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| Title | Christina Rivera, County Administrator, Sonoma County | 07/07/2023 |
| | by Joan Croft in Organized Retail Theft Vertical Prosecution Grant Program | id. 41334566 |
| | 600 Administration Drive, Room 212J Santa Rosa, California 95403 California United States 7075652311 joan.croft@sonoma-county.org | |

Original Submission 07/07/2023

The Organized Retail Theft Vertical Prosecution Grant Program Application is divided into five sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions that require 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 Organized Retail Theft Vertical Prosecution Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the Grant Program Application. The Proposal Instruction Packet is available on the BSCC website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

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|------------------------------------|---|
| SECTION I - BACKGROUND INFORMATION | This section requests information about the applicant's name, location, mailing address, and tax identification number. |
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| Name of Applicant | Christina Rivera, County Administrator, Sonoma County |
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|------------------------------|--|
| Applicant's Physical Address | 575 Administration Drive Suite 104 Santa Rosa CA 95403 US |
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Applicant's Mailing Address (If different than physical address)

n/a

Mailing Address for Payment

**575 Administration Drive
Suite 104
Santa Rosa
California
95403
US**

Tax Identification Number

94-6000539

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

**Carla
Rodriguez**

Project Director's Title with Agency/Department/Organization

Sonoma County District Attorney

Project Director's Physical Address

**600 Administration Drive
Room 212J
Santa Rosa
California
95403
US**

Project Director's Email Address

Carla.Rodriguez@sonoma-county.org

Project Director's Phone Number

+17075652311

Financial Officer

**Shane
Lewis**

Financial Officer's Title with Agency/Department/Organization

Administrative Services Officer II

Financial Officer's Physical Address

**600 Administration Drive
Room 212J
Santa Rosa
California
95403
US**

Financial Officer's Email Address **Shane.Lewis@sonoma-county.org**

Financial Officer's Phone Number **+17075652311**

Day-To-Day Program Contact **Joan Croft**

Day-To-Day Program Contact's Title **Department Analyst**

Day-To-Day Program Contact's Physical Address **600 Administration Drive
Room 212J
Santa Rosa
California
95403
US**

Day-To-Day Program Contact's Email Address **joan.croft@sonoma-county.org**

Day-To-Day Program Contact's Phone Number **+17075652311**

Day-To-Day Fiscal Contact **Shane Lewis**

Day-To-Day Fiscal Contact's Title **Administrative Services Officer**

Day-To-Day Fiscal Contact's Physical Address **600 Administration Drive
Room 212J
Santa Rosa
California
95403
US**

Day-To-Day Fiscal Contact's Email Address **Shane.Lewis@sonoma-county.org**

Day-To-Day Fiscal Contact's Phone Number **+17075652311**

Name of Authorized Officer **Christina Rivera**

Authorized Officer's Title with Agency/Department/Organization **County Administrator**

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|--|---|
| Authorized Officer's Physical Address | 575 Administration Drive Suite 104A Santa Rosa California 95403 US |
| Authorized Officer's Email Address | Christina.Rivera@sonoma-county.org |
| Authorized Officer's Phone Number | +17075652048 |
| Authorized Officer Assurances | checked |
| SECTION III - PROGRAM INFORMATION | This section requests a Proposal Summary description and identification of the Funding Category. |
| Project Title | Sonoma County District Attorney Organized Retail Theft Vertical Prosecution Program |
| Proposal Summary | The Sonoma County District Attorney's (DA) Office proposes to establish the Organized Retail Theft Vertical Prosecution Unit (ORT VPU), a specialized unit that draws on the DA's Office's extensive experience implementing the True Vertical Prosecution Model. The DA's Office will dedicate one full-time Deputy DA and one full-time DA Investigator to investigate and prosecute all organized retail theft crimes that fall under Sonoma County's jurisdiction, in collaboration with local law enforcement and retailers association partners. The ORT VPU will expand data management infrastructure to enable the tracking, assessment, and improvement of the proposed program. |
| Funding Category Information | Applicants may apply for funding in a Small Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$800,000 in the Small Scope category OR up to \$2,050,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Please reference pages 8-9 in the Proposal Instruction Packet for additional information. |
| Funding Category | Large Scope (Up to \$2,050,000) |
| SECTION IV - PROPOSAL NARRATIVE AND BUDGET | This section requests responses to the Rating Factors identified in the the Organized Retail Theft Vertical Prosecution Grant Program Instruction Packet. |

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the Instruction Packet (Pages 17-21). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 8,948 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately 4 (four) pages in Arial 12-point font with one-inch margins on all four 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 2 (two) pages in Arial 12-point font with one-inch margins on all four 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 2 (two) pages in Arial 12-point font with one-inch margins on all four 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 met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the Organized Retail Theft Vertical Prosecution 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 Proposal Instruction Packet (Page 17).

Project Need

1.1 Needs to be Addressed

In 2021, the National Retail Federation found that retailers saw a 26.5% increase in organized retail crime incidents from the prior year. Locally, incidents of organized retail theft in Sonoma County have cost businesses between \$1,000 to \$30,000 dollars of stolen merchandise. The costs of retail theft are felt by employees, who fear for their safety on the job, and consumers, who face price inflation. Main Streets, malls, and shopping centers are part of the fabric of any community. The Sonoma County District Attorney's (DA) Office is committed to addressing organized retail theft in these spaces to create a safer community for Sonoma residents.

Based on community interest in addressing retail theft, the DA's Office assessed the nature of need in Sonoma County. Sonoma is home to a large volume of theft cases in general, and since 2021 has filed 13 organized retail theft cases as defined by Penal Code section 490.4. However, investigations of organized retail theft cases are extremely labor intensive. Furthermore, law enforcement reports that

many of the individuals in these cases committed the crime in Sonoma County but live outside of the County: of the 13 cases filed in Sonoma County since 2021, only three defendants reside in the County. Organized retail theft puts employees and shoppers at risk, and harms the overall Sonoma County community. Implementing a vertical prosecution model will enable the DA's Office to address the issue of organized retail theft to ensure a safe and thriving community.

