

Title	Sonoma County Sheriff's Office	07/07/2023
	by Connie Newton in Organized Retail Theft Prevention Grant Program	id. 41333765
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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)	Sonoma County Sheriff's Office	
Multi-Agency Partnerships Information (if applicable)	Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.	
Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application	
Lead Public Agency Information	All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.	
Lead Public Agency	Sonoma County Sheriff's Office	
Applicant's Physical Address	2796 Ventura Ave. Santa Rosa CA 95403 US	
Applicant's Mailing Address (if different than the physical address)	n/a	
Mailing Address for Payment	2796 Ventura Ave Santa Rosa CA 95403 US	
Tax Identification Number	946000539	
SECTION II - CONTACT INFORMATION	This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.	
Project Director	Jayson Fowler	
Project Director's Title with Agency/Department/Organization	Investigation Lieutenant	
Project Director's Physical Address	2796 Ventura Ave. Santa Rosa CA 95403 US	
Project Director's Email Address	Jayson.Fowler@sonoma-county.org	
Project Director's Phone Number	+17075658866	

Financial Officer	Connie Newton
Financial Officer's Title with Agency/Department/Organization	Administrative Services Director
Financial Officer's Physical Address	2796 Ventura Ave Santa Rosa CA 95403 US
Financial Officer's Email Address	connie.newton@sonoma-county.org
Financial Officer's Phone Number	+17075658884
Day-To-Day Program Contact	Daniel Ager
Day-To-Day Program Contact's Title	Property Crimes Sergeant
Day-To-Day Program Contact's Physical Address	2796 Ventura Ave. Santa Rosa CA 95403 US
Day-To-Day Program Contact's Email Address	Dan.Ager@sonoma-county.org
Day-To-Day Program Contact's Phone Number	+17075652079
Day-To-Day Fiscal Contact	Sadie Benson
Day-To-Day Fiscal Contact's Title	Department Analyst
Day-To-Day Fiscal Contact's Physical Address	2796 Ventura Ave. Santa Rosa CA 95403 US
Day-To-Day Fiscal Contact's Email Address	Sadie.Benson@sonoma-county.org
Day-To-Day Fiscal Contact's Phone Number	+17075653922
Name of Authorized Officer	Eddie Engram
Authorized Officer's Title	Sheriff-Coroner (authorized by Board of Supervisors)
Authorized Officer's Physical Address	2796 Ventura Ave. Santa Rosa CA 95403 US
Authorized Officer's Email Address	Eddie.engram@sonoma-county.org
Authorized Officer's Phone Number	+17075652650
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Motor Vehicle and Motor Vehicle Accessory Theft Prevention and Response
Proposal Summary	The Sheriff's Office is requesting a project to procure advanced technology to assist in the Sonoma County Sheriff's Office efforts to solve motor vehicle theft crimes and motor vehicle accessory theft crimes. It is anticipated that the technology, in-car Automated License Plate Readers, will fill a gap in the Sheriff's investigative resources, allowing investigators to improve response to motor vehicle and motor vehicle accessory theft, combat organized crime by potentially linking crimes to one common source, and develop efforts to prevent motor vehicle and motor vehicle accessory theft crimes in Sonoma County.

PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.
Program Purpose Areas (PPAs):	PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft
Funding Category Information	Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.
Funding Category	Medium Scope (Up to \$6,125,000)
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.
Proposal Narrative Instructions	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).

1.1 The Sonoma County Sheriff's Office (SCSO) lacks an automated license plate reader (ALPR) program to assist in the investigation of motor vehicle and motor vehicle accessory theft crimes. If approved, this grant will be used specifically to help the SCSO test and evaluate ALPR technology in motor vehicle theft cases to determine if a larger program would benefit the community.

The Sonoma County Sheriff's Office has a long history of responding to motor vehicle and motor vehicle accessory theft. The statistics discussed in Section 1.3 demonstrate activity for the past three years. The SCSO has a Property Crimes Unit (PCI) consisting of one sergeant and six detectives dedicated to investigating and solving these crimes and analyzing motor vehicle theft data to prevent future crimes. In addition to the Sheriff's PCI Unit, the SCSO is the fiduciary agent for the Sonoma County Auto Theft Task Force (SONCATT). SONCATT is a task force operated and funded under Vehicle Code 9250.14, which designates vehicle registration fees for counties to fund eligible programs that enhance the capacity to investigate and prosecute vehicle theft crimes. SONCATT includes members from the California Highway Patrol and the District Attorney's Office. The SCSO dedicates a full-time PCI detective to SONCATT to coordinate and leverage law enforcement resources focused on reducing motor vehicle theft and motor vehicle accessory theft in Sonoma County.

In recent investigations it has become clear that there is a gap in the SCSO investigative techniques. For example, when suspects are seen fleeing crime scenes and a vehicle description has been obtained, the SCSO will enter the vehicle information in law enforcement alert systems. Then, other counties have located the vehicles with their ALPR systems. If the SCSO had its own system, the vehicle could be located much earlier in the investigation, leading investigators to suspects while the suspects are still in Sonoma County. Also, SCSO detectives are finding that typically catalytic converter thefts occur in clusters (five or six are stolen from an area at one time). This leads detectives to believe these thefts more sophisticated and planned, potentially stemming from organized crime groups. When a vehicle is used in more than one crime, ALPR data allows detectives to link multiple crimes to a common source, helping to corroborate organized crime investigations.

To address this gap in investigative tools, the SCSO seeks to use the best technology available which includes ALPR capture and databases to help solve motor vehicle and accessory crimes. ALPR's capture computer readable images of license plates allow law enforcement agencies to compare plate numbers against those of stolen cars or cars driven by people suspected of being involved in criminal activities. In partnering with allied agencies who have ALPR technology, SCSO detectives and SONCATT officers have used ALPR data to resolve a number of cases. These cases have proven to SCSO the obvious need to obtain this technology. The SCSO understands that an ALPR program requires a significant commitment, investment, and thoughtful development. Therefore, using grant funds to pilot and test ALPR equipment through a small scale program, with a focus of motor vehicle and retail theft ideal.

