

Title	<b>Ukiah Police Department</b>	07/06/2023
	by <b>Thomas Corning</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41324230
	tcorning@cityofukiah.com	

## Original Submission 07/06/2023

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

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

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

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

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

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

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Lead Public Agency **Ukiah Police Department**

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Applicant's Physical Address **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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

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Mailing Address for Payment **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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Tax Identification Number **94-6000446**

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

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Project Director **Cedric  
Crook**

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

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Project Director's Physical Address **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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Project Director's Email Address **ccrook@cityofukiah.com**

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Project Director's  
Phone Number **+17074636771**

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Financial Officer **Mikki  
Taylor**

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Financial Officer's  
Title with  
Agency/Department/Organization **Administrative Assistant**

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Financial Officer's  
Physical Address **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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Financial Officer's  
Email Address **mtaylor@cityofukiah.com**

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Financial Officer's  
Phone Number **+17074636261**

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Day-To-Day Program  
Contact **Thomas  
Corning**

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

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Day-To-Day Program  
Contact's Physical  
Address **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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Day-To-Day Program  
Contact's Email  
Address **tcorning@cityofukiah.com**

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Day-To-Day Program  
Contact's Phone  
Number **+17074636254**

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Day-To-Day Fiscal  
Contact **Mikki  
Taylor**

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Day-To-Day Fiscal  
Contact's Title **Administrative Assistant**

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Day-To-Day Fiscal  
Contact's Physical  
Address **300 Seminary Ave.  
Ukiah  
CA  
95482  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>mtaylor@cityofukiah.com</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+17074636261</b>
Name of Authorized Officer	<b>Sage Sangiacomo</b>
Authorized Officer's Title	<b>City Manager</b>
Authorized Officer's Physical Address	<b>300 Seminary Ave. Ukiah CA 95482 US</b>
Authorized Officer's Email Address	<b>ssangiacomo@cityofukiah.com</b>
Authorized Officer's Phone Number	<b>+17074636221</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>City of Ukiah/Ukiah Police Department - Motor Vehicle Theft Prevention Project</b>
Proposal Summary	<b>The City of Ukiah is experiencing a high incidence of motor vehicle thefts, and crime data indicates the problem is escalating. To address the problem, the City of Ukiah is working in partnership with the Ukiah Police Department to obtain 17 Flock Safety Falcon LPR cameras in addition to the 14 they already have in operation. These cameras will be placed at key intersections and entry points within the City of Ukiah. The goal of the project is to purchase and install these cameras in an effort to solve stolen vehicle cases, prevent thefts from occurring, and to aid in the prosecution of offenders.</b>
PROGRAM PURPOSE AREAS	<b>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.</b>

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.**

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

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## Project Need

The City of Ukiah, California is experiencing a high incidence of motor vehicle thefts, more than other cities in Mendocino County and other similar sized California cities. The incidence of motor vehicle thefts is also dramatically increasing. UCR data for Ukiah documents an average of 47 reported motor vehicles thefts over the years 2019-2022 with the number increasing from 34 in 2019 to 61 in 2022. Comparatively, two other police departments in Mendocino County, the Willits Police Department and Fort Bragg Police Department had 10 stolen vehicle reports and 15 stolen vehicle reports respectively in 2022. Although these cities are smaller than Ukiah, it shows that the city of Ukiah Police Department takes more stolen cars than other jurisdictions in Mendocino County. Also for comparison, the Moraga CA Police Department, a city with a population of 16,750 (Ukiah is 16,144) had only nine stolen vehicle reports in 2022.

The value of the stolen vehicles can range anywhere from \$500 to \$100,000, giving the range of stolen vehicle property loss of \$30,000.00 to over \$6,000,000.00 for 2022 alone for the City of Ukiah. This does not take into account the value of any personal property or cargo onboard any of those vehicles.