The DA's Office proposes to establish the Organized Retail Theft Vertical Prosecution Unit (ORT VPU), a specialized unit addressing organized retail theft cases. The DA's Office will dedicate one full-time Deputy DA and one full-time DA Investigator to investigate and prosecute all organized retail theft crimes that fall under Sonoma County's jurisdiction. The ORT VPU will target all of Sonoma County, with a particular focus on major retail centers in larger cities like Santa Rosa and Petaluma. Law enforcement reports that there are fewer instances of organized retail theft in rural areas of the county, as thieves target high-end brands that they can easily resell.

1.2 Local Data Demonstrating Nature and Scale of the Organized Retail Theft Problem

In February 2020, the Sonoma Index-Tribune reported on a string of local thefts that included \$35,000 in merchandise being stolen from Lululemon and \$13,000 from American Eagle Outfitters. These organized retail thefts were part of a broader Bay Area and California crime trend in which name-brand clothes are resold on online black markets. Favored targets include stores carrying name-brand clothes, makeup, and other high-end consumer products. Stolen clothing is not serialized and therefore extremely difficult for investigators to trace. As introduced in Section 1.1, since 2021 the Sonoma County DA's Office has filed 13 organized retail theft cases as defined by Penal Code section 490.4. Locally, incidents of organized retail theft range from large-scale theft activities as part of a ring, to repeated theft incidents over one day by the same individuals. Some incidents have involved weapons and stolen vehicles, and have cost businesses between \$1,000 to \$30,000 of stolen merchandise.

1.3 Existing Hurdles of Implementing a Vertical Prosecution Model

Implementing vertical prosecution to address organized retail theft is a radical new approach. Vertical prosecution has been demonstrated to improve conviction rates, reduce victim trauma, and provide more consistent and appropriate sentencing. However, the Sonoma County DA's Office currently lacks adequate funding or staff to implement an ORT VPU. The DA's Office has extensive experience establishing and implementing vertical prosecution units to address domestic violence and sexual assault, and driving under the influence of drugs and/or alcohol. Bureau of State and Community Corrections (BSCC) Organized Retail Theft Vertical Prosecution Grant Program funds will enable the DA's Office to leverage its experience implementing this evidence-based prosecution approach in a new way.

2.1 Vertical Prosecution Methodology

The DA's Office proposes to establish the Organized Retail Theft Vertical Prosecution Unit (ORT VPU), a specialized unit addressing organized retail theft cases. The DA's Office will dedicate one full-time Deputy DA and one full-time DA Investigator to investigate and prosecute all organized retail theft crimes that fall under Sonoma County's jurisdiction. The ORT VPU will target all of Sonoma County, with a particular focus on major retail centers in larger cities like Santa Rosa and Petaluma. Law enforcement reports that there are fewer instances of organized retail theft in rural areas of the county, as thieves target high-end brands that they can easily resell.

The Sonoma County DA's Office has extensive experience implementing the True Vertical Prosecution Model, in which the same prosecutor handles every part of the judicial process, from arraignment to sentencing. For this program, we anticipate utilizing the Major Stage Vertical Prosecution Model, in which the vertical attorney files the charges or makes the first appearance for cases where charges meet the necessary criteria for vertical prosecution, and is present for all significant appearances, such as: preliminary hearing, trial, sentencing, contested motions affecting bail, admissibility of evidence, dismissal of charges, change of venue, motions to sever or consolidate, discovery, set aside the verdict, or motions concerning search warrants. This prosecution model provides the opportunity for the assigned attorney to allow for the realities of case management and avoid conflicts and delays.

As part of the ORT VPU, the DA's Office will create a "case type" for retail theft cases in order to track all instances of retail theft. When retail theft cases are referred to the DA by law enforcement, data entry staff will identify these cases and assign the newly created case type for tracking purposes. All retail theft cases will be assigned to the designated vertical prosecutor and DA investigator. Data entry staff will be trained on the grant requirements to ensure that all pertinent details for tracking ORT cases will be entered into the case management system to ensure accurate reporting of the grant project.

The Sonoma County DA's Office has observed that the vertical prosecution model enables staff to become experts in investigating and prosecuting that particular type of crime. They develop a deep understanding of the nuances of the law and forge strong relationships. The DA's Office has found that victims are more likely to participate in a case if they have a single point of contact. Further, vertical prosecution enables the DA's Office staff to develop ongoing partnerships with law enforcement. These partnerships are strengthened by the fact that all Sonoma County Investigators are former law enforcement officers with close ties to local police at all levels. ORT VPU staff will partner with the Sheriff's Office and other County law enforcement agencies, City police agencies across the

county, and California Highway Patrol.

Implementing a Major Stage Vertical Prosecution Model will improve conviction rates, victim satisfaction with prosecutorial outcomes, and more consistent and appropriate sentencing. ORT VPU staff will also partner with retailers associations like Chambers of Commerce to provide outreach to victims and share information about the vertical prosecution model. The DA Investigator will collaborate with law enforcement, who will be responsible for working with online marketplaces and retailers to address organized retail theft.

The DA's Office proposes to reduce recidivism through creative approaches to diversion through the Sonoma County District Attorney Restorative Justice Program. Where possible, the DA's Office will pursue alternatives to incarceration through the Restorative Justice Program.

2.2 Proposed Goals and Objectives

The proposed Sonoma County ORT VPU will achieve the following goals: 1) Develop infrastructure necessary to successfully establish, implement, and track the grant program; 2) Increase public safety in retail spaces; 3) Strengthen prosecutions of organized retail theft; and 4) Reduce recidivism among individuals charged with organized retail theft in Sonoma County.

