

Title	<b>Seal Beach Police Department</b>	07/07/2023
	by <b>Jon Ainley</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41329235
	jainley@sealbeachca.gov	

## Original Submission 07/07/2023

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

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

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

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Lead Public Agency **Jon Ainley**

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Applicant's Physical Address **911 Seal Beach Blvd  
Seal Beach  
CA  
90740  
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 **911 Seal Beach Blvd  
Seal Beach  
CA  
90740  
US**

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Tax Identification Number **95-6000794**

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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 **Jon  
Ainley**

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

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Project Director's Physical Address **911 Seal Beach Blvd  
Seal Beach  
Ca  
90740  
US**

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Project Director's Email Address **jainley@sealbeachca.gov**

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Project Director's  
Phone Number **+15627994100**

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Financial Officer **Camren  
Wight**

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Financial Officer's  
Title with  
Agency/Department/Organization **Senior account manager**

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Financial Officer's  
Physical Address **911 Seal Beach Blvd  
Seal Beach  
CA  
90740  
US**

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Financial Officer's  
Email Address **cwight@sealbeachca.gov**

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Financial Officer's  
Phone Number **+15627994100**

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Day-To-Day Program  
Contact **Jon  
Ainley**

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Day-To-Day Program  
Contact's Title **jainley@sealbeachca.gov**

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Day-To-Day Program  
Contact's Physical  
Address **911 Seal Beach Blvd.  
Seal Beach  
CA  
90740  
US**

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Day-To-Day Program  
Contact's Email  
Address **jainley@sealbeachca.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+15627994100**

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Day-To-Day Fiscal  
Contact **Camren  
Wight**

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Day-To-Day Fiscal  
Contact's Title **Senior account manager**

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Day-To-Day Fiscal  
Contact's Physical  
Address **911 Seal Beach Blvd  
Seal Beach  
CA  
90740  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>cwight@sealbeachca.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+15627994100</b>
Name of Authorized Officer	<b>Mike Ezroj</b>
Authorized Officer's Title	<b>Captain</b>
Authorized Officer's Physical Address	<b>911 Seal Beach Blvd Seal Beach CA 90740 US</b>
Authorized Officer's Email Address	<b>mezroj@sealbeachca.gov</b>
Authorized Officer's Phone Number	<b>+15627994100</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>Technology and directed enforcement grant request</b>
Proposal Summary	<b>Organized retail theft and vehicle theft have become major disruptors in the Seal Beach community. Seal Beach PD resources have been overstretched and unable to match the demands of retail and auto theft groups. Seal Beach PD has researched viable technology and directed enforcement options in effort to combat the drastic increase in ORT and vehicle theft cases. The proposed technology and directed enforcement options will assist in theft prevention, identification of suspects as well as aid in investigations. Seal Beach PD will utilize technology and surveillance in collaboration amongst retailers, consumers, wand law enforcement to reduce incidents of ORT.</b>

**PROGRAM  
PURPOSE AREAS**

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

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**Program Purpose  
Areas (PPAs):**

**PPA 1: Organized Retail Theft  
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

**Organized retail theft (ORT) is a significant problem that affects retailers, consumers, and the economy at large. This criminal activity involves stealing large quantities of merchandise from stores, typically with the intention of reselling the stolen items for profit. The problems facing organized retail crime are numerous and complex, ranging from financial losses for retailers to increased prices for consumers.**

**One of the major problems facing organized retail theft is the financial loss that retailers face because of stolen merchandise. The National Retail Federation estimates that ORT costs retailers more than \$30 billion annually. This loss not only affects the bottom line of the retailers, but also has a ripple effect throughout the economy, as it can lead to job losses, reduced tax revenues, and even store closures.**

**The second problem facing organized retail theft is the impact it has on consumers. When retailers experience significant losses due to ORT, they often raise prices to compensate for their losses. This**

means that law-abiding consumers end up paying more for their purchases, even though they have not participated in criminal activity. This is particularly problematic for low-income consumers, who may not be able to afford the higher prices.