1.2 Sonoma County's geography and designation as a tourism destination contribute to the types of crimes that occur in the County. The County of Sonoma is located approximately 45 miles north of San Francisco along the Highway 101 corridor. The County encompasses approximately 1,600 square miles and is comprised of suburban, commercial, rural, open range, coastlines, and woodlands. Sonoma County is within 50 to 100 miles of four of the top ten California counties for vehicle theft.¹ In addition to its unique geography, the County has a significant tourism industry, is a global destination for high-end wines, craft beer, outdoor recreation, and cutting-edge cuisine.² The County has a total population of 488,785(3), excluding the tens of thousands of tourists that visit the region every year. The County's location and volume of visitors make the area a prime spot for criminals to target.

The geographic layout of the County can require officers to patrol densely populated areas and congested highways or long miles of rural, empty county roads. Without the use of ALPR, patrolling officers are required to memorize the current "hot sheet" (list of stolen vehicles) and search for stolen vehicles while conducting a variety of other patrol duties including emergency calls for service. ALPR automatically scans and alerts an officer if a vehicle listed on the hot sheet is identified. ALPR cameras in vehicles are able to capture eight times more license plates than traditional systems.⁴ Automated searching dramatically increases law enforcement's ability to locate stolen vehicles and other vehicles of interest, leveraging personnel resources in the field.

Another factor contributing to the need for ALPR is that the SCSO was one of the first agencies to specialize in solving vehicle theft cases involving the switching of vehicle identification numbers (VIN). SONCATT (described in Section 1.1) has dedicated enforcement and officer training related to VIN switching. Vehicles with a switched vehicle identification number are extremely hard to locate. The ALPR technology will provide more opportunities to locate these vehicles. If the grant is approved, SCSO can partner with SONCATT to assist with investigative leads related to these types of cases and potentially identify organized crime groups initiating these crimes. Without ALPR technology, officers will continue to use manual techniques, requiring significant personnel resources and time, to solve VIN switching cases.

1.3 In 2022, the 967 vehicles stolen from Sonoma County represent .5% of the total vehicles stolen statewide. The data shows a decrease in the number of vehicles recovered. In 2020 and 2021 79% and 78%, respectively, of vehicles were recovered, where in 2022 only 70% of vehicles were recovered. Detectives believe this is because criminals are becoming more sophisticated, thereby justifying the need for officers to become more sophisticated in the use of more advanced technology. In 2021 catalytic converter thefts nearly quadrupled over the previous year in 2020. In 2022, cases decreased somewhat, but were still nearly tripled over the 2019. Often in these cases, a witness may have a partial plate number or vehicle description. Under current circumstances, detectives are very limited in their capabilities to pursue a lead with this limited information.

Sheriff's data is as follows:

Years 2020, 2021, and 2022 Catalytic Converter Thefts totaled 47, 192, and 131 respectively.
 Years 2020, 2021, and 2022 Burglary from vehicles cases totaled 132, 152, and 148 respectively.
 Years 2020, 2021, and 2022 Theft from vehicle cases totaled 170, 150, and 137 respectively.
 Years 2020, 2021, and 2022 stolen vehicle cases totaled 1,055, 1,164, and 967 respectively.
 Years 2020, 2021, and 2022 vehicle recovered totaled 833, 913, and 673 respectively.

2.1 The proposed activities of the grant project include deploying 22 Axon Fleet 3 vehicle cameras with ALPR technology. Axon pricing has been approved through a government pricing cooperative, Sourcewell. The ALPRs will provide officers with new technology to solve crimes. The in-vehicle ALPRs capture computer-readable images of license plates, allowing law enforcement agencies to compare plate numbers against those of stolen cars or cars driven by people suspected of being involved in criminal activities. Once the equipment is installed in

existing patrol fleet vehicles and officers are trained, the project will include the activities described in Section 2.2. In summary, these activities include law enforcement efforts to respond to, prevent and deter motor vehicle theft, create public awareness, evaluate the technology's impact on motor vehicle theft cases, and test the use of this technology for expansion and long-term use. Once installed, the cameras will be used for the maximum amount of time within the grant period (estimated six months for implementation and three years of use and evaluation).

Once installed, the deputies selected to test the equipment effectiveness will use the ALPR data throughout their normal patrol shifts. We anticipate the cameras will identify stolen vehicles during this time. In addition, detectives investigating motor vehicle theft and motor vehicle accessory theft cases will use the ALPR database to develop their investigative leads and collaborate with partner agencies. Anytime an officer uses the ALPR technology to assist with a case, the officer will code that case in the SCSO records management system. The SCSO Central Information Bureau staff have the ability to add custom project codes to cases in the SCSO's Records Management System (RMS). This code will be used to pull grant project related data from the RMS.

The target area of the project will be the unincorporated area of Sonoma County. Various patrol and detective vehicles will be selected to use the grant equipment throughout their normal shift work. Vehicles with ALPR equipment may be reassigned if stolen vehicle alerts are occurring in one particular area. Different unincorporated areas of the county will be tested based on the varying geography (foggy coastline, shaded redwoods). All officers investigating motor vehicle theft crimes will use the ALPR database to assist with their investigation.

The proposed project activities will address the Project Need by providing officers with the latest, most advanced and effective tools available to law enforcement officers. The grant program goals will be addressed by an anticipated increase in recovered stolen vehicles, apprehension of related suspects, and freeing up officer time to increase the number of motor vehicle theft investigations. It is anticipated that if more cases are successfully resolved, the potential of addressing organized motor vehicle theft crimes and preventing and deterring motor vehicle theft activities will increase accordingly.