Goal 1 will be accomplished by creating a "retail theft" case type in the DA grant management system to track all retail theft cases, ensure case assignment to the designated prosecutor and investigator, and create the foundation for accurate reporting for the project. Goal 2 will be supported by visible partnerships between the DA's Office, law enforcement and retailers associations to align efforts and communicate to community members that the County is working to address the issue of organized retail theft. Sonoma County residents are stressed and scared to work and shop at retail stores, and the ORT VPU will demonstrate that this issue is not being overlooked, increasing resident trust in government agencies. To achieve Goal 3, the vertical prosecution model employed by the ORT VPU will strengthen prosecutions of individuals who commit organized retail theft crimes and consistent sentencing of these crimes. As a specialized unit, the Investigator and Deputy DA will be deeply knowledgeable in investigating and prosecuting organized retail theft cases. The single point of contact will increase trust among victims and witnesses, leading to greater participation in the case. Finally, the ORT VPU will promote reduced recidivism through Goal 4 by referring cases to the Restorative Justice Program, as applicable.

The proposed project will rely heavily on new legislation that allows prosecutors to charge a felony rather than a misdemeanor in certain circumstances, which will help hold offenders accountable for the aggregate value of the merchandise stolen at multiple locations on multiple dates. Prior to this new legislation, theft of less than \$950 worth of goods could only be prosecuted as a misdemeanor, making

it a low-risk crime with negligible consequences. The partnerships created with law enforcement and retailers will encourage the sharing of information and reporting of incidents of theft in order to determine repeat offenders who can be held accountable to a greater degree under this new legislation.

Effective January 1, 2023, Penal Code Section 487 was amended to add a new subdivision (e), that reads as follows: “If the value of the money, labor, real property or personal property taken exceeds nine hundred fifty dollars (\$950) over the course of distinct but related acts, the value of the money, labor, real property, or personal property taken may be aggregated to charge a count of grand theft, if the acts are motivated by one intention, one general impulse, and one plan.”

2.3 Rationale for Proposed Project

The Golden Gate University School of Law Review found that vertical prosecution is the better option for justice because it is more efficient than horizontal prosecution and meaningfully involves the victim. Because vertical prosecution is shown to improve conviction rates, reduce victim trauma, and provide more consistent, appropriate sentencing, the Sonoma County DA’s Office has established and maintained vertical units to prosecute sexual assault and domestic violence crimes against women, and Driving Under the Influence (DUI) crimes in the county. Since establishing these units, the DA’s Office has seen improved victim participation, particularly in violent crimes against women who can be fearful about participating in prosecution, leading to more successful prosecutions. Victim participation also provides the opportunity for better understanding of the legal process and increases victim satisfaction with outcomes. Attorneys and investigators assigned to vertical prosecution units develop expertise in the subject matter through project-oriented training and experience, and provide advice and mentorship in their area of expertise. The implementation of a vertical prosecution program for retail theft cases will create an expert Deputy DA/DA Investigator team for retail theft crimes and create more uniform, equitable results in court.

**Project
Organizational
Capacity and
Coordination**

3.1 Project Organizational Capacity and Coordination

The Sonoma County DA’s Office will leverage its experience in managing vertical prosecution programs to implement the proposed project. The Sonoma County District Attorney, Carla Rodriguez, has played an active role in the project design. The ORT VPU is fully aligned with the identified goals of the DA’s Office, particularly in collaboration with law enforcement partners to improve upon the successful investigation and prosecution of crime in the county.

The proposed project will fund necessary additional staff time for three strategic positions in the DA’s Office: 1.0 FTE Deputy DA, 1.0 FTE DA Investigator, and 0.2 FTE Department Analyst. These positions will provide for project oversight, coordination with law

enforcement agencies in the region, training of local law enforcement officers in the vertical prosecution approach, outreach to retailers associations, coordination of data collection and evidence sharing, intensified investigation, and preparation of cases for prosecution.

The DA's Office will leverage the time of the Administrative Services Officer, who will lead the hiring process for the new Deputy DA and DA Investigator, and a Chief Deputy District Attorney and Chief Investigator, who will provide oversight for the project. The DA's Office will also leverage resources to enhance the capacity of the current case management system and evidence storage technology, which will play a key role in the collection and sharing of evidence with local law enforcement both countywide and regionally.

3.2 Partner Agencies and Coordination Necessary to Implement the Proposed Project

The DA's Office has established partnerships, outlined in Memorandums of Understanding (MOUs), with local law enforcement agencies, City police departments, other county agencies, and California Highway Patrol (CHP).

The proposed project will build upon these relationships to address organized retail theft in Sonoma County. The Sheriff's Office recently applied for BSCC funding through the Organized Retail Theft Prevention Program to pilot an in-vehicle dual-view camera program, which includes automated license plate reader capability. This technology has been effective statewide to identify groups committing organized retail theft crimes. Other local agencies, including Santa Rosa Police Department and Petaluma Police Department, have also developed proposals for the BSCC Organized Retail Theft Prevention Program. The DA's Office will work with these targeted programs to reach the goals of the project. The DDA/DAI will also work with the CHP in their established task force created to identify organized retail theft rings and the distributors who drive the black market for the stolen goods.

3.3 Timeline for Execution of Contracts or Memorandums of Understanding

The Sonoma County DA's Office has an existing Victim Services MOU with all county and city law enforcement agencies that will be leveraged for the proposed project, ensuring that partners share information as it relates to cases. The ORT VPU will outreach to law enforcement and retailers association partners to identify the point of contact in the DA's Office related to organized retail theft. If funded, the DA's Office will be immediately ready to proceed with the proposed project.

3.4 Management Structure

Sonoma County District Attorney, Carla Rodriguez, will be the ultimate authority for the proposed project. The in-kind Administrative Services Officer will supervise the Department Analyst and lead the hiring process. The in-kind Chief Deputy DA and Chief Investigator will train the Deputy DA and DA Investigator, and provide

high-level oversight of the proposed project, including reviewing Quarterly Progress Reports and overseeing the assigned vertical Deputy DA and DA Investigator. The assigned Deputy DA and DA Investigator will regularly coordinate to make day-to-day decisions for the ORT VPU.