The reasons for the higher incidence of motor vehicle thefts can only be theorized, but may be attributed to Ukiah being the county seat of Mendocino County and the largest city in the county. As such, Ukiah has more stores, more resources for low income people and more restaurants than anywhere else in the county. At times the population of Ukiah during the day can increase substantially due to this. Also, due to Ukiah being a community that has agriculture as its primary economic base, the city attracts a high number of migrant laborers who are employed as farm laborers. This explains the city's higher than average poverty rate at 18.1% as opposed to 11.6% nationally and the lower income levels with an average per capita income of \$28,419, 24% lower than the \$37,618 national average. The migrant workforce and impoverished people represent a segment of the city's population that is more prone to criminal activity and vehicular theft.

The success rate of resolving motor vehicle thefts in the City of Ukiah is also low due to the lack of actionable evidence. The city has attempted to resolve this problem by installing 14 Flock Safety Falcon LPR cameras at the city's busiest highway entrances, but this is only part of the city's busiest entrances. There are an additional 17 locations in the city that are considered busy. The 14 cameras that are currently in use are logging anywhere from 50,000 to 95,000 license plates a day (depends on the day of the week). An additional 17 LPR's would at least double the amount of license plates captured on camera daily and provide more actionable evidence for conviction of criminals committing vehicular theft.

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## Project Description

The City of Ukiah is requesting a medium scope (\$6,125,000) FPA 1: Organized Retail Theft Grant from the BSCC Organized Retail Theft Prevention Grant Program. The City is working in partnership with the Ukiah Police Department in seeking funding for an additional 17 Flock

**Safety Falcon LPR cameras. The Ukiah Police Department (UPD) will be the lead agency for this three-year \$164,500 project which addresses the Retail Theft, Vehicular and Vehicular Accessory Theft and Cargo Theft priorities of this Grant Program. Police Chief Cedric Crook and Patrol Lieutenant Thomas Corning are in charge of the project.**

**The goal of this project is the purchase and installation of 17 additional Flock Falcon Safety Cameras in the City of Ukiah.**

**Objectives are:**

- 1) Place 17 additional Flock Falcon Safety Cameras at strategic points throughout the City of Ukiah**
- 2) Enable the Ukiah Police Department to use the 17 additional Flock Falcon Safety Cameras in minimizing vehicle thefts, locating vehicles that are stolen, and solve other crimes that occur in the city limits**
- 3) Assist other agencies and police departments across the country with resolution of crimes using LPR technology**

**The 17 Flock Safety Falcon LPR cameras that are sought will be located at key intersections and entrance points to the City of Ukiah. These LPR's will at least double the UPD's LPR capabilities which currently consists of a system of 14 Flock Safety Falcon LPR cameras installed one year ago at the most major intersections and entry points to the city. The 14 cameras in place are logging anywhere from 50,000 to 95,000 license plates a day. It is projected that the 17 additional cameras will at a minimum double the number of license plates read daily in Ukiah.**

**The 17 Flock Safety Falcon LPR cameras will be leased from Flock Safety. The total project cost is \$164,500 with \$58,450 for year one lease and LPR installation plus \$53,000 annually for two subsequent years of camera lease. Under terms of the lease agreement Flock Safety is responsible for maintenance and upkeep of the LPR cameras.**

**The Flock Safety Falcon LPR cameras were chosen for this project because the UPD already has 14 of them in operation and is familiar with how they function and is satisfied with their performance. The UPD has also determined that leasing the cameras as opposed to purchasing them is the most cost-effective means of operation for the cameras.**

**The UPD provides police protection to the four square mile City of Ukiah (population 16,144) that is located two hours north of San Francisco in Mendocino County. Ukiah is the county seat and largest city in the county. The UPD has a staffing level of 32 officers but is currently staffed with only 26 officers due to a shortage of qualified personnel. Command and administrative officers of the UPD include a chief, a captain and two lieutenants. The officers work 12-hour shifts with a minimum of three officers on duty per shift.**