A third problem facing organized retail theft is the impact it has on law enforcement agencies. ORT is a complex crime that often involves multiple individuals and organizations, making it difficult for law enforcement to track and prosecute offenders. In addition, organized retail theft is carried out by sophisticated criminal networks that operate across multiple locations and jurisdictions. These networks often have well-established hierarchies, communication channels, and specialized roles within the criminal enterprise, making it more challenging for law enforcement agencies to disrupt their activities.

A fourth problem facing organized retail theft is the impact it has on the retail industry. ORT can damage the reputation of retailers, making consumers less likely to shop at their stores. This can result in a loss of revenue for the retailers, as well as a loss of jobs for their employees. Some of the major retailers in Seal Beach being affected by ORT crimes are Target, reported a loss from theft from 2022 of approximately \$763 million. Target estimated projected loss in 2023 from theft or “shrink” of over \$1 billion, an estimated 24 percent increase in theft. Other prominent retailers within the Seal Beach shopping centers, being affected by ORT are Kohl’s, Ulta Beauty supply, Ralphps, Burlington Coat Factory, CVS, Rite Aid, and Marshall’s clothing store. Each retailer has been noted by increase in theft activity and calls for service of theft related events however, no statistical data has been compiled.

Finally, a fifth problem facing organized retail theft is the impact it has on society. ORT is not a victimless crime; it harms the economy, the retailers, the consumers, and the law enforcement agencies that are tasked with preventing it. It also encourages other criminal activities, such as theft and fraud from customers, vehicle burglaries from shopping centers, and robberies, as those involved in ORT are often engaged in other illegal activities as well.

Organized retail theft is a complex and significant problem that affects retailers, consumers, law enforcement agencies, the retail industry, and society altogether. Addressing this problem will require a coordinated effort from all stakeholders, including retailers, law enforcement agencies, policymakers, and consumers. By working together, we can reduce the incidence of ORT and create a safer and more prosperous society for all.

There is no doubt that each individual city has seen a dramatic increase in rampant retail theft which has drastically affected our limited city economy and shifted our enforcement activity to now be focused on responding to reports of various kinds of ORT crimes rather than conducting other proactive enforcement activities such as DUI enforcement and distracted driving enforcement to reduce traffic accidents.

ORT has also limited police ability to effectively combat large groups of thefts as they have restrictive policy and guidelines as to pursuing property related crimes. At the end of the day, criminal groups have sabotaged the effectiveness of driving down organized theft groups

and created an overwhelming draw on police resources and the ability to effectively prosecute the large number of incidents. Seal Beach has a unique challenge in addition to the overall challenges facing organized retail theft. Seal Beach is located on the westernmost border of Orange County and abuts Los Angeles County. Criminals and criminal organizations can easily enter Seal Beach from Los Angeles cities, commit thefts, and return to Los Angeles County, which challenges Seal Beach Officers from pursuing criminal offenders as they cross jurisdictions with varying procedural processes, a separation of local police support, as well as a limitation in the number of pursuing officers.

The geographical location of Seal Beach poses, yet another challenge, in that, the freeway system (605/ 405 and 22 freeways) are all within approximately one mile of city limits which provide ORT suspects easy, ingress/egress capabilities to commit thefts and flee from the area. Additionally, the southern border of Seal Beach has a major highway, Pacific Coast Highway, which provides another easy access point for criminals to access businesses along Pacific Coast Highway and easily flee the area. Additionally, these freeways are within ½ mile of our two large commercial developments that house our major commercial businesses.

Another challenge unique to Seal Beach is the constant influx of visitors in combination with residents, beach goers, shoppers as well as those who are intending to commit theft or other crimes. The city of Seal Beach population varies from approximately 26,000 residents to 1.5 million visitors per year that the city attracts. With such a dramatic increase in visitors per year, Seal Beach police are constantly drawn upon to combat thefts and ORT as there is a constant influx of residents and visitors attributing to a higher demand on officers responding to a myriad of incidents including, the increase of ORT.