3.5 Plans to Sustain Project after Grant Funds Expire

The project will facilitate expanded collaboration and communication with law enforcement, which will continue well beyond the end of the grant period. The data system and the system enhancements developed for the project will persist after grant funding concludes. Continuing the vertical prosecution model will depend upon County resources. A successful program may encourage the Board of Supervisors to provide funding to support the project in the future.

Project Evaluation and Monitoring

4.1 The Plan

The Department Analyst will be responsible for the Quarterly Progress Reports to BSCC, participation in the statewide evaluation, and the development of the Local Evaluation Plan and Local Evaluation Report. Joan Croft will serve as the 0.20 FTE Department Analyst. She has worked for the DA's Office since 2017 and has experience managing two vertical prosecution grant programs: Vertical DUI Prosecution through the California Office of Traffic Safety, and Violence Against Women Vertical Prosecution through California Office of Emergency Services. Ms. Croft will be responsible for the initial implementation and monitoring of the project utilizing the DA case management system, Prosecutor by Karpel (PBK). Data will be collected each quarter to provide detailed reports for the project.

4.2 Process and Outcome Measures

The DA's Office will use the following eight metrics to measure performance: 1) Number of ORT cases referred to the DA by law enforcement; 2) Number of organized retail theft cases filed; 3) Number of organized retail theft convictions obtained; 4) Sentences imposed for organized retail theft convictions; 5) Number of instances in which vertical production was used to obtain convictions; 6) Sentences imposed in instances in which vertical production was used to obtain convictions; 7) Number of theft-related property crimes that were charged but did not use vertical prosecution; and 8) Number of theft-related property crimes that were convicted but did not use vertical prosecution.

4.3 Plan for Monitoring the Project

Data will be continuously collected by the Department Analyst and reported to the ORT VPU and law enforcement partners on a regular basis. These metrics will be used to assess project performance and guide modifications to program strategy in order to increase the

success of the project. Required data will also be provided to BSCC through Quarterly Progress Reports to be available for inclusion in the statewide evaluation. Data entry staff will be trained to recognize retail theft cases when reports are received from law enforcement agencies. All cases that fall under the purview of the ORT program will be given the “Retail Theft” case type and assigned to the ORT vertical prosecutor and investigator. The DA case management system, PBK, will be utilized to track cases from receipt through sentencing and verification of completion of diversion programs. Reporting metrics for the program will be retrieved from the case management system through the case type designation as well as the assignment to the vertical prosecution team.

4.4 Plan for Collecting and Evaluating Data

The Department Analyst will utilize the PBK system to collect and evaluate data. Baseline data for instances of retail theft will not be available for analysis without the change in business processes and case tracking that will be implemented under this program. The proposed project will include the creation of detailed data entry enhancements and case designation that will allow for accurate and detailed tracking of all retail theft cases in the jurisdiction. The proposed project will leverage the bi-directional data sharing agreements the DA’s Office has previously established with the local law enforcement consortium that includes Sonoma County Sheriff’s Office, Santa Rosa Police Department, and several other agencies.

4.5 Research Methodology

Quantitative research methods will be used to aggregate data pertaining to the ORT VPU. Data for cases assigned to the program will be tracked at the following data points: receipt of report from law enforcement, further investigation, filing decision, case resolution, sentencing, and diversion program completion. These data points will enable the reporting of quantitative data for number of reports of retail theft incidents received from law enforcement, repeat offender, multiple victimizations for a single business victim, cases in progress and under investigation, cases filed or rejected, convictions, trials, pleas, cases resolved with alternatives to incarceration, and number of cases with diversion programs successfully completed.

Analysis of these data points throughout the project will show the evolution of the project from inception to completion. Continuous monitoring throughout the project will demonstrate the success of the DA’s Vertical Prosecution program in conjunction with local law enforcement BSCC retail theft prevention programs.

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

Budget Attachment

[Organized-Retail-Theft-Vertical-Prosecution-Grant-Program-Budget-Attachment_070623ka1.xlsx](#)

SECTION V -
MANDATORY
ATTACHMENTS

This section list the attachments that are required at the time of submission. Project Work Plan (Appendix B) Grantee Assurance for Non-Governmental Organizations (Appendix D) Letter(s) of Commitment If Applicable (Appendix E) Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix F) Governing Board Resolution Optional (Appendix G)

Project Work Plan (Appendix B)

[BSCC_Organized_Retail_Theft_Project_Work_Plan.AppendixB.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT-VP.pdf](#)

Letter(s) of Commitment, (Appendix E)

[Cloverdale_Letter_of_Commitment.pdf](#)

[Healdsburg_Police_Department_Letter_of_Support_DA.pdf](#)

[Petaluma_ORT_MOU.pdf](#)

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

[Certification_of_Complainece_with_BSCC_Policies.AppendixF.pdf](#)

OPTIONAL:
Governing Board
Resolution (Appendix
G)