The SCSO will coordinate with SONCATT (described in Section 1.1) which includes several partner agencies. SONCATT is anticipated to procure fixed camera ALPR technology using Flock Safety cameras. The Axon ALPR data integrates with Flock Safety allowing for more data sharing and collaboration opportunities. In addition, SCSO regularly coordinates with SONCATT and property crimes staff from the Santa Rosa Police Department and Rohnert Park Department of Public Safety, two of the largest police agencies in the County. The Sheriff also contracts with two local municipalities, the Town of Windsor and the City of Sonoma to provide law enforcement services. Both these local governments have approved ALPR programs and are in the process of installing Flock Safety cameras as well, providing for more Countywide collaboration. The SCSO maintains good working relationships with all law enforcement agencies within Sonoma County and in neighboring counties to help leverage resources and resolve cases effectively. It is anticipated that the public awareness campaign (Work Plan Goal 2, Objective A) will increase the number of relationships PCI develops with retailers, agricultural business, and community organizations.

These grant funds are being requested to help SCSO officers determine if a larger scale investment in ALPR tools and databases will eventually reduce motor vehicle theft and related activities. A variety of cutting-edge technologies are being deployed each year to assist and leverage the work law enforcement officers are providing to the community. While all of these tools seem invaluable, they require a significant initial and ongoing investment. This grant opportunity will allow the SCSO to make more informed decisions for these technological investments to ensure resources yield the greatest benefit to the community.

These grant funds will allow the SCSO to begin using ALPR to solve its motor vehicle crimes while providing critical information needed to frame a future ALPR program for the SCSO. It is anticipated that the outcomes of the grant project will provide the structure and justification needed to request funding from the Board of Supervisors for an ongoing ALPR program. Testing of this equipment may reveal unanticipated discoveries or results which will in turn better inform decision makes and produce a more thoughtful and effective implementation of a larger ALPR program. Without these grant funds, the SCSO will lack a strong foundation to request the resources needed to move this technology forward to benefit our community.

2.2 The attached Project Work Plan includes activities that directly support efforts to respond to, deter, and prevent motor vehicle theft crimes.

2.3 The Project activities for the first goal will fill the need of providing staff investigating motor vehicle thefts with the up-to-date technology. The activities related to the use of grant acquired ALPR technology to investigate and analyze motor vehicle theft and related crimes; as well as using the grant acquired technology to collaborate with agencies when allowed and identify opportunities for proactive enforcement is anticipated to have a positive impact on motor vehicle theft crimes in the County. The Project Work Plan's Objective to audit the system ensures that actual use complies with the policies and procedures and best practices in ALPR use. The Project activities involve using technology to improve outcomes of motor vehicle theft and motor vehicle accessory theft and targeting organized crime, directly supporting the grant's program purpose area.

Providing a public awareness campaign will further support the grant's program purpose area by attempting to prevent and deter crimes. Business and community members are procuring their own ALPR cameras. We believe if the public knows that the SCSO is utilizing this technology, more members of the community will be inclined to assist law enforcement in preventing these crimes and sharing information. In addition, making the public aware of the positive uses of this technology may act as a deterrent to criminals.

2.4 The SCSO has developed an ALPR policy based on current best practices, laws, and regulations. The policy addresses use, data collection and retention, operations, accountability, the release of data, and training. The monitoring component of the grant activities has been added to the Program based on findings from California's audit of ALPR use which include: To better protect the privacy of residents, local law enforcement agencies must improve their policies, procedures, and monitoring for the use and retention of license plate images and corresponding data. "

The SCSO maintains a formal process to continually review policies to ensure all current laws and regulations are being met. Evaluation from this Project may be used to improve, if needed, ALPR policies, guidelines and/or training.

2.5 The SCSO has a Bias-Based Policing Policy which provides guidance to Office members which affirms the Sonoma County Sheriff's Office's commitment to policing that is fair and objective. As stated in the policy, "The Sonoma County Sheriff's Office 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 Office to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group." Related, is the SCSO "Hate Crimes" policy. As stated in this policy, "It is the policy of this Office to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics."

Project Organizational
Capacity and Coordination

3.1 The SCSO staff required to implement this project include patrol deputies (ALPR will be installed in patrol vehicles) and detectives (detectives conduct motor vehicle theft investigations). All officers are fully sworn peace officers and meet the requirements of all POST required training. Most officers have training above and beyond the basic training, but due to the varied staff participating in this project, specific training is too lengthy to list in this document. All detectives in the PCI Unit attend the California Narcotics Officer Association and Western States Auto Theft annual trainings. The project will be supported by the Sheriff's Fiscal Unit for all budgetary transactions, monitoring, and administrative compliance. The Sheriff's Information Technology Unit will provide all technology related support and coordinate the equipment install with County Fleet Operations. All grant projects staff resources are existing allocations (no new staff are being requested under this project). The Sheriff's Investigations Bureau Lieutenant will manage the day-to-day project operations to ensure the project is implemented as intended.

3.2 Partner agencies will be used whenever possible. The SCSO's relationship with SONCATT will be instrumental in this grant project as SONCATT currently serves the County and specializes in motor vehicle and motor vehicle accessory theft. The SCSO will maintain a close working relationship with SONCATT to ensure the ALPR data is also used to assist their investigations. In addition to SONCATT, the SCSO maintains cooperative working relationships with all of Sonoma County local law enforcement agencies, and other criminal justice partners in the region, such as the Northern California Regional Intelligence Center, Federal Bureau of Investigations, and California Highway Patrol. To the extent the law allows, we collaborate with a variety of criminal justice agencies to benefit the community in the most effective manner. Letters of commitment from agencies are attached.

3.3 If approved, the SCSO procurement policies require the County Board of Supervisors to approve a purchasing contract for the equipment. This process takes approximately 5 weeks. Once equipment is received (estimated 6 months for ordering and delivery), County Fleet will need to install the equipment (estimated 4 weeks to install all 22 cameras). While the equipment is being installed and activated, staff will attend training and review policies in preparation of go-live for the program. This implementation periods (approximately 5 months) should allow for the program to be in full operation for three years. At the conclusion of the pilot operational period the last six months of the grant project will be dedicated to data evaluation and project close out.