Vehicle theft is a large problem within the city limits of Ukiah. In 2022 the Ukiah Police Department took 61 reports of stolen vehicles within the city limits. With the implementation of 17 additional Flock Safety Camera's strategically placed around the city, UPD Officers will be able to utilize the license plate reading technology to locate and recover stolen vehicles. The recovery of stolen vehicles not only returns hundreds of thousands of dollars to members of the community in stolen property, but would act as a deterrent of future vehicle thefts. The acquisition of 17 additional Flock Safety Camera's will more than double the LPR capacity of the UPD and double the capacity of license plates being read from 50,000 to 95,000 plates read daily by the 14 Flock Safety Cameras already operating in Ukiah to 100,000 to 180,000 plates daily.

After the implementation of the 17 additional Flock Safety Cameras, the Ukiah Police Department expects to see a significant increase in the recovery of stolen vehicles. Each time a stolen vehicle passed a Flock Safety Camera the license plate would be detected and sent to every police officer on duty. UPD officers would then be able to respond to that location to arrest the offender and recover the stolen vehicle. The Ukiah Police Department also believes that having more stolen vehicles recovered in the city limits would serve as a warning to criminals and vehicle thefts themselves would decrease.

If grant funds are received the Ukiah Police Department would have Flock Safety install 17 cameras in strategic points throughout the city. Once the cameras are operational, officers will be notified of stolen vehicles or vehicles involved in a crime when passing one of said cameras. Photographs of vehicle license plates are also stored for 30 days in the Flock Safety network. Officers would be able to go back and search for specific vehicles within the last 30 days to assist in identifying offenders of other crimes that occur throughout the city. Additionally, the Flock Safety Cameras integrate with the National Crime Information Center (NCIC), to provide alerts to dispatch and patrol officers on vehicle license plates associated with outstanding warrants, missing persons, and stolen vehicles and other crimes nationwide.

Flock Safety Cameras use license plate reading technology to capture objective evidence that has proven to reduce crime by up to 70%. The Flock Safety Camera network extends an agency's capacity to identify accurate and objective leads, assess crime hotspots, and not only solve, but prevent crime in the community. Since stolen vehicles are often used to perpetuate more crime, and the inhabitants of those vehicles are more likely to have been involved in violent crime, a stop of a stolen vehicle as a result of a Flock alert disrupts the crime cycle by removing criminal transportation and arresting suspects.

As an example of the Flock Safety Camera's effectiveness consider Memorial Villages, TX, a small suburban community inside the Houston Metro. According to Chief of Police Ray Schultz, who has led the department since 2015, they used to stop only a few stolen

vehicles each year as they passed through the Villages. Now, they've recovered 50+ in two years, including more than \$1 million in stolen vehicles after using Flock Safety technology.

In the last year alone the 14 Flock Safety cameras already operational in the City of Ukiah were responsible for assisting UPD officers in recovering 21 stolen vehicles and resolving other crimes. Highlights included:

- On 9/22/22 UPD had an arson incident in a vacant field across from a shopping center located in the City of Ukiah. Witnesses reported several individuals pulled up in an unknown vehicle and fired a flare gun into the field of grass which quickly ignited and threatened several businesses in the area. UPD officers were able to use the Flock Safety Cameras to identify the suspect vehicle. Several days later the suspect vehicle was located on a Flock Safety Camera and notified UPD officers of its location. UPD officers were able to respond and arrest the suspect for the arson.
- On 12/6/22 a Flock Safety Camera notified UPD officers of a stolen vehicle in the city limits of Ukiah. Officers responded to the area and located the vehicle in a drive through of a local Starbucks. The officers stopped the vehicle and arrested the occupants for being in possession of a stolen vehicle. Both occupants of the vehicle were juveniles. A search of the stolen vehicle was performed and a loaded 9mm handgun was located in the glove box.
- On 3/14/23, the UPD Detective Bureau was notified from an out of county agency that they had received information that a suspect of an attempted murder in their jurisdiction was possibly residing somewhere in rural area of Mendocino County. UPD Detectives were advised the suspect had been on the run for approximately two years and the only information that was given about the suspect was his identity and a possible vehicle description of what he was driving. UPD Detectives utilized Flock Safety Cameras to search for vehicles that matched the possible suspect vehicle. Detectives located one vehicle that matched the vehicle description. UPD Detectives placed the vehicle on Flock Safety Camera "hot-list" which would notify UPD officers if the vehicle was captured on a Flock Safety Camera in the future. Within a week the Flock Safety Cameras notified UPD officers that the vehicle was in town and its location. UPD officers responded to the area and the vehicle was located. The suspect was arrested without incident.

