

Title	<b>John Incontro</b>	07/07/2023
	by <b>Brittnie Camacho</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41333000
	bcamacho@smpd.us	

## Original Submission 07/07/2023

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

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

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

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

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

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

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Lead Public Agency **The San Marino Police Department**

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Applicant's Physical Address **2200 Huntington Ave  
San Marino  
CA  
91108  
US**

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

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Mailing Address for Payment **2200 Huntington Drive  
San Marino  
CA  
91108  
US**

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Tax Identification Number **95-6000783**

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

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Project Director **John Incontro**

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

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Project Director's Physical Address **2200 Huntington Drive  
San Marino  
CA  
91108  
US**

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Project Director's Email Address **bcamacho@smpd.us**

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Project Director's  
Phone Number **+16263000720**

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Financial Officer **Mark  
Siegfried**

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

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Financial Officer's  
Physical Address **2200 huntington Drive  
San Marino  
CA  
91108  
US**

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Financial Officer's  
Email Address **msiefried@cityofsanmarino.org**

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Financial Officer's  
Phone Number **+16263000700**

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Day-To-Day Program  
Contact **Brittnie  
Camacho**

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Day-To-Day Program  
Contact's Title **Admin Assistant**

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Day-To-Day Program  
Contact's Physical  
Address **2200 Huntington Drive  
San Marino  
CA  
91108  
US**

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Day-To-Day Program  
Contact's Email  
Address **bcamacho@smpd.us**

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Day-To-Day Program  
Contact's Phone  
Number **+16263000717**

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Day-To-Day Fiscal  
Contact **Timothy  
Tebbetts**

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Day-To-Day Fiscal  
Contact's Title **Police Commander**

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Day-To-Day Fiscal  
Contact's Physical  
Address **2200 Huntington Drive  
San Marino  
CA  
91108  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>ttebbetts@smpd.us</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+16263000720</b>
Name of Authorized Officer	<b>Aaron Blonde</b>
Authorized Officer's Title	<b>Police Commander</b>
Authorized Officer's Physical Address	<b>2200 Huntington Drive San Marino California 91108 US</b>
Authorized Officer's Email Address	<b>brittnie hazel camacho@hotmail.com</b>
Authorized Officer's Phone Number	<b>+16263000720</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>GPS Launcher Program</b>
Proposal Summary	<p><b>The San Marino Police Department (SMPD) is requesting \$92,212.00 in grant funding from the Board of State and Community Corrections. The funding will be used to purchase seven Starchase GPS Launchers for each of our patrol vehicles.</b></p> <p><b>The San Marino Police Department has had 41 stolen vehicle arrests since April of 2021 to June 2023. This is a 105% increase from 2018-2021.</b></p> <p><b>The requested GPS Launcher is intended to de-escalate high-risk vehicle events to prevent putting our community at risk. Starchase's GPS Launcher will launch a tracking tag to a suspect's vehicle to, negating a need for a pursuit.</b></p>

**PROGRAM  
PURPOSE AREAS**

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

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**Program Purpose  
Areas (PPAs):**

**PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

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**Funding Category  
Information**

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

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**Funding Category**

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

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**SECTION IV -  
PROPOSAL  
NARRATIVE AND  
BUDGET**

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

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

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Project Need

**The ability of the San Marino Police Department (SMPD) to locate stolen vehicles within the city has significant implications for public safety and officer safety. The Department is authorized 32 sworn officers that serve a population of nearly 12,254 residents. Typically on every shift there is a Sergeant, Corporal, and three Officers. Due to vacancies, medical leaves, vacation requests, and mandatory training many times our teams are deploying 3 or 4 sworn personnel. Given the scope of their charge, the San Marino Police Department must manage threats with efficiency for Community and officer safety.**

**While SMPD is proud of the relatively low level of crime, we still combat threats that travel into our City on a daily basis. We have visitors traveling through the City to visit Lacy Park, the Huntington Library, and driving on Huntington Drive which is a major thoroughfare traversing the San Gabriel Valley. This attracts a significant amount of traffic through the City and raises our requests**

for police service.