3.4 The management structure of the Sheriff's Office for the managers assigned to this project is as follows: Sheriff- Assistant Sheriff- Special Services Captain – Investigations Bureau Lieutenant -Property Crimes Sergeant. The Investigations Lieutenant will be responsible for the day-to-day operational decision-making process for the proposed project; the Lieutenant regularly meets with the captain and through the chain of command keeps the Assistant Sheriff and Sheriff apprised of issues and current information. Patrol deputies follow an existing process to notify Investigations when cases warrant a detective's involvement. The PCI Sergeant will review all of the SCSO motor vehicle theft and motor vehicle accessory theft cases on a regular basis as part of the project work-plan. The Investigations Lieutenant will coordinate with the Field Services Captain throughout the project regarding project's patrol activities. Both Captains report to the Assistant Sheriff who reports to the Sheriff. Fiscal and IT management is performed by the Administrative Services Director and Sheriff's Chief of Financial and Administrative Services who reports to the Sheriff.

3.5 The SCSO has been anticipating the need for a significant investment in new technologies. These grant funds will allow the SCSO to begin using ALPR to solve its motor vehicle crimes while providing critical information needed to frame a future ALPR program for the SCSO. It is anticipated that the outcomes of the grant project will provide the structure and justification needed to request funding from the Board of Supervisors for an ongoing ALPR program.

4.1 The Investigations Lieutenant will be responsible for project evaluation. This strategy and specific position has been selected based on the privacy and confidentiality needs surrounding ALPR data. The start-up and implementation phases will be evaluated based on the successful and timely deployment of the equipment and results of officer training and identification of opportunities to use the system. As stated in the Project Work Plan, the project will be evaluated by the successful outcomes of cases which utilized the ALPR technology, the overall impact on motor vehicle theft activity in Sonoma County, and monitoring of policy compliance and policy effectiveness by both the system and users. Autonomized data will be tracked to produce a summary of the evaluation results.

4.2 The SCSO project will:

- A. Track number of plates captured by grant acquired ALPR to determine how many plates the project cameras are capturing during a deputy's normal shift.
- B. Track number of cases successfully closed with ALPR to determine if the technology is producing anticipated results.
- C. Track stolen vehicle statistics to determine if there is an increase number of stolen vehicle recoveries directly related to the ALPR data.
- D. Track cases involving agency assists using ALPR data.
- E. Track contacts from the public related to the public awareness campaign (private citizen camera installations, citizen tips, citizen request for information, presentations).
- F. Track audit findings to evaluate system effectiveness and policy compliance.

4.3 The preliminary plan for monitoring is to have the Investigations Bureau Lieutenant review the system data retention features, review cases the deputies code as ALPR cases in the RMS (described in Section 2.1 and Section 4.4) for successful outcomes and policy compliance. Once the initial evaluations are conducted, the information will be used to modify ongoing evaluation plans as needed and to ensure the project goals are being met.

4.4 The SCSOs records management system (RMS) will be used to track investigative related statistics. SCSO Central Information Bureau staff have the ability to add custom project codes to cases in the RMS. If this project is approved, an ALPR code will be added. Anytime an officer uses the ALPR technology to assist with a case, the officer will code that case in the SCSO RMS. When the SCSO assists other agencies, manual tracking will be recorded by the Property Crimes Sergeant. The Property Crimes Sergeant will also track data related to public awareness, public assistance, and any other measurables that cannot be coded in the RMS. As part of this project, the Property Crimes Sergeant will also review all SCSO cases involving motor vehicle theft, motor vehicle accessory theft, and vehicle burglaries to ensure coding and tracking is taking plan. At this time, separate data sharing agreements are not needed. Information will be lawfully shared within existing laws and regulations.

4.5 The outcome measures identified in the workplan will demonstrate whether or not the system is capturing a usable sample size of license plates, whether or not more stolen vehicles are recovered, whether the number of motor vehicle cases successfully closed have increased as a result of ALPR, the overall impacts to motor vehicle theft in the County, and whether or not ALPR is benefiting the resolution of cases involving agency assistance.

Budget Instructions

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

Budget Attachment

[Sonoma_Sheriff_ORT-Grant-Program-Budget-Attachment-Finalv2.xlsx](#)

SECTION V - ATTACHMENTS

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

Project Work Plan (Appendix B)

[Sonoma_Sheriff_Project-Work-Plan-ORT.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Sonoma_Sheriff_ORT_Grant_Assurances_Attachment_D.pdf](#)

Local Impact Letter(s) (Appendix E)

[Sonoma_Sheriff_ORT_Grant_Attachment_E.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Sonoma_Sheriff_ORT_Grant_Letters_of_Commitment.pdf](#)

Policies Limiting Racial Bias

[Hate_Crimes_1.pdf](#)

[Bias-Based_Policing_1.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs__8.pdf](#)

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

[Sonoma_Sheriff_Appendix_G.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Final_ORT_Board_Resolution.pdf](#)

OPTIONAL: Bibliography

References

1. [https://www.chp.gov>Documents 2021 California Vehicle Theft Facts](https://www.chp.gov/Documents/2021%20California%20Vehicle%20Theft%20Facts)
 2. <https://sonomaedb.org/Microsites/Economic%20Development%20Board/Documents/Reports/2022/2022AnnualTc>
 3. <https://www.census.gov/quickfacts/sonomacountycalifornia>
 4. <https://www.axon.com/products/axon-fleet-3>
 5. <https://www.axon.com/products/axon-fleet-3>
 6. <https://www.auditor.ca.gov/reports/2019-118/summary.html>
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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.)**

Project Work Plan's Objectives Appendix B: Project Work Plan

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

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

(1) Goal:	> Use ALPR technology to improve outcomes in motor vehicle and motor vehicle accessory theft cases		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Use ALPR to identify stolen vehicles B. Use ALPR to develop investigative leads C. Use ALPR to coordinate with partner law enforcement agencies 		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> A. Track the number of plates captured by grant acquired ALPR B. Track the number of cases successfully closed with ALPR C. Increase the number of stolen vehicle recoveries 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>-Use grant acquired ALPR technology to investigate and analyze motor vehicle theft and related crimes. -Use the grant acquired technology to collaborate with agencies when allowed and identify opportunities for proactive enforcement. Using the SCSO records management system, deputies & detectives will codes cases as ALPR when ALPR alerts in a stolen vehicle, when the database is	> Lt. Fowler (Investigations Lieutenant)/ SONCATT, local law enforcement agencies	> May 2024	December 2026

accessed for research, and or when the database is used to assist another law enforcement agency.			
List data and sources to be used to measure outcomes: > Records Management System reports, ALPR database reports, SCSO investigations case tracking.			