Eighty-two percent of non-violent crime goes unsolved — not because police aren't doing their job, but because they lack actionable evidence. Law enforcement agencies know that a license plate is key to solving most crimes because it can lead them to the name and address of the perpetrator. Many existing security systems used to protect communities today are reactive. For example, if a crime is captured with a traditional security camera, video footage requires hours to sift through and doesn't always provide sufficient evidence to make an arrest. Proactive security systems can prevent

crimes before they occur, rather than only providing evidence after a crime has already been committed. License plate readers use data-driven, actionable evidence—like a stolen plate or vehicle not permitted to be in a neighborhood—to achieve these broader security goals.

Here's why license plate readers matter:

- According to the International Association of Chiefs of Police, upwards of 70% of crime involves using a vehicle.
- In most cases, a license plate number is the number-one piece of evidence law enforcement can use to make an arrest.
- Stolen vehicles are often used to commit additional crimes. Alerting police when a stolen vehicle or known suspect enters a community can prevent crime before it happens.

License plate readers will continue to play a critical role in the national crime and safety conversation. This is true especially as communities, businesses, and public safety institutions increasingly rely on technology to drive insights to generate leads and solve and prevent criminal activities.

In compliance with 2023 California Organized Retail Theft Prevention Grant Program requirements the following policies are attached to the application:

- UPD Policy 377—Public Safety Video Surveillance System
- UPD Policy 470—Automated License Plate Readers (ALPRs)
- UPD Policy 402—Bias Based Policing

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Project  
Organizational  
Capacity and  
Coordination

This is not a large or complex project. This project involves administration and management of funds for the sole purpose of installing and maintaining 17 LPR cameras over three years at 17 pre-determined strategic traffic points within the city of Ukiah. The Ukiah Police Department (UPD) has been tasked as the lead agency for this project by the City of Ukiah. The 17 LPR cameras will be leased from and maintained by Flock Safety headquartered in Atlanta Georgia. These cameras were chosen because the UPD already has 14 of them in operation and is familiar with how they function and is satisfied with their performance. The UPD has also determined that leasing the cameras as opposed to purchasing them is the most cost-effective means of obtaining the cameras.

The grant management task force established for this project by the City of Ukiah and UPD includes Ukiah Police Chief Cedric Crook and Ukiah Patrol Lieutenant Thomas Corning. Both of these individuals are capable administrators with grant management experience. Chief Crook earned a Bachelor of Arts Degree in Criminal Justice and has been with the Ukiah Police Department for 25 years. He climbed the ranks from Patrol Officer to his current position. Other positions held included Investigator, Sergeant, Lieutenant and Captain. He has received awards over the years including Officer of the Year and a Meritorious Conduct award. Lieutenant Corning holds an Associates of Science Degree in Administration of Justice. He served in the U.S.