In 2020 we implemented our Flock Safety Automatic License Plate Reader program that notifies the Department of stolen vehicles driving throughout the City of San Marino. These cameras are strategically placed in high traffic locations. The SMPD Dispatch receives a notification of a stolen vehicle and sends an officer to an area check for the stolen vehicle. Many times the vehicles are located and a high-risk traffic stop is conducted to apprehend the suspect and recover the stolen vehicle. Often the suspect flees once they notice officers are in the area, and occasionally results in a high speed pursuit. Pursuits are typically terminated due to safety concerns.

Since the implementation of the Flock cameras San Marino Police Department has seen a large increase of stolen vehicle calls for service. As of April of 2021 to current we have had 686 calls for service that are stolen vehicle related. From 2018 to April 2021 the City only had 20 stolen vehicle arrests. The San Marino Police Department has had 41 stolen vehicle arrests since April of 2021 to June 2023. This is a 105% increase from 2018-2021.

The Flock Safety camera network extends the agency's capacity to identify accurate leads, assess hotspots, to prevent and solve crime. The GPS launcher will supplement our Flock program to help us safely apprehend vehicle theft suspects before or shortly after a pursuit is initiated.

Currently, there is a need for a vehicle mounted GPS launcher as a safer, more effective alternative to high speed pursuits. The system launches a tracking tag that adheres to the back of a suspect's vehicle, negating the need for a pursuit. Our Dispatch will be able to track the location and the speed of the vehicle. The GPS launcher will supplement our Flock program to help us safely apprehend vehicle theft suspects. The tracking tab is not lethal and does not damage its target in any way. Once the tracker is applied the Officer will disengage from the pursuit. With this technology we can plan a safe arrest without placing our community and officers at risk. The launcher can potentially save lives of officers and community members. Pursuits will decrease or eliminate them all together.

As law enforcement professionals, we understand the importance of preventing pursuits. With the help of Starchase's GPS Launcher we are confident that our officers can end a pursuit safely and apprehend the suspect.

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Project Description

**Project Description**

The San Marino Police Departments GPS Launcher program has three goals and 9 objectives. They are displayed in table 2 and the implementation and work plan details are described as below.

**Goal 1: Install GPS Launchers in 7 patrol vehicles**

**-Objective 1: Secure grant funding to finance the proposed project**

**-Objective 2: Purchase GPS equipment**

**-Objective 3: Install GPS equipment and software**

**Goal 2: Decrease pursuits during our stolen vehicle high-risk traffic stops**

**-Objective 1: Train patrol officers on how to use the equipment**

**-Objective 2: Deploy the Starchase GPS Launcher**

**-Objective 3: Pursuits will be canceled due to the tracker being deployed**

**-Objective 4: Safely apprehend the suspects**

**Goal 3: Recover stolen assets**

**-Objective 1: Utilize flock cameras**

**-Objective 2: Utilize GPS launcher to track stolen assets**

**Goal 1. Install a GPS Launcher on 7 patrol vehicles**

**There are three objectives related to Goal 1.**

**Objective 1. Secure grant funding to finance the proposed project**

**SMPD will be notified about grant reward decisions by September 14, 2023. Chief John Incontro will submit a completed grant application by July 7, 2023.**

**Objective 2. Purchase GPS equipment**

**If awarded funds, the SMPD will immediately notify Starchase (GPS Company) that funds were secured and that a purchase will be made. It is anticipated that the delivery of the equipment and installation will be completed by December 2023. Commander Aaron Blonde will facilitate the purchase.**

**Objective 3. Install the GPS equipment and software**

**Starchase will work with SMPD to install the GPS Launcher equipment. Commander Aaron Blonde will facilitate the date and time of installation. It is anticipated that installation will be completed in**



**December 2023.**

**Goal 2. Decrease pursuits during our stolen vehicle high-risk traffic stops**

**Objective 1. Patrol officers will be trained on how to utilize the equipment efficiently.**

**An officer will be selected to take the Starchase trainer course. That officer will then train all officers on how to work the GPS Launcher.**

**Objective 2. SMPD Officers deploy the Starchase GPS Launcher**

**After locating a stolen vehicles in the city officers can then deploy the GPS tracker on the vehicle while conducting a high-risk traffic stop.**