In an annual comparison from 2020 to 2023, Seal Beach has seen a rapid increase in theft related incidents. From 2021 to 2022, Seal Beach saw an increase of theft from retailers of approximately 35 percent. So far, approximately one half through the year, Seal Beach is trending for a record-breaking increase in retail theft of more than 20 percent.

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#### Project Description

In response to the rampantly growing ORT concerns facing our communities, police have adopted several responses to the increased need to police our retail partners and drive down ORT incidents.

Surveillance technology has become an integral tool in modern law enforcement agencies' arsenal for apprehending criminals. With the rapid advancements in technology, law enforcement agencies are now able to utilize various surveillance techniques to enhance their ability to monitor and track criminal activities. This explores the significant role surveillance technology plays in apprehending criminals, including the use of CCTV cameras.

CCTV Cameras Closed-circuit television (CCTV) cameras are ubiquitous in public spaces and have proven to be instrumental in apprehending criminals. These cameras act as a deterrent, discouraging potential criminals from engaging in illegal activities.



Moreover, the recorded footage from CCTV cameras serves as valuable evidence that can be used to identify suspects, establish timelines, and reconstruct events. By strategically placing CCTV cameras in high-crime areas, law enforcement agencies can effectively monitor public spaces and promptly respond to criminal activities, enhancing public safety and aiding in the apprehension of offenders.

The integration of data analytics in surveillance technology has empowered law enforcement agencies to extract actionable insights from vast amounts of data, aiding in the identification and apprehension of criminals. Through sophisticated algorithms and machine learning techniques, law enforcement agencies can analyze diverse datasets, including surveillance footage, social media activity, and communication records. This analysis allows them to identify patterns, uncover connections between individuals and criminal activities, and predict potential threats. By leveraging data analytics, law enforcement agencies can proactively target criminals, allocate resources effectively, and apprehend offenders before they can commit further crimes. However, it is essential to strike a balance between security and privacy concerns to ensure that the use of surveillance technology is conducted within.

In conducting research on available CCTV camera systems, investigators have found that mobile surveillance technology such as camera mounted trailers have shown to be an effective tool in directly combating ORT events. First, mobile camera trailers are a very public tool which are displayed in shopping centers, often with a pole or mast which has the capability of providing remote surveillance of an entire parking lot and entrance/ exit doors of retailers. Officers can remotely access live feed from the mobile surveillance trailers and obtain up-to-date information of events as they play out. Officers can also record the theft events to preserve evidence which will assist in prosecution of criminal offenders. Cost associated with mobile camera trailer(s)- In reviewing multiple quotes for mobile surveillance trailers, I have found the average cost per unit is approximately \$41,000. These costs are variable based on the kind of camera equipment installed on the unit as well as support and integration systems. To effectively monitor the two separate shopping centers which, include a total of 19 retail shops, Seal Beach Police department is seeking:

- 4 mobile surveillance trailers which will be deployed in strategic locations. The mobile surveillance trailers will be utilized to monitor activity of retail stores including associated suspect vehicles and entry/ exits points.
- The total cost of the mobile surveillance trailers is estimated to be \$164,000.

Police surveillance can play a crucial role in combating organized retail theft (ORT) by providing law enforcement agencies with valuable information and evidence to identify, track, and apprehend individuals involved in such criminal activities. The following are some ways in which police surveillance can be used effectively:

**Covert Surveillance:** Undercover police officers or plainclothes detectives can be deployed to monitor retail locations suspected of being targeted by ORT groups. They can blend in with the crowd and

gather intelligence on criminal activities, identify the individuals involved, and provide critical evidence for arrests and prosecutions. In combination of uniform presence and covert surveillance, officers can become more effective at focusing on ORT specific crimes utilizing various tactics. Officers working in uniform and in marked patrol vehicles will act in an enforcement capacity while covert surveillance monitors suspects of ORC thefts. Working in a joint effort with the combined tactics, officers can better achieve results in making more ORT arrests, identifying ORT suspects, and preventing some ORT thefts from occurring.