n/a

OPTIONAL:
Bibliography

n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan

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| (1) Goal | Develop infrastructure necessary to successfully establish, implement, and track Sonoma County's new Organized Retail Theft Vertical Prosecution Unit (ORT VPU) | | |
| Objectives (A., B., etc) | <p>A. The ORT VPU is fully staffed by qualified Deputy District Attorney (DA), DA Investigator, and technical staff</p> <p>B. Existing DA's Office data tracking platforms support the tracking and assessment of the ORT VPU</p> <p>C. The ORT VPU successfully investigates and prosecutes organized retail theft in Sonoma County</p> | | |
| Process Measures and Outcome Measures: | <p>i. Experienced, qualified Deputy DA and DA Investigator are hired and trained</p> <p>ii. All ORT VPU staff are allocated at the FTE required to meet program needs</p> <p>iii. Organized retail theft case types are created in the existing data systems and assigned to the ORT VPU</p> <p>iv. DA's Office technical staff regularly track ORT VPU data</p> <p>v. The ORT VPU investigates and prosecutes organized retail theft</p> | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners: | Timeline | |
| | | Start date: | End date: |
| - Development of job description, hiring process using County-approved channels, onboarding and training of qualified new Deputy DA and DA Investigator | - Administrative Services Officer, Chief Investigator, Chief Deputy DA | 10/1/23 | 12/31/23 |
| - Technical staff build out existing DA's Office data tracking platforms to enable assignment and tracking of organized retail theft cases | - Department Analyst | 10/1/23 | 12/1/23 |
| - DA Investigator and Deputy DA investigate and prosecute organized retail theft with oversight by the Chief Investigator | - DA Investigator, Deputy DA, Chief Investigator | 1/1/24 | 12/31/26 |
| - Complete quarterly progress reports, Local Evaluation Plan and Report | - Department Analyst | 1/1/24 | 6/1/27 |
| List data and sources to be used to measure outcomes: 1) Number of ORT cases referred to the DA by law enforcement; 2) Number of organized retail theft cases filed; 3) Number of organized retail theft convictions obtained; 4) Sentences imposed for organized retail theft convictions; 5) Number of instances in which vertical production was used to obtain convictions; 6) Sentences | | | |

imposed in instances in which vertical production was used to obtain convictions; 7) Number of theft-related property crimes that were charged but did not use vertical prosecution; and 8) Number of theft-related property crimes that were convicted but did not use vertical prosecution. ProsecutorByKarpel

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| (2) Goal | Increase public safety in retail spaces in Sonoma County | | |
| Objectives (A., B., etc) | A. Sonoma County residents understand the DA's Office approach to addressing organized retail theft, including the work of the ORT VPU B. Sonoma County residents are able to live, shop, and work in safe spaces | | |
| Process Measures and Outcome Measures: | i. The ORT VPU coordinates with other agencies and entities to address organized retail theft, including the Sonoma County Sheriff's Office, Petaluma Police Department, Rohnert Park Police Department Organized Retail Theft Task Force, Santa Rosa Police Department, California Highway Patrol, and Northern California Regional Intelligence Center ii. The ORT VPU and partners share information on organized retail theft to aid investigation and prosecution iii. Outreach is provided to Sonoma County community members to introduce the work of the ORT VPU | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners: | Timeline | |
| | | Start date: | End date: |
| - The ORT VPU establishes MOUs/information sharing agreements with Sonoma County Sheriff's Office, Petaluma Police Department, Rohnert Park Police Department Organized Retail Theft Task Force, Santa Rosa Police Department, California Highway Patrol, and Northern California Regional Intelligence Center - Ongoing collaboration and coordination among project partners - DA's Office ORT VPU team provides community outreach to inform about ORT VPU efforts and outcomes | - Chief Investigator - DA Investigator, Deputy DA - DA Investigator, Deputy DA | 10/1/23 1/1/24 11/1/23 | 1/1/24 12/31/26 12/31/26 |
| List data and sources to be used to measure outcomes: 1) Number of ORT cases referred to the DA by law enforcement; 2) Number of organized retail theft cases filed; 3) Number of organized retail theft convictions obtained; 4) Sentences imposed for | | | |

organized retail theft convictions; 5) Number of instances in which vertical production was used to obtain convictions; 6) Sentences imposed in instances in which vertical production was used to obtain convictions; 7) Number of theft-related property crimes that were charged but did not use vertical prosecution; and 8) Number of theft-related property crimes that were convicted but did not use vertical prosecution. ProsecutorByKarpel

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| (3) Goal | Strengthen prosecutions of organized retail theft in Sonoma County | | |
| Objectives (A., B., etc) | <p>A. The ORT VPU leads to a greater number of organized retail theft incidents being brought by law enforcement to the DA's office and successfully prosecuted</p> <p>B. The Sonoma County DA ORT VPU will leverage new legislation to charge felonies and impose significant sentences, rather than misdemeanors, where perpetrators have previously been able to commit offenses with negligible consequences.</p> | | |
| Process Measures and Outcome Measures: | <p>i. The ORT VPU's collaboration with Sonoma County's law enforcement leads to an increased number of organized retail theft charges</p> <p>ii. The DA's office successfully prosecutes organized retail theft cases, resulting in a higher rate of convictions than previously obtained</p> | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners: | Timeline | |
| | | Start date: | End date: |
| <ul style="list-style-type: none"> - Information sharing and collaboration between law enforcement and the ORT VPU enables stronger investigation and prosecution - Law enforcement partners refer organized retail theft cases to the DA's office - The Deputy DA is closely familiar with the law relating to organized retail theft | <ul style="list-style-type: none"> - DA Investigator, Deputy DA, law enforcement partners - Law enforcement partners, DA Investigator - Deputy DA | 1/1/24 | 12/31/26 |
| | | 1/1/24 | 12/31/26 |
| | | 1/1/24 | 12/31/26 |
| List data and sources to be used to measure outcomes: 1) Number of organized retail theft cases filed; 2) Number of organized retail theft convictions obtained; 3) Sentences imposed for organized retail theft convictions; 4) Number of instances in which vertical production was used to obtain convictions; 5) Sentences imposed in instances in which vertical production was used to obtain convictions; 6) Number of theft-related property crimes that were charged but did not use vertical prosecution; and 7) | | | |