**Objective 3. Pursuits will be canceled due to the tracker being deployed**

**The Starchase GPS Launcher will then track the vehicle. Pursuits will be canceled due to safety concerns for our Officers and the community.**

**Objective 4. Safely apprehend the suspects**

**Police personnel will then track the vehicle and provide a plan to recover and safely apprehend the suspect.**

**Goal 3. Recover stolen assets**

**Objective 1. SMPD will utilize flock cameras to locate stolen vehicles within the city.**

**SMPD flock cameras located within the city that helps located stolen vehicles. Dispatch reviews these alerts and sends out an area check for the stolen vehicle.**

**Objective 2. Utilize GPS launcher to track stolen assets**

**SMPD personnel will plan to recover the stolen vehicle.**

**The targeted areas within the city will be the locations of our flock cameras. SMPD plans to use the Starchase GPS Launcher to supplement our flock technology within the city to increase our stolen vehicle arrests and property recovery.**

**Training will be provided by the selected Officer on how to properly deploy the device. A training day will be provided to all personnel by our selected trainer. Training will include deploying the device, tracking, and plans to recover the vehicle.**

**Below is our racial bias policy.**

## **Racial Bias Policy**

**San Marino Police Department is committed to policing that is fair and objective. Bias-based policing is 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).**

## **Policy**

**The San Marino 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.**

## **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.**

## **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).**

## **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.**

## **Supervisors 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.**

## **Administration**

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

## **Training**

**Training on fair and objective policing and review of this policy**

should be conducted as directed by the Support Services Division Commander.

#### **Reporting to the Department of Justice**

The Support Services Division Commander 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 and Communications Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy. Supervisors should ensure that data stop reports are provided to the Records and Communications Manager for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

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Project  
Organizational  
Capacity and  
Coordination

The San Marino police department currently has 26 Officers. As of July 1, 2023, City Council approved hiring three additional Officers. The Department currently runs with one Watch Commander, one Corporal, and at least two to three more officers on each team. This project will not require additional officers to be hired.

The GPS launcher will shorten the time officers are out of service due to terminating pursuits.

Administrative Assistant Brittnie Camacho will be managing this project to ensure the proposed project is implemented as intended. Camacho will be in charge of all data collection required for the grant. This project will be tracked by utilizing our CAD system Mark-43 to track calls for service. “Starchase GPS Launcher” will be an added call type in our CAD system to help locate incidents where this equipment was used.

Our Daily Team Reports will have a new section that will have supervisors select if the tracker was used during their shift. If the GPS tracker was used, they will provide an incident or case number and a summary of the event.

A spreadsheet will be created to track each time the GPS Launcher is used. The outcome of each incident will be noted, as well as who was involved in the incident. Numbers of arrests and pursuits will be compared to the last five years to ensure Department personnel are properly using the equipment to increase arrests and decrease pursuits.

There will be no coordination with other agencies. This project is intended to stay within the City of San Marino’s boundaries. If the GPS tracks a stolen vehicle to another city, we will notify the local agency of the plan to apprehend the suspect.

The Watch Commander will be in charge of coordinating with the Department Staff on a plan to apprehend the suspect. Apprehending the suspect may have to wait for the department to be properly staffed, assuming most of the arrests will occur outside of our

jurisdiction. The city may not run below or minimum of one Watch Commander and two Officers while locating the stolen vehicle and suspects.

After the grant has been concluded, if the safety of the community has increased due to the project, it will be brought to City Council to approve funding for the project in June 2025 to ensure there is no gap in service.

#### **Key project staff**

##### **Chief John Incontro**

Chief John Incontro began his law enforcement career in 1976 as a Cadet with the Glendale Police Department. In 1979, John joined the Los Angeles Police Department (LAPD). His tenure with the LAPD included significant experience in patrol operations, administrative duties, training and special operations. Following his retirement from the LAPD, he was appointed the Chief of Police for the San Marino Police Department in December 2014. As the leader of the San Marino Police Department, he will actively participate in the project and ensure all reporting, data collection, and GPS Launcher procedures are properly implemented and reported during the grant period.