Cost associated with patrol and covert surveillance operations for Seal Beach: Patrol and covert surveillance operation cost will vary marginally based on individual officer hourly rate. In reviewing the current maximum hourly rate per Seal Beach officer at an overtime rate, it will cost:

- \$109 per hour, per officer.
- I am requesting 20, 8-hour shifts with 4 four officers per shift.
- The 20 shifts will be broken-up throughout the year based on data analysis of peak effectiveness and crime trends.
- Two officers will be working plain clothes, undercover operations and two officers working in uniform patrol.
- Each 8-hour operation will cost an estimated \$3,488 and 20 shifts will cost approximately \$69,760.

License Plate Recognition: Police surveillance can include automatic license plate recognition (ALPR) systems. These systems use cameras and software to capture and analyze license plate numbers of vehicles entering or leaving retail premises. This technology can help identify vehicles associated with ORT activities, enabling law enforcement to track and apprehend suspects.

In conducting research on available ALPR cameras, investigators have found that monitoring the ingress/ egress of shopping malls and shopping centers will assist in detecting ORT vehicles. Suspects will commonly use stolen vehicles to commit various thefts so that their personal information such as license plates go undetected. In utilizing ALPR cameras', officers and dispatchers will become apprised of stolen vehicles and vehicles having felony wants/ warrants entering shopping centers and will be able to respond and apprehend criminals, thus preventing ORC crimes from taking place. Cost associated with ALPR system- Fixed position ALPR cameras will be set up to monitor all ingress and egress of two major shopping centers within Seal Beach, Towne Center which has 4 entry/ exit points requiring 8 cameras total.

- Rossmoor Center which has 9 entry/ exit points and requires 18 cameras total.
- Each individual camera cost is approximately \$9,000 and requires an additional \$1,280 in installation costs. (Installation costs include, connecting equipment to existing fixtures, installing independent poles to affix cameras, solar equipment, and required battery packs to run camera systems using solar energy.)
- In addition to the installation of the ALPR cameras, most service providers require a yearly or monthly service cost. In reviewing the service costs to maintain the internet service connection, it costs approximately \$20,000 per year.

- Seal Beach Police Department is seeking a five-year commitment to maintain the service agreement with the contracts and thereafter, Seal Beach Police Department will be able to secure future operation costs and maintenance equipment into the general budget.

- The total for incorporating all fixed cameras, as well as installation, maintenance and service fees is estimated to be \$365,000.

It is important to note that the use of police surveillance must be conducted within the boundaries of applicable laws and regulations, ensuring the protection of individual privacy rights. A balance must be maintained between public safety and respecting civil liberties. Seal Beach Police Department has already adapted policies and regulations in utilizing and sharing data specific to technology deployed in surveillance such as ALPR cameras and mobile surveillance cameras. All surveillance cameras will be utilized with the specific purpose of driving down ORT crimes and identifying suspects of investigations and information will otherwise, not be utilized to conduct surveillance on citizens or patrons of businesses. As the City of Seal Beach combats ORT, we have also seen an increase in vehicle theft incidents. In reviewing previous years of vehicle theft in comparison between the 2020 to 2021-year, Seal Beach Police Department had an increase of reported stolen vehicles of 34 percent. From the 2021 to 2022-year, Seal Beach Police Department experienced a 16 percent increase in auto theft. Problems related to vehicle theft in Seal Beach include our geographical location in that, three major freeways, 605/405 and 22 freeways are located within one mile of the city limits allowing vehicle theft suspects ease of access into and out of the city. Another geographical problem is that Pacific Coast Highway is a major thoroughfare that runs through Seal Beach causing ease of access for through traffic. Criminal offenders commonly travel through major thoroughfares for ease of access into and out of communities to commit auto theft. Lastly, Seal Beach has several parking areas which attract a high volume of public parking. The downtown area of Seal Beach has a high volume of traffic with both residents and visitors and is commonly targeted by auto thieves due to its proximity to Pacific Coast Highway and ease of escape routes. Auto thieves commonly target high volume parking areas as they have access to a larger volume of vehicles to choose from.