Number of theft-related property crimes that were convicted but did not use vertical prosecution. ProsecutorByKarpel

| | | | |
|--|--|---|---|
| (4) Goal | Reduce recidivism among individuals charged with organized retail theft in Sonoma County | | |
| Objectives (A., B., etc) | <p>A. Offenders convicted through the work of the ORT VPU will participate in Sonoma's County diversion programs, which include a restorative justice program aimed to address victims' needs and connect offenders with resources that reduce recidivism</p> <p>B. Increase number of offenders referred to Sonoma County Restorative Justice Program</p> | | |
| Process Measures and Outcome Measures: | <p>i. A greater proportion of convictions obtained by the ORT VPU are ordered to complete a restorative justice program following their sentencing</p> <p>ii. The number of repeat offenders decreases following successful completions of the restorative justice process</p> | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners: | Timeline | |
| | | Start date: | End date: |
| <ul style="list-style-type: none"> - Convictions obtained through the ORT VPU are diverted to a restorative justice program - Corrective Solutions, the diversion organization utilized by Sonoma County, works with offenders to acknowledge and address victims' needs and re-establish connections to their community. - Technical staff, in partnership with Corrective Solutions, track the number of successful program completions by offenders. - Technical staff analyze data over time to evaluate the effect of restorative justice on recidivism in offenders. | <ul style="list-style-type: none"> - Deputy DA - Corrective Solutions Staff - Department Analyst, Corrective Solutions Staff - Department Analyst | <p>1/1/24</p> <p>1/1/24</p> <p>1/1/24</p> <p>1/1/24</p> | <p>12/31/26</p> <p>12/31/26</p> <p>12/31/26</p> <p>6/1/27</p> |
| <p>List data and sources to be used to measure outcomes: 1) Number of organized retail theft convictions referred to restorative justice programs; 2) Number of offenders who have successfully completed the program; 3) Number of offenders who reoffend following their successful completion of the program. ProsecutorByKarpel</p> | | | |

Organized Retail Theft Vertical Prosecution Grant Program - Project Budget and Budget Narrative

Name of Applicant: *County of Sonoma District Attorney's Office*

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

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

| Budget Line Item | Total |
|---|-----------------------|
| 1. Salaries & Benefits | \$1,989,106.00 |
| 2. Services and Supplies | \$5,000.00 |
| 3. Professional Services or Public Agencies | \$9,894.00 |
| 4. Non-Governmental Organization (NGO) Subcontracts | \$0.00 |
| 5. Data Collection and Evaluation | \$0.00 |
| 6. Equipment/Fixed Assets | \$0.00 |
| 7. Financial Audit (Up to \$25,000) | \$25,000.00 |
| 8. Other (Travel, Training, etc.) | \$21,000.00 |
| 9. Indirect Costs | \$0.00 |
| TOTAL | \$2,050,000.00 |

1a. Salaries & Benefits

| Description of Salaries & Benefits | (% FTE or Hourly Rate) & Benefits | Total |
|--|-----------------------------------|-----------------------|
| District Attorney Investigator I Salary Year 1 | 1.0 FTE | \$154,092.00 |
| District Attorney Investigator I Salary Year 2 | 1.0 FTE | \$160,256.00 |
| District Attorney Investigator I Salary Year 3 | 1.0 FTE | \$166,666.00 |
| District Attorney Investigator I Benefits Year 1 | 70.96% | \$109,340.00 |
| District Attorney Investigator I Benefits Year 2 | 70.96% | \$113,714.00 |
| District Attorney Investigator I Benefits Year 3 | 70.96% | \$118,263.00 |
| Deputy District Attorney IV Salary Year 1 | 1.0 FTE | \$205,484.00 |
| Deputy District Attorney IV Salary Year 2 | 1.0 FTE | \$213,703.00 |
| Deputy District Attorney IV Salary Year 3 | 1.0 FTE | \$222,251.00 |
| Deputy District Attorney IV Benefits Year 1 | 65.10% | \$133,777.00 |
| Deputy District Attorney IV Benefits Year 2 | 65.10% | \$139,128.00 |
| Deputy District Attorney IV Benefits Year 3 | 65.10% | \$144,693.00 |
| Department Analyst Salary Year 1 | 0.2 FTE | \$20,889.00 |
| Department Analyst Salary Year 2 | 0.2 FTE | \$21,725.00 |
| Department Analyst Salary Year 3 | 0.2 FTE | \$22,594.00 |
| Department Analyst Benefits Year 1 | 65.22% | \$13,624.00 |
| Department Analyst Benefits Year 2 | 65.22% | \$14,170.00 |
| Department Analyst Benefits Year 3 | 65.22% | \$14,737.00 |
| TOTAL | | \$1,989,106.00 |

1b. Salaries & Benefits Narrative:

The Organized Retail Theft Vertical Prosecution Unit (ORT VPU) will be composed of three staff: one new Deputy DA (to be hired), one new DA Investigator (to be hired), and the existing Department Analyst. The DA's Office will leverage additional staff time to support the project as needed, including the Administrative Services Officer to oversee the hiring process, and the Chief Investigator and Chief Deputy DA to oversee training of new staff.

The 1.0 FTE Deputy DA will train local law enforcement on criteria that signify organized retail theft, provide information on the relevant legal statutes, oversee investigations up to the point of criminal filing, work with the DA Investigator to review evidence, and make recommendations to law enforcement regarding cases that merit further investigation. This attorney will also coordinate efforts and strengthen communication with local and regional law enforcement and retailers associations to prepare cases for prosecution. In addition, the Deputy DA will provide community outreach, including press releases to inform the public about the activities of the ORT VPU, and public service announcements about the County's approach to addressing organized retail theft.

The 1.0 FTE DA Investigator will provide training for local law enforcement regarding investigatory strategies and techniques for gathering evidence regarding organized retail theft crime. The Investigator will also serve as the primary DA's Office contact for law enforcement in retail theft cases. When a possible crime is reported by law enforcement, the Investigator will provide assistance and oversight related to obtaining witness statements, proper collection of evidence, and other activities to ensure that all of the elements of an investigation are complete for criminal prosecution. The Investigator will coordinate with law enforcement agencies, including the Sheriff's Office, to investigate leads. The Investigator will have access to mobile technology needed to collect evidence directly or allow other agencies to collaborate with an investigation. The DA Investigator will regularly coordinate with the Deputy DA.