(2) Goal:	> Prevent and deter motor vehicle and motor vehicle accessory thefts		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Launch a public awareness campaign through social media and other community engagement events B. Review data for trends in efforts to prevent thefts C. Coordinate information sharing with partner agencies through the Sonoma County Auto Theft Taskforce (SONCATT) to leverage intelligence and resources D. Conduct proactive operations based on investigative leads generated by ALPR data. 		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> A. Track tips and assistance received from public B. Track proactive operations and the outcomes, generated by ALPR investigative leads C. Track agency collaboration meetings 		
<u>Project activities that support the identified goal and objectives:</u>	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Develop and deploy a public awareness campaign through social media. B. Conduct proactive investigation operations. C. Regularly meet with SONCATT members and collaborate with other law enforcement agencies when allowed.	> Lt. Fowler, Investigations/SCSO Community Engagement Team, Agricultural Crimes Team,	> May 2024	> December 2026
List data and sources to be used to measure outcomes: > Social media data, spreadsheet tracking of public response, proactive operations, and agency collaboration efforts.			

(3) Goal:	> Ensure compliance with applicable laws for surveillance polices.		
Objectives (A., B., etc.)	A. Audit ALPR system use and retention B. Audit ALPR use to endure policy compliance		
Process Measures and Outcome Measures:	> Track retention and policy audits performed and report notable findings of such audits.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> A. A staff member will be assigned to randomly audit the ALPR system to endure retention policies are being followed. B. Randomly audit ALPR database inquiries to ensure system is being used in compliance with policy.	> Lt. Fowler, Investigations	> May 2024	December 2026
List data and sources to be used to measure outcomes: > ALPR database and reports			

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

Name of Applicant: Sonoma County Sheriff's Office
(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	\$71,297.60
2. Services and Supplies	\$233,266.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$17,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$396,563.60

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Officer overtime for officers	5 officers for 8 hours shifts, 4 x per year for Year 1 (200 hours @ 117.24 per hour)	\$18,758.40
Officer overtime for officers	5 officers for 8 hours shifts, 4 x per year for Year 2 (200 hours @ 123.10 per hour)	\$19,696.00
Officer overtime for officers	5 officers for 8 hours shifts, 4 x per year for Year 3 (200 hours @ 129.26 per hour)	\$20,681.60
County Fleet labor to install equipment	22 cars, 4 hours per car (88 hours @ \$138.20 per hour)	\$12,161.60
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$71,297.60

1b. Salaries & Benefits Narrative:

When ALPR data provides investigative leads, detectives may conduct operations to develop the leads and hopefully resolve cases, requiring extended days or weekend work. In addition, detectives may use ALPR intelligence to conduct proactive enforcement. This type of enforcement occurs on a non-scheduled workday requiring overtime. Finally, community outreach events occurring on the weekends require overtime from staff as these events are in addition to regularly assigned duties. The overtime request assumes 5 officers for 8 hour shifts 4 times per year over the three-year grant period. The FY 23-24 average overtime rate for detectives is \$117.24 per hour. A 5% COLA has been added to years two and three per the labor contracts. The request also includes costs for the County's Fleet staff to install the equipment in the 22 Sheriff vehicles. County Fleet charges departments a rate of \$138.20 per hours for services. The budget assumes installation will require 4 hours per car, or 88 total hours @ \$138.20 per hour.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
ALPR system	22 ALPR systems Year 1 @ \$2,820 each, per year	\$62,040.00
ALPR system	22 ALPR systems Year 2 @ \$2,933 each, per year	\$64,526.00
ALPR system	22 ALPR systems Year 3 @ \$3,050 each, per year	\$67,100.00
Cellular chip fees	22 cellular chips @ \$600 per year for three years	\$39,600.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$233,266.00

2b. Services and Supplies Narrative:

Services and supply costs cover the equipment and related supplies needed to install and operate the technology, 22 Axon Fleet 3 ALPR systems to be installed in patrol and investigations vehicles. Axon provides the router, configuration services, training, and installation in their advanced bundle. The costs above show the annual cost, plus a 4% escalator for each year, per Axon's cooperative pricing schedule through Sourcewell. A cellular chip will be needed for all vehicles and is estimated to cost \$600 per year, per vehicle.

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
TOTAL		\$0.00

3b. Professional Services Narrative

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

4a. Non-Governmental Organization (NGO) Subcontracts

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

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

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Required set aside for evaluation	Minimum requirement set aside - \$75,000 for additional staffing resources and / or consultants	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

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

9a. Indirect Costs

For this grant program, indirect costs may be charged using only **one** of the two options below:

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

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.**



SONOMA COUNTY SHERIFF'S OFFICE

EDDIE ENGRAM
Sheriff-Coroner

JAMES NAUGLE
Assistant Sheriff
Law Enforcement Division

MICHAEL MERCHEN
Assistant Sheriff
Detention Division

HEIDI KEITH
Chief of Financial and
Administrative Services

July 6, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

The Sonoma County Sheriff's Office does not anticipate any impact on retailers and local government agencies as result of this grant project request.

Signed by:

A handwritten signature in blue ink, appearing to read "Jayson Fowler", is written over a horizontal line.