##### **Commander Aaron Blonde**

Aaron Blonde is currently serving as a Commander with the San Marino Police Department, where he is assigned to the Support Services Division. Commander Blonde has served the San Marino Police Department for 22 years. Blonde has held the positions of Police Officer, Field Training Officer, Master Police Officer, Rangemaster / Amorer, SWAT Team Sniper, Diversionary Device Instructor, Police Sergeant, and Police Lieutenant. Blonde has overseen a variety of projects within the department, including but not limited to the San Gabriel Valley 626 Golden Streets Event, annual budget preparation, recruiting / hiring, department policy and procedures, personnel training, and the purchase of Flock Safety cameras for the City. Given his vast experience, he is well qualified to oversee the GPS Launcher program.

##### **Commander Timothy Tebbetts**

Timothy Tebbetts is currently serving as a Commander with the San Marino Police Department, where he is assigned to the Operations Division. During the last 22 years, Tebbetts has held the positions of Police Officer, Field Training Officer, Motor Officer, Range master, SWAT Team Sniper, Administrative Sergeant, and now Commander. He currently oversees the Patrol Division and will play a key role in training and ensuring the GPS Launcher program is a success.

**Commander Aaron Blonde will create the purchase order and submit it to StarChase.**

**Project evaluation will be evaluated by Commander Timothy Tebbetts. Commander Tebbetts currently oversees the Patrol Division of the Department.**

### **Start-Up**

**Upon receipt of our purchase order StarChase will begin manufacturing the systems for our agency. During that time, the service and delivery team will begin to coordinate delivery, installations and training for the department. From the time the purchase order is received it will take approximately 8 weeks to deliver and install. This also depends on availability.**

### **Implementation**

**Once the StarChase software has been installed the department will send out a memo to the officers to see who is interested in becoming the StarChase trainer for the department. Once trainer is trained the department will then set up training for all personnel. One day will be for dispatch to learn and understand the GPS tracking software and website. A field training day will be conducted for all officers to learn how to deploy the equipment properly.**

### **Project management**

**Monitoring the project will be Administrative Assistant Camacho. Camacho will track all dates associated with this project. Camacho will set up the training dates and ensure everyone in the department attends.**

**Every event where the StarChase GPS launcher will be reviewed. Information regarding where, when, why, and the outcome will be tracked.**

**Using our CAD software Mark 43 we will look up data regarding the software. Incidents can be tracked either searching "GPS Launcher" in comments or calls for service.**

**Outcomes that will be measured will be the following:**

- Number of incidents where the tracker was deployed**
- Number of arrests made using the tracker**
- Number of items recovered using the tracker**
- Numbers of pursuits terminated due to deploying the tracker**
- Injuries associated with pursuits**

**The outcomes will be compared to the last five years of data to ensure arrests and items recovered are increasing and pursuits are being terminated and/or decreasing. A spreadsheet will be created to track these number for reporting purposes.**

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

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Budget Attachment

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

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_2.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT\\_2\\_-\\_signed.pdf](#)

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Local Impact Letter(s) (Appendix E)

[local\\_impact\\_letter\\_ORT.pdf](#)

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Letter(s) of  
Commitment,  
(Appendix F)                      n/a

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Policies Limiting Racial Bias

[bias\\_policy.pdf](#)

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Policies on  
Surveillance  
Technology                      n/a

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment\\_-Fraud\\_-Theft\\_-and-Embezzlement-ORT\\_1\\_-\\_signed.pdf](#)

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

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OPTIONAL: n/a  
Bibliography

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	> Install GPS Launchers in 4 patrol vehicles.		
Objectives (A., B., etc.)	A. Secure funding B. Purchase equipment C. Install GPS equipment and software		
Process Measures and Outcome Measures:	Once funding is secured Commander Aaron blonde will complete the purchase. Dates will be set up to install on four of our seven patrol vehicles.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> We have received a quote from Starchase.	> Commander Aaron Blonde, Commander Tim Tebbetts	> 10/01/2023	6/1/2027
List data and sources to be used to measure outcomes: > Dates of purchase and installation will be kept for documentation purposes.			