Vehicle theft can be investigated and addressed in relatively the same manner as ORT, in that, Investigators can use multiple forms of surveillance techniques as well as undercover operations to identify and apprehend criminal offenders. In addition to the surveillance measures specific to ORT, Investigators will utilize covert surveillance techniques such as covert camera systems which can be placed in inconspicuous locations and remotely capture suspect activity as they case for vehicles and commit vehicle theft.

Investigators can utilize remote access to surveillance cameras and coordinate efforts to apprehend vehicle theft suspects working a larger range of area.

**Cost of covert surveillance equipment:-**

- Each surveillance pole camera system costs approximately \$12,325 which includes setup and installation.

- At this cost, it is requested for two covert surveillance cameras,

**totaling \$24,650.**

**- Each covert surveillance box costs approximately \$11,375 which includes setup and installation.**

**- At this cost, it is requested for two covert surveillance boxes totaling \$22,750.**

**The total cost of the request for the Seal Beach Police Department ORT/ vehicle theft grant is \$646,160 respectively.**

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- 1. Initial Planning:** Once the ORC/ vehicle theft grant is awarded, the grantee (the organization or individual receiving the funds) will establish a project team responsible for managing the grant. This team creates a detailed project plan that outlines the project's goals, activities, timeline, budget, and reporting requirements.
- 2. Budget Management:** The project team develops a budget, allocating funds to various project components, such as personnel, equipment, supplies, and other expenses. They monitor and track expenditures throughout the project's duration, ensuring that spending aligns with the approved budget.
- 3. Compliance and Reporting:** The grantee must adhere to the terms and conditions set forth by the grantor (the entity providing the funds). This involves ensuring compliance with legal, financial, and administrative requirements. Regular progress reports and financial statements may be required, outlining the project's accomplishments, challenges, and financial status.
- 4. Project Implementation:** The project team executes the planned activities outlined in the project plan. They oversee the day-to-day operations, coordinate with stakeholders, manage resources, and monitor progress. Adjustments may be made along the way to address unexpected challenges or changes in circumstances.
- 5. Documentation and Record-Keeping:** Accurate documentation is crucial throughout the grant management process. The project team maintains comprehensive records of activities, expenses, outcomes, and any supporting documentation, such as invoices or receipts. This documentation helps in auditing, evaluation, and future reporting.
- 6. Monitoring and Evaluation:** The project team monitors the project's progress to ensure it stays on track and achieves its intended outcomes. Regular evaluations are conducted to assess the project's effectiveness, impact, and sustainability. Feedback from beneficiaries, stakeholders, or external evaluators may be collected to inform decision-making and improvements.
- 7. Communication and Stakeholder Engagement:** Effective communication is vital to keep stakeholders informed about the project's progress, achievements, and challenges. The project team engages with stakeholders, including the grantor, beneficiaries, partner organizations, and the public, through various channels such as meetings, reports, presentations, and media outreach.
- 8. Grant Closure:** Once the project is completed or the grant period ends, the project team prepares a final report that summarizes the project's outcomes, impact, and lessons learned. Financial reports and documentation are also finalized. The grantee may be required to return any unspent funds or provide an account of how all the funds were utilized.

It is important to note that grant management processes may vary depending on the specific grant program, organization, or funding agency. Therefore, it is crucial to carefully review and adhere to the specific guidelines and requirements outlined by the grantor throughout the entire grant management process.

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## Project Evaluation and Monitoring

To evaluate and monitor, staff will be assigned directed patrol of retail areas and report back with number of contacts, arrests and suspicious information pertaining to organized retail theft.