Lt. Jayson Fowler
Investigations Lieutenant / Organized Retail Theft Prevention Grant Program Project Director

The Organized Retail Theft Prevention Grant Program
Letters of Commitment

Sonoma County Sheriff's Office

City of Sonoma Police Department

Cloverdale Police Department

Cotati Police Department

Dept. of Californian Highway Patrol- Golden Gate Division

Healdsburg Police Department

Petaluma Police Department

Town of Windsor Police Department

Sonoma County Office of the District Attorney

Sonoma County Probation



City of Sonoma Police Department

175 First Street West
Sonoma, California 95476-6690
Phone (707) 996-3602
Fax (707) 996-3695



June 15, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that the Sonoma Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Sonoma Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Signed By,

A handwritten signature in black ink, appearing to read "Brandon Cutting", with a long horizontal stroke extending to the right.

Brandon Cutting
Chief of Police



Cloverdale Police Department

Jason Ferguson, Chief of Police

112 Broad Street • Cloverdale, CA 95425 • Phone: (707) 894-2150 • Fax: (707) 894-5203

June 19, 2023

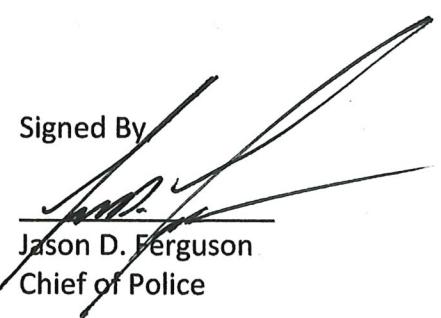
Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that the Cloverdale Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Cloverdale Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Signed By



Jason D. Ferguson
Chief of Police



June 20, 2023

The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that City of Cotati Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the City of Cotati Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of organized retail theft cases and prevent and deter organized theft within Sonoma County.

Signed By,

Michael Parish

Chief of Police

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Golden Gate Division
1551 Benica Road
Vallejo, CA 94591
(707) 917-4300
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)



June 20, 2023

File No.:301.16566.16216

Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Subject: The Organized Retail Theft Prevention Grant Program

To Whom it May Concern,

The Sonoma County Sheriff's Office is taking proactive steps to address the issue of organized retail crime by fostering a strong collaboration with allied law enforcement agencies. Recognizing the detrimental impact of these criminal activities on the community and local businesses, the California Highway Patrol (CHP) is committed to working hand in hand with the Sonoma County Sheriff's Office to combat this problem effectively. Through information sharing, joint investigations, and coordinated enforcement efforts, the CHP and the Sonoma County Sheriff's Office will pool their resources, expertise, and intelligence to dismantle organized retail crime networks operating within the county. By developing a comprehensive strategy that combines prosecution, deterrence, and prevention, this collaborative approach aims to disrupt the illicit operations, bring perpetrators to justice, and safeguard the retail industry, ultimately promoting a safer and more secure environment for the residents of Sonoma County.

If you have any questions regarding this letter, please feel free to contact me at (707) 917-4300.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Beauchamp".

E. BEAUCHAMP, Chief
Golden Gate Division





CITY OF HEALDSBURG

Police Department

238 Center Street

Healdsburg, CA 95448-4402

(707) 431-3377

FAX (707) 431-3106

CHIEF OF POLICE
Matt Jenkins

June 20, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

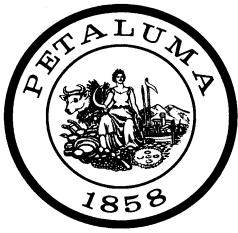
This letter is being submitted to document that the Healdsburg Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Healdsburg Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Matt Jenkins', is written over a light blue horizontal line.

MATT JENKINS
Chief of Police



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

June 21, 2023

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
Mike Healy
Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that the Petaluma Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Petaluma Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Signed by,

Ken Savano
Chief of Police

Police Department
969 Petaluma Boulevard North
Petaluma, CA 94952-6320

Phone (707) 778-4372
Fax (707) 778-4502

E-Mail:
policeadmin@cityofpetaluma.org



**Town of Windsor
Police Department**
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Phone: (707) 838-1234
Fax: (707) 838-1233

**Chief of Police
Michael Raasch**

June 19, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Town of Windsor Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Town of Windsor Police Department agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Signed By,

A handwritten signature in blue ink that reads "Michael Raasch".

Michael Raasch
Chief of Police



COUNTY OF SONOMA

OFFICE OF THE DISTRICT ATTORNEY

Hall of Justice • 600 Administration Drive, Room 212-J • Santa Rosa, CA 95403
PHONE 707.565.2311 • FAX 707.565.2762 • da.sonomacounty.ca.gov

CARLA RODRIGUEZ
District Attorney

June 20, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

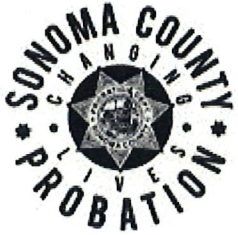
This letter is being submitted to document that the Sonoma County District Attorney's Office agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, the Sonoma County District Attorney's Office agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Signed By,

A handwritten signature in blue ink that reads "Carla Rodriguez".

Carla Rodriguez
District Attorney



VANESSA FUCHS
CHIEF PROBATION OFFICER

June 20, 2023

Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Sonoma County Probation agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Sonoma County Sheriff's Office.

As a part of this grant, Sonoma County Probation agrees to coordinate, collaborate, and when possible, share data in an effort to improve the outcomes of motor vehicle theft cases and prevent and deter motor vehicle theft within Sonoma County.

Respectfully,

Vanessa Fuchs
Chief Probation Officer
County of Sonoma

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to office members that affirms the Sonoma County Sheriff's Office'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 office'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 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 Sonoma County Sheriff's Office 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 office 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 a deputy 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.