<b>(2) Goal:</b>	> <b>Decrease Pursuits</b>		
Objectives (A., B., etc.)	A. Training B. Deploy Device C. Cancel unsafe pursuits		



	D. Safely apprehend suspects		
Process Measures and Outcome Measures:	> Training will be provide to all personnel. Decreasing pursuits will		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Select an officer to take Starchase training. SMPD selected trainer will then train the rest of the personnel on the new equipment.	> Commander Aaron Blonde, Commander Tim Tebbetts	10/01/2023	6/1/2027
List data and sources to be used to measure outcomes: > Number of training days will provided, times the device was deployed, and arrests made using the device will be tracked.			

<b>(3) Goal:</b>	> Recover stolen assets		
Objectives (A., B., etc.)	A. Utilize flock cameras B. Utilize GPS Launcher		
Process Measures and Outcome Measures:	> When locating a vehicle our personnel will deploy the GPS tracking device and attach it to the stolen vehicle. Detectives will then track the vehicle and provide a plan to recover and safely apprehend the suspect.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Dispatch will utilize our flock technology to advise officers where stolen vehicles are at throughout the city.	> Commander Aaron Blonde, Commander Tim Tebbetts	10/1/2023	6/1/2027
List data and sources to be used to measure outcomes: > Data: Number of assets recovered using the GPS launcher will be tracked.			

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

Name of Applicant: **San Marino Police Department**  
*(i.e., County Sheriff's Office, County Probation Department, or City Police Department)*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$84,964.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$4,248.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$3,000.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$92,212.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

*Not applicable.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Guardian - VX VML (1) Vehicle Mounted Launcher System, console, remote key fob, and 24 month manufacturer	Qty. 7	\$41,930.00
36 Month Subscription GPS Live Tracking, Mapping, Data and User access	Qty. 7	\$27,720.00
12 Month Extended Warranty	Qty. 7	\$2,295.00
Vehicle Installation	Qty. 7	\$4,914.00
Train the Trainer Module	Qty. 1	\$3,500.00
Shipping		\$621.00
Tax		\$3,984.00
		\$0.00
<b>TOTAL</b>		<b>\$84,964.00</b>

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

*The attached quote is for (7) VML systems and (3) years of discounted TSP for each. The quote also contains a 3rd year warranty for each system, as well as (7) installs. There will be no recurring costs for the program during those first three years.*

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**3b. Professional Services Narrative**  
*Not applicable.*

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**4b. Non-Governmental Organization (NGO) Subcontracts Narrative**  
*Not applicable.*

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Required amount to set aside for data collection and evaluation	5% of total grant award	\$4,248.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$4,248.00</b>

**5b. Data Collection and Evaluation Narrative**  
*Applicants are required to set aside atleast \$75,000 but not more than 5 percent of the total grant award for data collection and evaluation.*

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total



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

TOTAL

\$0

\$0

**9b. Indirect Costs Narrative:**

Not applicable.



# City of San Marino

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## Police Department

The GPS Launcher program is intended to de-escalate high-risk vehicle events to prevent putting our community at risk. Starchase's GPS Launcher will launch a tracking tag to a suspect's vehicle to, negating a need for a pursuit. This project is intended to reduce pursuits, increase recovered stolen property, and increase the safety of our community. The San Marino Police Department concludes that the Organized Retail Theft Prevention Grant Program will not impact any other agency. If the tracker leads SMPD into another city notifications will be made. However, San Marino Police will handle the call. No further assistance will be needed.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

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San Marino PD CA Policy Manual

## *Bias-Based Policing*

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### **401.4 MEMBER RESPONSIBILITIES**

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

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

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

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

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

#### **401.4.2 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 Marino Police Department is the primary agency, the San Marino Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

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

### **401.5 SUPERVISOR RESPONSIBILITIES**

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

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



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## *Bias-Based Policing*

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

### **401.6 ADMINISTRATION**

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

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

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

### **401.7 TRAINING**

Training on fair and objective policing and review of this policy should be conducted as directed by the Support Services Division Commander.

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

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

The Support Services Division Commander 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 and Communications Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy.

# San Marino Police Department

San Marino PD CA Policy Manual

## *Bias-Based Policing*

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