**Documentation and Record-Keeping:** Accurate documentation is crucial throughout the grant management process. The project team maintains comprehensive records of activities, expenses, outcomes, and any supporting documentation, such as invoices or receipts. This documentation helps in auditing, evaluation, and future reporting.

**Monitoring and Evaluation:** The project team monitors the project's progress to ensure it stays on track and achieves its intended outcomes. Regular evaluations are conducted to assess the project's effectiveness, impact, and sustainability. Feedback from beneficiaries, stakeholders, or external evaluators may be collected to inform decision-making and improvements.

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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\\_6.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.docx](#)

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## Grantee Assurance for Non-Governmental Organizations (Appendix D)

[non\\_government\\_assurance.pdf](#)

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## Local Impact Letter(s) (Appendix E)

[July\\_6th\\_2023.pdf](#)

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

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Policies Limiting Racial Bias

[Bias-Based\\_Policing.pdf](#)

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Policies on Surveillance Technology

[Automated\\_License\\_Plate\\_Readers\\_\\_ALPRs\\_\\_2.pdf](#)

[Public\\_Safety\\_Video\\_Surveillance\\_System\\_2.pdf](#)

[Information\\_Technology\\_Use.pdf](#)

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

[Certification\\_of\\_compliance.pdf](#)

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

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OPTIONAL: Bibliography

**Seal Beach PD appreciates your time in reviewing our request for funds to assist in combating ORT and vehicle theft crime. Although Seal Beach is a small community, we are greatly impacted by surrounding cities and visitor traffic which affects our ability to serve our community.**

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CONFIDENTIALITY NOTICE:

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Theft Deterrent</b>		
Objectives (A., B., etc.)	> Place mobile surveillance trailers in strategic locations to deter theft from retailers.		
Process Measures and Outcome Measures:	> Placing Mobile surveillance trailers in strategic locations pose a threat to potential retail thieves as they attempt to operate without being detected.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Deter crime and identify offenders	> Various vendors	> October 2023	On-going
List data and sources to be used to measure outcomes: > Quarterly report from retail, arrests associated with use of technology.			



<b>(2) Goal:</b>	<b>&gt; Arrest of criminal offenders</b>		
Objectives (A., B., etc.)	> Patrol officers and Detectives will concentrate efforts in retail centers and focus on retail theft incidents.		
Process Measures and Outcome Measures:	> Retail thieves will be discovered and apprehended		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Increase police presence to deter crime as well as improve response time.	> Retail managers, Police staff	> October 2023	On-going
List data and sources to be used to measure outcomes: > Internal Power BI, quarterly reports, arrest comparisons			

<b>(3) Goal:</b>	<b>&gt; Educational outreach</b>		
Objectives (A., B., etc.)	> Officers will engage in communication with management staff and retail employees to provide on-going criminal trends, staff training and crime prevention measures.		
Process Measures and Outcome Measures:	> Staff working details and reduce retail crime		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Directed enforcement, monthly meetings	> Retail managers and loss prevention	> October 2023	> June 2027
List data and sources to be used to measure outcomes: > Internal Power BI, retail quarterly reports			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$300,665.60
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$86,202.50
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$529,000.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$915,868.10</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
20 shifts, 4 officers per shift	hourly rate \$109/ hr	\$69,760.00
20 shifts, 4 officers per shift	hourly rate \$114.45/ hr	\$73,248.00
20 shifts, 4 officers per shift	hourly rate \$120.17/ hr	\$76,908.80
20 shifts, 4 officers per shift	hourly rate \$126.17/ hr	\$80,748.80
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$300,665.60</b>

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

*Requesting 20- 8 hour shifts with 4 officers per shift. An additional 5%, per year in salary is added to account for salary cost increase*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

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

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
Vigilant annual subscription, year 1	26 total camera subscription rate \$20,000	\$20,000.00
Vigilant annual subscription, year 2	26 total camera subscription rate \$21,000	\$21,000.00
Vigilant annual subscription, year 3	26 total camera subscription rate \$22,050	\$22,050.00
Vigilant annual subscription, year 4	26 total camera subscription rate \$23,052.50	\$23,152.50
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$86,202.50</b>