**Army and was deployed to Iraq as a Supervisor. He has 10 years of law enforcement experience, eight of those with the UPD. Lieutenant Corning has received numerous awards while serving in the military as well as in law enforcement including the Army Commendation Medal for extraordinary performance while serving in Iraq and the Police Life Saving award for conducting life saving measures while on duty.**

**The City of Ukiah and UPD are prepared to activate the grant management task force upon notification of an award. The UPD has been in contact with Flock Safety. If grant funds are secured, the UPD plans to have all 17 Flock Safety Cameras installed and operational by 1/1/24. Once the 17 cameras are operational there are no other actions needed. UPD officers will be able to utilize the cameras for the next three years to arrest offenders and lower crime in the community. As per the lease agreement, when any problems with operation of the cameras occurs the UPD needs only to notify Flock Safety who will then take care of the necessary repairs and upkeep.**

**The UPD has no plans to coordinate with a specific outside entity with this project. However, because the Flock Safety Cameras integrate with the National Crime Information Center (NCIC), to provide alerts to dispatch patrol officers on vehicle license plates associated with outstanding warrants, missing persons, and stolen vehicles and other crimes nationwide, the UPD is in effect partnering with all other law enforcement agencies and departments across the United States.**

**The timeline and milestones for this project after award acceptance by the City Council are as follows:**

**Year One**

**First Quarter**

- Accept the award package by obtaining the approval of the Ukiah City Council**
- Notify Flock Safety of grant award and to begin installation of 17 Flock Safety Falcon LPR cameras**
- 17 LPR cameras become operational**
- Review and add any additional needed policies and procedures for the additional 17 LPR cameras**

**Second Quarter**

- Monitor LPR cameras and report any needs for maintenance and upkeep of the 17 LPR cameras**

**Third Quarter**

- Monitor LPR cameras and report any needs for maintenance and upkeep of the 17 LPR cameras**

**Fourth Quarter**

- Monitor LPR cameras and report any needs for maintenance and upkeep of the 17 LPR cameras**

**Year Two**

**Quarter one to quarter four--Monitor LPR cameras and report any needs for maintenance and upkeep of the 17 LPR cameras**

**Year Three**

**Quarter one to quarter four--Monitor Flock Safety Falcon LPR cameras and report any needs for maintenance and upkeep of the 17 Flock Safety Falcon LPR cameras**

**At end of fourth quarter--evaluate program success and equipment condition and develop plan for continuance or termination of equipment lease with Flock Safety or another vendor**

**The Ukiah Police Department plans to sustain operation of the 17 Flock Safety Falcon LPR cameras with funds from its general fund budget once the performance period of the grant is completed.**

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Project Evaluation and Monitoring

**Evaluation of the success experienced with the addition of the 17 Flock Safety Falcon LPR cameras will involve the grant management task force which consists of Ukiah Police Chief Cedric Crook and Ukiah Patrol Lieutenant Thomas Corning. These officers will have access to records of use of the cameras and images captured by them. These officers also have access to UCR reports of the UPD and will be able to track changes in criminal charges for vehicular theft experienced in the City of Ukiah. Comparing those numbers with UCR numbers for vehicle theft before installation of the 17 new cameras will provide documentation of the success of this project. It is anticipated that the overall crime rate in Ukiah will decrease following installation of the 17 new cameras. The grant management task force will be able to use UCR data for the City of Ukiah to verify this.**

**The grant management task force will provide The Ukiah City Council with regular reports of results achieved with installation of the additional 17 Flock Safety Falcon LPR cameras.**

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Budget Instructions

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

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Budget Attachment

[\*\*ORT-Grant-Program-Budget-Attachment-Ukiah\\_Police\\_Department.xlsx\*\*](#)

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[Ukiah-Project\\_Work\\_Plan.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[AssurancesForm.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Local\\_Impact\\_Letter\\_Signed.pdf](#)

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

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Policies Limiting Racial Bias

[UPD\\_Bias\\_Policy.pdf](#)

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Policies on Surveillance Technology

[UPD\\_LPR\\_Policy.pdf](#)

[UPD\\_Surveillance\\_Policy.pdf](#)

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

[AppendixG.pdf](#)

