, air speed, altitude, and duration
 - (d) Landing zone selection

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

- (e) Go/no-go and landing judgments with regard to weather minimum or other criteria
- (f) All Very High Frequency (VHF) air-to-air, air-to-ground, Air Traffic Control (ATC) communications, and any other radio communications
- (g) Timely reporting of new or previously unknown hazards to safe flight encountered
- (h) Post-flight inspection, to include assuring batteries are recharged, to ensure the duty aircraft is ready for the next mission
- (i) Making appropriate entries in aircraft logbooks when necessary

319.8 FLIGHT OPERATIONS - OPERATIONAL CONTROL

- (a) Pilot-in-Command Authority
 - (a) The PIC shall initiate the flight only when confident the flight can be conducted safely
 - (b) The PIC shall ensure there is a Certificate of Authorization (COA) from the FAA to conduct flights in the national airspace. If an emergency COA is required by the FAA for a particular flight, the PIC shall forward the requested documents to the FAA upon request
 - (c) If a search warrant is required to fly the UAV during a deployment or investigation, the case agent shall be responsible for writing and having the warrant signed by a judge.
- (b) Observer Authority
 - (a) avoid operations of the aircraft. The Observer shall remain in contact with the PIC and communicate any obstacles the aircraft might encounter
 - (b) When the flight becomes a hazard to ground personnel or other aircraft, the Observer shall immediately notify the PIC
 - (c) During any phase of flight, if the Observer notices a malfunction with the aircraft, the PIC should immediately terminate the flight
 - (d) The Observer shall be responsible for all radio communication with Air Traffic Control (ATC) and dispatch
 - (e) Observers are responsible for the law enforcement aspect of the deployment
 - (f) Observers shall operate any attachments to the UAV, allowing the operator to maintain complete focus on the operation of the UAV
- (c) Aircraft Inspection
 - (a) Before any flight, the PIC is responsible for pre-flight inspections of the aircraft according to the pre-flight checklist
 - (b) Any anomalies found by the PIC shall be fixed before any flight is conducted

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

- (c) The Supervisor is responsible for making sure all checklists are up-to-date and current for each aircraft make and mod
- (d) Emergency Procedures
 - (a) All flight personnel shall be thoroughly familiar with all emergency procedures and their specific duty assignments
 - (b) No member, regardless of involvement in an emergency situation, shall make any statements to the general public or to news-gathering agencies without the knowledge and approval of competent authority
 - (c) In the event of an emergency involving the safety of persons or property, the PIC may deviate from the procedures of this directive relating to aircraft, equipment, and weather minimums to the extent required to meet the emergency
 - (d) In the event of a fly away or lost link communications, the Observer will immediately contact the SB Tower at (909)382-0305 or via a 2 way radio on frequency 119.45
- (e) Medical
 - (a) Each member shall report to work prepared for the tasks at hand
 - (b) Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory and alertness. Unit members are expected to ground themselves when issues arise that could reasonably be expected to affect their ability to perform flight duties
 - (c) A self-assessment of physical conditions shall be made by all flight crew members during preflight activities.
 - (d) No member shall act as an air crew member within twelve (12) hours after consumption of any alcoholic beverage, while under the influence of alcohol, or while having an alcohol concentration of 0.01 or greater in a blood or breath specimen
- (f) Data Storage
 - (a) The Observer is the custodian of evidence. In this capacity the Observer is responsible for safeguarding and proper processing of any evidence including, but not limited to, digital imagery to include still and video images. Only data that meets legitimate research objectives, or has evidentiary value, will be retained after the mission has been concluded. Said data will be safeguarded so as to protect the privacy of citizens who may be depicted in the data. All other data will be destroyed through electronic deletion. Digital logs of aircraft mission profiles are exempt from this requirement
 - (b) All digital imagery recorded for evidentiary reasons will be filed under a case number and a report will be generated indicating the nature of the digital evidence

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

319.9 ACTIVITY REPORTING

Flight activities will be documented in the aircraft logbook. This may be in a written or electronic format at the discretion of the Supervisor in charge.

319.10 CONSTITUTIONAL ASPECTS OF AERIAL SEARCHES

- (a) s reasonable exception of privacy and therefore come under the protection of the Fourth Amendment to the U.S. Constitution.
- (b) The Supreme Court has cautioned against assuming that compliance with FAA regulations will automatically satisfy Fourth Amendment requirements. Instead, the courts will determine whether the law enforcement aircraft is in the public airways at an altitude at which members of the public regularly travel. Other considerations include; the type of property (open fields versus curtilage); frequency of other aircraft flights over the area; steps taken to conceal property and activity from aerial observation and location of the observer (altitude).
- (c) Use of thermal imagers is passive and non-intrusive. In most circumstance, use of this device is not considered a search and does not require a search warrant. However, a 2001 U.S. Supreme Court decision (U.S. v. Kyllo), held that using sense-enhancing technology to obtain any information regarding the interior of a home that could not otherwise have been obtained without physical intrusion into a Constitutionally protected area, constitutes a search. Thus, UAS may not use thermal imagers to scan a private residence for heat characteristics (a tactic used to identify indoor marijuana grow operations) without first obtaining a search warrant. It does not prohibit their use on structures, or other areas that would not give rise to a “reasonable expectation of privacy”.
- (d) It is ESSENTIAL to note that case law in the area of UAV searches has not yet matured to the point that clear guidelines have evolved. In all cases of UAV deployment, reasonableness and respect for the privacy of individuals shall guide the actions of the UAV PIC and Observer.

319.11 TRAINING

Initial and recurrent training for all PIC and Observers are essential to safety and efficiency of the GCAV.

319.11.1 SUPERVISOR RESPONSIBILITY

The supervisor is responsible for the standardization of flight crews and aircraft operations. The primary means for accomplishing a standardization program shall be through the use of initial and recurrent training and proficiency flight checks. These flight checks are essential to ensure that a high level of competency and uniformity exists in flight inspection operations.

319.11.2 TRAINING REQUIREMENTS

- (a) If required, an FAA designated flight examiner will conduct a proficiency flight as often as the FAA deems necessary for safe flights of the UAV
- (b) Observers must have completed sufficient training to communicate to the pilot any instructions required to remain clear of conflicting traffic. This training, at a minimum,

San Bernardino Police Department

San Bernardino PD Policy Manual

San Bernardino PD Policy Manual

UAV Program

shall include knowledge of the rules and responsibilities described in 14 CFR 91.111, Operating Near Other Aircraft; 14 CFR 91.113, Right-of-Way Rules: Except Water Operations; and 14 CFR 91.155, Basic VFR Weather Minimums; knowledge of air traffic and radio communications, including the use of approved ATC/pilot phraseology; and knowledge of appropriate sections of the Aeronautical Information Manual

- (c) All members within the flight program shall maintain proficiency in their PIC/Observer abilities. Members who do not have any documented training or flight time within a span of 90 days will have to show proficiency before being a PIC/Observer during a deployment or exercise
- (d) Recurrent training is not limited to actual PIC/Observer skills but includes knowledge of all pertinent UAV matters
- (e) Failure to demonstrate proficiency may result in removal from the UAV Unit