**3b. Professional Services Narrative**

*Vigilant service and maintenance costs to operate ALPR cameras. Subsequent service years include a 5% increase in service costs*

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

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

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

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

**5a. Data Collection and Evaluation**

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

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

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

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Camera trailer, 4 units	Total cost of units, 164,000	\$164,000.00
Vigilant ALPR cameras, 26 units	Total cost of units, \$365,000	\$365,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$529,000.00</b>

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

*Fixed cost of individual camera trailers and ALPR cameras*

**7a. Financial Audit**

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

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

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

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

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

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

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

**9a. Indirect Costs**

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

**9b. Indirect Costs Narrative:**

Enter narrative here. You may expand cell height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**

**July 6<sup>th</sup> 2023**

Seal Beach Police Department

911 Seal Beach Blvd, Seal Beach CA 90740

Dear Detective Ainley,

Thank you for your efforts with the application process for this grant. Our Kohl's Department Store (located at 12345 Seal Beach Blvd, Seal Beach, CA) will benefit greatly from the use of ALPR cameras and a camera trailer to assist with the identification and apprehension of theft suspect(s). Additionally, the additional police presence and staff training can help our business prevent the thefts and keep staff safe.

I would like to also mention the partnership that the Seal Beach Police Department has maintained with us is fantastic and these grant funds would assist tremendously.

Please let me know if there anything else we can do to assist with this process.

Warm Regards,

Brian Bolton

Loss Prevention Market Investigator

Kohl's Department Stores

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

# Seal Beach Police Department

## Seal Beach PD Policy Manual

### *Bias-Based Policing*

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#### **401.4 MEMBER RESPONSIBILITIES**

Every member of this department shall perform their 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 Seal Beach Police Department is the primary agency, the Seal Beach 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 their 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 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.



# Seal Beach Police Department

Seal Beach PD Policy Manual

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

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

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

### **401.7 TRAINING**

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

- (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 Bureau Lieutenant shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

# Seal Beach Police Department

Seal Beach PD Policy Manual

## *Bias-Based Policing*

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

## Automated License Plate Readers (ALPRs)

### 429.1 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.

### 429.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Seal Beach 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 Support Services Bureau Captain. The Support Services Bureau Captain will assign members under their command to administer the day-to-day operation of the ALPR equipment and data.

#### 429.2.1 ALPR ADMINISTRATOR

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

### 429.3 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.

# Seal Beach Police Department

Seal Beach PD Policy Manual

## *Automated License Plate Readers (ALPRs)*

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- (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.

### **429.4 DATA COLLECTION AND RETENTION**

The Support Services Bureau Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the 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.

### **429.5 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The Seal Beach 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):

- (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.

# Seal Beach Police Department

Seal Beach PD Policy Manual

## *Automated License Plate Readers (ALPRs)*

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

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

### **429.6 TRAINING**

The Support Services Lieutenant 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).

### **429.7 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 Support Services Bureau 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).

### **429.8 POLICY**

The policy of the Seal Beach 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.

# Information Technology Use

## 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 321.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Seal Beach Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

## 321.2 POLICY

It is the policy of the Seal Beach Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

## 321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

# Seal Beach Police Department

## Seal Beach PD Policy Manual

### *Information Technology Use*

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The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **321.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **321.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

##### **321.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

# Seal Beach Police Department

## Seal Beach PD Policy Manual

### *Information Technology Use*

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#### **321.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

#### **321.4.4 OFF-DUTY USE**

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

#### **321.5 PROTECTION OF AGENCY SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

#### **321.6 INFORMATION TECHNOLOGY MEDIA PROTECTION, STORAGE, AND ACCESS**

The agency shall securely store digital and physical media within physically secure location or controlled area. The agency shall restrict access to digital and physical media to authorized individuals. The agency shall conduct an audit of those authorized individuals annually. The location shall be an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect Criminal Justice Information (CJI) and associated information systems. The physically secure location is subject to criminal justice



# Seal Beach Police Department

## Seal Beach PD Policy Manual

### *Information Technology Use*

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agency management control FBI CJIS Security addendum; or a combination thereof. Only those employees who are granted access to restricted areas may enter those areas unescorted.