Sonoma County Sheriff's Office

Policies

Bias-Based Policing

401.4 MEMBER RESPONSIBILITIES

Every member of this office 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

Deputies 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 deputy 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 deputy to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved deputy and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review BWC recordings, (MDC) data and any other available resource used to document contact between deputies and the public to ensure compliance with the policy.
 1. 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 office who discloses information concerning bias-based policing.

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

Sonoma County Sheriff's Office

Policies

Bias-Based Policing

401.7 TRAINING

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

- (a) All sworn members of this office 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 office are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this office who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Automated License Plate Readers (ALPRs)

430.1 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.

430.2 POLICY

The policy of the Sonoma County Sheriff's Office 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.

[See attachment: NCRIC_ALPR_PrivacyPolicy.pdf](#)

430.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Sonoma County Sheriff's Office 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 Administrative Services Division Captain. The Administrative Services Division Captain will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

430.3.1 ALPR ADMINISTRATOR

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

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

Sonoma County Sheriff's Office

Policies

Automated License Plate Readers (ALPRs)

- (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.

430.4 DATA COLLECTION AND RETENTION

The Administrative Services Captain 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.

430.5 OPERATIONS

The LPR cameras will be mounted on a marked cruiser, unmarked vehicle, and/or mounted in a stationary location. The LPR equipment will passively read the license plates of moving or parked motor vehicles using LPR optical character recognition technology and compare them against various hot lists uploaded or created by the Department. Scanned data files collected by the system will, on an ongoing basis, be automatically uploaded from the LPR camera to the LPR database.

Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the LPR system, all users will be required to have individual credentials for access and use of the systems and/or data.

Auditing and Oversight. To ensure proper oversight into the use of the system and adherence to this policy, all activities (plate detections, queries, reports, etc) are automatically recorded by the system for auditing purposes.

The following uses of the LPR system are specifically prohibited:

- (a) **Invasion of Privacy.** Except when done pursuant to a court order, it is a violation of this Policy to utilize the LPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a

Sonoma County Sheriff's Office

Policies

Automated License Plate Readers (ALPRs)

place to which members of the public have access, such as the parking lot of a shop or other business establishment).

- (b) Harassment or Intimidation. It is a violation of this Policy to use the LPR system to harass and/or intimidate any individual or group.
- (c) Personal Use. It is a violation of this Policy to use the LPR system or associated scan files or hot lists for any personal purpose.

430.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means.

The Sonoma County Sheriff's Office will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis. For security or data breaches, see the Records Release and Maintenance Policy.

430.7 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes: 1. The name of the agency. 2. The name of the person requesting. 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administrative Services Division 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).

Sonoma County Sheriff's Office

Policies

Automated License Plate Readers (ALPRs)

430.8 TRAINING

The Investigations 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).

NCRIC MISSION

The Northern California Regional Intelligence Center (NCRIC) is a multi-jurisdiction public safety program created to assist local, state, federal, and tribal public safety agencies and critical infrastructure locations with the collection, analysis, and dissemination of criminal threat information. It is the mission of the NCRIC to protect the citizens of the fifteen Bay Area counties within its area of responsibility from the threat of narcotics trafficking, organized crime, as well as international, domestic, and street terrorism-related activities through information sharing and technical operations support to public safety personnel.

AUTOMATED LICENSE PLATE READER (ALPR) TECHNOLOGIES

To support authorized law enforcement and public safety purposes of local, state, federal, and tribal public safety agencies, the NCRIC utilizes Automated License Plate Reader (ALPR) technology, and supporting software, to gather and analyze ALPR data to enable the rapid identification and location of vehicles of legitimate interest to law enforcement. ALPR units are attached to law enforcement vehicles or deployed at fixed locations, where they collect license plate information from vehicles on public roadways and public property. In one common use of ALPR technology, license plate encounters are compared against law enforcement "hotlists", lists of vehicles associated with active investigations, for example, related to Amber Alerts or other missing children, stolen vehicles, or stolen license plates. The information is also retained for a fixed retention period, though it is only re-accessible by law enforcement given a legitimate law enforcement purpose as listed below.

PURPOSE

This NCRIC Automated License Plate Reader Policy (ALPR Policy) defines a minimum set of binding guidelines to govern the use of Automated License Plate Reader Data (ALPR Data), in order to enable the collection and use of such data in a manner consistent with respect for individuals' privacy and civil liberties.

The NCRIC also completed a NCRIC ALPR Privacy Impact Assessment (PIA) to address in further detail common privacy and civil liberties concerns regarding Automated License Plate Reader technology. The current version of this document is available on the NCRIC web site at www.ncric.org.

AUTHORIZED PURPOSES, COLLECTION, AND USE OF ALPR DATA

To support the mission of the NCRIC, Law enforcement personnel with a need and right to know will utilize ALPR technology to:

- Locate stolen, wanted, and subject of investigation vehicles;
- Locate and apprehend individuals subject to arrest warrants or otherwise lawfully sought by law enforcement;
- Locate witnesses and victims of violent crime;
- Locate missing children and elderly individuals, including responding to Amber and Silver Alerts;
- Support local, state, federal, and tribal public safety departments in the identification of vehicles associated with targets of criminal investigations, including investigations of serial crimes;

- Protect participants at special events; and
- Protect critical infrastructure sites.

RESTRICTIONS ON COLLECTION OF ALPR DATA AND USE OF ALPR SYSTEMS

NCRIC ALPR units may be used to collect data that is within public view, but may not be used for the sole purpose of monitoring individual activities protected by the First Amendment to the United States Constitution.

ALPR operators must recognize that the data collected from the ALPR device, and the content of referenced hotlists, consists of data that may or may not be accurate, despite ongoing efforts to maximize the currency and accuracy of such data. To the greatest extent possible, vehicle and subject information will be verified from separate Law enforcement information sources to confirm the vehicle or subject's identity and justification for contact. Users of ALPR Data must, to the fullest extent possible, visually confirm the plate characters generated by the ALPR readers correspond with the digital image of the license plate in question.