The 0.2 Department Analyst will work with the County's existing data systems to facilitate information sharing related to the investigation of organized retail theft crimes both within the county and with other counties and state-level agencies. The Department Analyst will ensure the creation and implementation of a specific case type that will be assigned to all retail theft cases when entered into the case management system. The Department Analyst will be assigned to review the data regarding organized retail theft crime post-investigation on a quarterly basis to identify investigations, cases charged and prosecuted, and metrics regarding the success of the program in meeting its identified objectives.

All three staff members will be provided with benefits that include County retirement, FICA, health insurance, HRA, LTDI, dental insurance, life insurance, vision insurance, unemployment insurance, workers compensation, deferred compensation, and other benefits.

2a. Services and Supplies

| Description of Services or Supplies | Calculation for Expenditure | Total |
|-------------------------------------|--|-------------------|
| Computer Equipment | Laptops, mouse, keyboard, speakers for 2 new staff | \$5,000.00 |
| TOTAL | | \$5,000.00 |

2b. Services and Supplies Narrative:

New staff (the Deputy DA and DA Investigator) will be provided with standard computer equipment to support their job function. For each staff member, this includes a laptop (\$1,600), a wireless mouse (\$300), keyboard (\$200), and speakers (\$400). Total cost is \$2,500 x 2 = \$5,000.

3a. Professional Services

| Description of Professional Service(s) | Calculation for Expenditure | Total |
|--|-----------------------------|-------------------|
| Social Media Ad Design Year 1 | Based on historic contracts | \$3,298.00 |
| Social Media Ad Design Year 2 | Based on historic contracts | \$3,298.00 |
| Social Media Ad Design Year 3 | Based on historic contracts | \$3,298.00 |
| TOTAL | | \$9,894.00 |

3b. Professional Services Narrative

The Sonoma County DA's Office will contract with an outside agency to develop and place social media advertisements that inform the public about the work of the ORT VPU. The annual cost estimate is based on previous invoices for a social media graphic designer for projects of a similar size. The DA's Office will identify and contract with an agency using the established County channels. The contracted social media ad designer will be responsible for creating social media posts that are well-designed to draw appropriate attention to the issue of organized retail theft, and are placed to best deliver that information to the public via Facebook, Twitter, and Instagram. This will support increased public awareness of, and confidence in, the ORT VPU.

4a. Non-Governmental Organization (NGO) Subcontracts

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

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 |
|---------------------------------------|-------------------------|---------------|
| | | \$0.00 |
| TOTALS | | \$0.00 |

6b. Equipment/Fixed Assets Narrative

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

7a. Financial Audit

| Description | Calculation for Expense | Total |
|--------------|-----------------------------|--------------------|
| Auditor | Based on historic contracts | \$25,000.00 |
| TOTAL | | \$25,000.00 |

7b. Financial Audit Narrative:

In Year 3, the Sonoma County DA's Office will engage an outside auditor to complete a financial audit of the ORT VPU. The DA's Office will contract with a qualified firm, Brown Armstrong, that has historically performed similar financial audits for the County. The cost estimate is based on historic contracts with Brown Armstrong for projects of similar scope.

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

| Description | Calculation for Expense | Total |
|--|--|--------------------|
| Deputy District Attorney Internal Service Charges Year 1 | Standard \$10,000 / year / employee x 1.8 months | \$1,500.00 |
| Deputy District Attorney Internal Service Charges Year 2 | Standard \$10,000 / year / employee x 4.8 months | \$4,000.00 |
| Deputy District Attorney Internal Service Charges Year 3 | Standard \$10,000 / year / employee x 4.8 months | \$4,000.00 |
| District Attorney Investigator Internal Service Charges Year 1 | Standard \$10,000 / year / employee x 1.8 months | \$1,500.00 |
| District Attorney Investigator Internal Service Charges Year 2 | Standard \$10,000 / year / employee x 4.8 months | \$4,000.00 |
| District Attorney Investigator Internal Service Charges Year 3 | Standard \$10,000 / year / employee x 4.8 months | \$4,000.00 |
| District Attorney Investigator One-Time Onboarding | Based on historic costs | \$2,000.00 |
| TOTAL | | \$21,000.00 |

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

The Sonoma County DA's Office incurs internal service charges related to each staff member. These charges represent the cost to the County of having an employee, and include: administrative services, liability insurance, basic computer charges, telephones, and the payroll system. The Deputy DA and DA Investigator will be hired during Year 1, and the DA's Office anticipates that they will provide approximately 1.8 months of work to the ORT VPU. In Years 2 and 3, the DA's Office is requesting only a fraction of the standard internal service charges: 4.8 months out of the year. The DA's Office will provide the rest of the cost of internal service charges to demonstrate its commitment to the project.

The DA Investigator requires an extensive onboarding process that includes a significant background check, psychological evaluation, and the purchase of a firearm. The Chief Investigator will oversee this process using established County procedures. The background check totals \$2,000, the psychological evaluation totals \$774, and the firearm totals \$1,220. However, The DA's Office is only requesting BSCC funds to cover the cost of the background check as a demonstration of its commitment to the project.

9a. Indirect Costs

| For this grant program, indirect costs may be charged using only <u>one</u> 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> | <i>\$0</i> | |
| 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> | <i>\$0</i> | |
| <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:

To maximize grant funds that are allocated to direct services, the Sonoma County District Attorney's Office is not requesting Indirect Costs.



Cloverdale Police Department

Jason Ferguson, Chief of Police

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

June 27, 2023

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

RE: Letter of Commitment for the Sonoma County District Attorney's Office Organized Retail Theft Vertical Prosecution Grant Program Application

To whom it may concern,

On behalf of Cloverdale Police Department, I am pleased to submit this letter of commitment to the Sonoma County District Attorney's (DA) Office's proposal to address organized retail theft. The DA's Office is dedicated to providing the members of the Sonoma County community with a safe place to live.