#### **321.7 PROTECTION OF AGENCY SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system. Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor. It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

#### **321.8 TRANSPORTING DIGITAL MEDIA**

The agency shall protect and control digital and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel. Controls shall be in place to protect digital media containing CJI while in transport (physically moved from one location to another) to help prevent compromise of the data. Encryption, as defined in the CJIS. Security Manual is the optimal control during transport; however, if encryption of the data isn't possible then each agency shall institute physical controls to ensure the security of the data. The controls and security measures in this document also apply to CJI in physical (printed documents, printed imagery, etc.) form. Physical media shall be protected at the same level as the information would be protected in electronic form.

#### **321.9 SECURITY INCIDENT RESPONSE PLAN FOR MEDIA, HARDWARE, SOFTWARE, AND SYSTEMS**

This document will discuss steps taken during a discovered incident dealing with technology related devices. This applies to, but is not limited to workstations PCs, laptops, phones, printers and copiers, etc. The incident that prompts the response will vary by device, but all incidents need to be reported in a timely manner to ensure the appropriate action is taken to resolve the problem.

#### **321.10 SANITIZATION AND DESTRUCTION OF ELECTRONIC MEDIA**

The agency shall sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, melted, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

# Seal Beach Police Department

## Seal Beach PD Policy Manual

### *Information Technology Use*

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#### **321.11 SANITIZATION AND DESTRUCTION OF PHYSICAL MEDIA**

Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.

#### **321.12 PERSONAL COMPUTERS, LAPTOPS, MOBILE DEVICES, PHONES, AND OTHER HARDWARE EXPERIENCING SECURITY RELATED INCIDENTS**

- (a) The person that discovers the incident must notify the on duty Watch Commander to confirm that it is not a previously anticipated issue.
- (b) After confirming with the Watch Commander that the problem is a new issue, the user must contact Synoptek (IT) to open an appropriate service ticket. The caller should identify the priority level to Synoptek to ensure proper escalation.
- (c) The on duty Watch Commander must communicate to all affected the issue and level of attention to others on duty.
- (d) Synoptek will initiate procedures appropriate to the type of incident. See Synoptek Incident Response Team Process.

#### **321.13 THIRD PARTY SOFTWARE EXPERIENCING SECURITY RELATED INCIDENTS**

- (a) PUMA, Arbitrator, Axon and Evidence.com, Genetec, Vigilant, Central Square CAD/RMS, MCT, MFR, Moblan, JMS, SMS, and CAD Status Monitor issues shall be reported to the System Administrator.
- (b) The System Administrator shall determine if the issue requires IT involvement or if it is a system issue.
- (c) If the software incident requires vendor support, the System Administrator shall collect as much information describing the problem and contact the vendor.
- (d) If the software incident is deemed user error or other non-security related the System Administrator shall ensure the appropriate level of training is communicated to the required staff.

#### **321.14 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of their supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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# Public Safety Video Surveillance System

## 340.1 PURPOSE AND SCOPE

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

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

## 340.2 POLICY

The Seal Beach Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

## 340.3 OPERATIONAL GUIDELINES

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

### 340.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

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- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and West-Comm Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in West-Comm Communications are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

### **340.3.2 CAMERA MARKINGS**

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

### **340.3.3 INTEGRATION WITH OTHER TECHNOLOGY**

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

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

### **340.4 VIDEO SUPERVISION**

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

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### 340.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

### 340.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

## **340.5 STORAGE AND RETENTION OF MEDIA**

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

### 340.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve

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

### **340.6 VIDEO SURVEILLANCE AUDIT**

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

### **340.7 TRAINING**

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