All users of NCRIC ALPR equipment or accessing NCRIC ALPR Data are required to acknowledge that they have read and understood the NCRIC ALPR Policy prior to use of the ALPR System.

In no case shall the NCRIC ALPR system be used for any purpose other than a legitimate law enforcement or public safety purpose.

TRAINING

Only persons trained in the use of the NCRIC ALPR system, including its privacy and civil liberties protections, shall be allowed access to NCRIC ALPR Data. Training shall consist of: •Legal authorities, developments, and issues involving the use of ALPR Data and technology

- Current NCRIC Policy regarding appropriate use of NCRIC ALPR systems;
- Evolution of ALPR and related technologies, including new capabilities and associated risks;
- Technical, physical, administrative, and procedural measures to protect the security of ALPR Data against unauthorized access or use; and
- Practical exercises in the use of the NCRIC ALPR system

Training shall be updated as technological, legal, and other changes that affect the use of the NCRIC ALPR system occur. In no case shall a person utilize the NCRIC ALPR system if he/she has not completed training in more than a year.

AUDIT

Access to, and use of, ALPR Data is logged for audit purposes. Audit reports will be structured in a format that is understandable and useful and will contain, at a minimum:

- The name of the law enforcement user;
- The name of the agency employing the user;
- The date and time of access;
- The specific data accessed;
- The supplied authorized law enforcement or public safety justification for access; and
- A case number associated with the investigative effort generating the ALPR data query.

Audit reports will be provided periodically and on request to supervisory personnel at the NCRIC and partner agencies.

In addition, no less frequently than every 12 months, the NCRIC will audit a sampling of ALPR system utilization from the prior 12 month period to verify proper use in accordance with the above authorized uses. Any discovered intentional misconduct will lead to further investigation, termination of system access, and notification of the user's parent agency for appropriate recourse. In addition, the auditing data will be used to identify systemic issues, inadvertent misuse, and requirements for policy changes, training enhancements, or additional oversight mechanisms.

These ALPR audits shall be conducted by a senior NCRIC official other than the person assigned to manage the NCRIC ALPR function. Audit results shall then be reported to the Director of the NCRIC.

DATA QUALITY AND ACCURACY

The NCRIC will take reasonable measures to ensure the accuracy of ALPR Data collected by NCRIC ALPR units and partner agency ALPR systems. Errors discovered in ALPR Data collected by NCRIC ALPR units are marked, corrected, or deleted in accordance with the type and severity of the error in question. Errors discovered in ALPR Data collected from partner agencies' ALPR systems are communicated back to the controlling agency to be addressed as deemed appropriate by that agency or in accordance with the agency's own ALPR data policies.

As the downstream custodian of "hotlists", the NCRIC will provide the most recent versions of these lists available and ensure the lists are refreshed from state or federal sources on a daily basis.

The NCRIC acknowledges that, in rare instances ALPR units may inadvertently capture information contrary to the collection guidelines set forth in this policy. Such records will be purged upon identification. Any discovered notable increase in frequency of these incidents from specific ALPR units or agencies will be followed up with for equipment repairs, camera realignment, or personnel training as necessary.

PHYSICAL AND ELECTRONIC SECURITY OF ALPR DATA:

Data collected by ALPR systems is stored in a secured law enforcement facility with multiple layers of physical security and 24/7 security protections. Physical access is limited to law enforcement staff in good standing who have completed background investigations and possess an active security clearance at the "SECRET" or higher level.

NCRIC will utilize strong multi-factor authentication, encrypted communications, firewalls, and other reasonable physical, technological, administrative, procedural, and personnel security measures to mitigate the risks of unauthorized access to the system.

RETENTION OF ALPR DATA:

ALPR records matching an entry in a current law enforcement hotlist will trigger an immediate notification to the officer operating the ALPR unit, the active dispatch officer at the agency owning the ALPR unit, the NCRIC, and the custodial agency of the hotlist. Such notifications are also subject to a maximum retention of 12 months.

ALPR Data obtained with license plate information not appearing on hotlists, and with no immediate reasonable connection to criminal activity, will be retained in secure systems so as to only be made accessible to authorized personnel for a maximum period of twelve months, then purged entirely from all systems. If during the specified retention period there is information which supports a legitimate law enforcement purpose (see above section enumerating AUTHORIZED PURPOSES, COLLECTION, AND USE OF ALPR DATA) as to a license plate or partial license plate which was recorded and is retained in these systems, then limited access will be permitted for predicate-based querying for potential matches against the parameters specific to the legitimate law enforcement purpose. Such events shall be recorded in an access log showing date, time, name of person seeking access, agency of employment, reason for access, and tracking identifiers such as an agency case number.

ALPR records of vehicles having been identified and linked to criminal investigation will be entered into the relevant NCRIC database(s) and retained for a period of no more than five years. If during the five-year period NCRIC personnel become aware that the vehicle license plate information is no longer associated with a criminal investigation, it will be purged from the NCRIC's databases.

CUSTODIAN OF RECORDS AND RECORDS REQUESTS

Each agency sharing data retains control and ownership as the official custodian of its records, and must independently verify all external information obtained via NCRIC Information Systems. To the extent permitted by law, requests for information under the California Public Records Act or Freedom of Information Act or similar applicable laws will be directed back to the owner of the requested data.

SYSTEM MANAGEMENT AND ACCOUNTABILITY

The NCRIC shall assign a senior officer who will have responsibility, and be accountable, for managing the ALPR Data collected and ensuring that the privacy and civil liberties protection and other provisions of this ALPR Policy are carried out. This individual shall also be responsible for managing a process for maintaining the most current and accurate hotlists available from NCRIC law enforcement sources. This individual shall also have the responsibility for the security of the hotlist information and any ALPR Data which is maintained by the NCRIC. It remains, however, the personal responsibility of all officers with access to ALPR Data to take reasonable measures to protect the privacy and civil liberties of individuals, as well as the security and confidentiality of ALPR Data.

COMMERCIALY CREATED ALPR DATA