In 2021, the National Retail Federation found that retailers saw a 26.5% increase in organized retail crime incidents from the prior year. The costs of retail theft are felt by employees, who fear for their safety on the job, and consumers, who face price inflation. Main Streets, malls, and shopping centers are part of the fabric of any community. The Sonoma County DA's Office is committed to implementing vertical prosecution to address organized retail theft in these spaces, creating a safer community.

Cloverdale Police Department works together with the Sonoma County DA's Office to provide maximum available assistance and services to crime victims in Sonoma County. As part of the proposed project, we commit to:

- Contacting the Organized Retail Theft Vertical Prosecution Unit (ORT VPU) DA Investigator about potential organized retail theft crimes;
- Deepening our existing partnership;
- Sharing information as it relates to organized retail theft cases.

Through this project, the DA's Office aims to strengthen public confidence, increase prosecutions, and reduce recidivism. I am fully supportive of the Sonoma County District Attorney's Office's proposal and urge the Board of State and Community Corrections to fund it in full.

Sincerely,

Linda Webb
Police Records Manager



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 27, 2023

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

RE: Letter of Commitment for the Sonoma County District Attorney's Office Organized Retail Theft Vertical Prosecution Grant Program Application

To whom it may concern,

On behalf of the Healdsburg Police Department, I am pleased to submit this letter of commitment to the Sonoma County District Attorney's (DA) Office's proposal to address organized retail theft. The DA's Office is dedicated to providing the members of the Sonoma County community with a safe place to live.

In 2021, the National Retail Federation found that retailers saw a 26.5% increase in organized retail crime incidents from the prior year. The costs of retail theft are felt by employees, who fear for their safety on the job, and consumers, who face price inflation. Main Streets, malls, and shopping centers are part of the fabric of any community. The Sonoma County DA's Office is committed to implementing vertical prosecution to address organized retail theft in these spaces, creating a safer community.

The Healdsburg Police Department works together with the Sonoma County DA's Office to provide maximum available assistance and services to crime victims in Sonoma County. As part of the proposed project, we commit to:

- Contacting the Organized Retail Theft Vertical Prosecution Unit (ORT VPU) DA Investigator about potential organized retail theft crimes;
- Deepening our existing partnership;
- Sharing information as it relates to organized retail theft cases.

Through this project, the DA's Office aims to strengthen public confidence, increase prosecutions, and reduce recidivism. I am fully supportive of the Sonoma County District Attorney's Office's proposal and urge the Board of State and Community Corrections to fund it in full.

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

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
Mike Healy

Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Memorandum of Understanding (MOU) Between Petaluma Police Department And Sonoma County District Attorney's Office

This Memorandum of Understanding (MOU) is made and entered into on this [Date] between the Petaluma Police Department ("PPD") and the Sonoma County District Attorney's Office ("SCDA") to establish a cooperative partnership in investigating and prosecuting criminals conducting organized retail theft in our jurisdiction.

Purpose:

The purpose of this MOU is to facilitate collaboration and cooperation between the PPD and SCDA in addressing the issue of organized retail theft. By working together, we aim to effectively investigate, gather evidence, and prosecute individuals and groups involved in these criminal activities, thereby reducing the prevalence and impact of organized retail theft in our community.

Scope of Collaboration:

- a. **Information Sharing:** Both parties agree to exchange relevant and timely information pertaining to organized retail theft cases, including intelligence on criminal networks, suspect information, evidence collection, and case updates. This information sharing will enable both organizations to make informed decisions and take appropriate actions to combat organized retail theft effectively.
- b. **Joint Investigations:** The PPD and SCDA will collaborate on conducting joint investigations into organized retail theft cases. This collaboration may include joint task forces, shared resources, coordinated efforts, and the pooling of expertise to identify, apprehend, and prosecute individuals and organizations engaged in organized retail theft. Both parties will work together to ensure seamless coordination and maximize the effectiveness of these investigations.
- c. **Evidence Collection and Preservation:** The PPD and SCDA will work in partnership to ensure proper collection, preservation, and presentation of evidence related to organized retail theft cases. This collaboration will include sharing best practices, utilizing advanced forensic techniques, and maintaining the chain of custody to strengthen the evidentiary value and successful prosecution of these cases.
- d. **Legal Strategies and Case Management:** The SCDA will provide legal guidance and expertise to the PPD in developing effective legal strategies and case management approaches for organized retail theft prosecutions. Regular meetings and consultations will be conducted to review case progress, assess legal strengths and weaknesses, and ensure a coordinated approach to securing successful convictions.
- e. **Community Outreach and Public Awareness:** The PPD and SCDA will jointly engage in community outreach initiatives to raise public awareness about organized retail theft, its impacts, and the importance of reporting suspicious activities. By fostering a sense of shared

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

Phone (707) 778-4372
Fax (707) 656-4059

E-Mail:
policeadmin@cityofpetaluma.org

responsibility and educating the public, we aim to enhance community engagement and cooperation in combating organized retail theft.

Confidentiality:

Both parties acknowledge the sensitive nature of the information shared under this MOU and agree to maintain strict confidentiality. Information exchanged shall be used solely for the purpose of investigating and prosecuting organized retail theft cases and shall not be disclosed to any third party without prior written consent from the other party, unless required by law.

Term and Termination:

This MOU shall come into effect on the date of its signing and remain in force for a period of four years. Either party may terminate this agreement by providing written notice of termination at least 30 days prior to the intended termination date.

Governing Law:

This MOU shall be governed by and construed in accordance with the laws of the State of California. Any disputes arising out of or in connection with this MOU shall be subject to the exclusive jurisdiction of the courts in Sonoma County.

We, the undersigned, hereby acknowledge and agree to the terms and conditions set forth in this MOU.

For Petaluma Police Department:

Signature: Ken Savano

NAME (*print*): Ken Savano, Chief of Police

DATE: 06/13/23

For Sonoma County District Attorney's Office:

Signature: Carla Rodriguez

NAME (*print*): Carla Rodriguez, Sonoma County District Attorney

DATE: 6/23/23