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

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OPTIONAL: Bibliography n/a

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CONFIDENTIALITY NOTICE:

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

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## Project Work Plan

<b>(1) Goal:</b>	Purchase and installation of 17 additional Flock Falcon Safety Cameras in the City of Ukiah		
Objectives (A., B., etc.)	<ol style="list-style-type: none"> <li>1) Place 17 additional Flock Falcon Safety Cameras at strategic points throughout the City of Ukiah</li> <li>2) Enable the Ukiah Police Department to use the 17 additional Flock Falcon Safety Cameras in minimizing vehicle thefts, locating vehicles that are stolen, and solving other crimes that occur in the city limits.</li> <li>3) Assist other agencies and police departments across the country with resolution of crimes using LPR technology</li> </ol>		
Process Measures and Outcome Measures:	<ol style="list-style-type: none"> <li>1) Increase by 17 the number of operational Flock Falcon Safety Cameras posted in the City of Ukiah, California.</li> <li>2) Increase the number of criminals successfully charged with vehicle theft in the City of Ukiah, California.</li> <li>3) Reduce the incidence of vehicle theft in the City of Ukiah, California.</li> </ol>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Installation of lock Safety Falcon LPR Cameras by Flock Safety	Flock Safety	October 1, 2023	October 1, 2026.
List data and sources to be used to measure outcomes: NIBRS crime reports			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$5,450.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$8,222.00
6. Equipment/Fixed Assets	\$159,000.00
7. Financial Audit (Up to \$25,000)	\$8,600.00
8. Other (Travel, Training, etc.)	\$2,799.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$184,071.00</b>

**1a. Salaries & Benefits**

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

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

N/A

**2a. Services and Supplies**

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

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





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

*A consultant has not yet been identified for the Local Evaluation Plan or Final Evaluation Report Development. The task force will use camera data and NIBR's to track changes in criminal charges for vehicular theft. The data will be compared to results prior to the implementation of this project to measure success or need for improvement. The outcomes will be measured and reported to stakeholders on a regular basis.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Law Enforcement Platform	1-Operating System and 17-License Plate Readers Included	\$159,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$159,000.00</b>

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

*17-License Plate Readers that utilize technology to capture vehicular attributes, four of which are location-flexible license plate reader cameras that enable flexibility in use and installation. The Operating System allows full access to community cameras that have been shared with the Department. Allows agencies to look up license plates on all cameras opted in to the statewide and nationwide network. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map. Search full, partial, and temporary plates by time at particular device locations. Look up specific license plate location history. Access vehicle type, make, color, license plate state, missing/covered plates, and other unique features like bumper stickers, decals, and roof racks. Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports. The system has a map interface which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure, boundary mapping, and interior/floor plans. Alert sent when a vehicle entered into the NCIC crime database passes by a camera. Ability to add a suspect's license plate to a custom list and get alerted when it passes by a camera.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial Audit Expenses	Agency/CPA determination	\$8,600.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$8,600.00</b>

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

*Per grant instructions, a financial audit will be required to ensure compliance of financial statements to generally accepted accounting principles.*

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

Description	Calculation for Expense	Total
Grantee Team Meetings	Three one-day meetings for 2 people: \$70 per diem/person; 2-Hotel rooms/1 night \$200 each; 600 miles @ .655/mile; = \$933/meeting	\$2,799.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$2,799.00</b>

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

Per grant instructions, three one-day grantee meetings in Sacramento will be required.

**9a. Indirect Costs**

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

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

**9b. Indirect Costs Narrative:**

N/A



"Safety, Professionalism & Community Service"

Cedric Crook  
Chief of Police

June 23, 2023

Board of State and Community Corrections

2590 Venture Oaks Way, Ste 200

Sacramento, CA 95833

Dear Grant Reviewer/Administrator:

The City of Ukiah/Ukiah Police Department Vehicle Theft Prevention Project is not a large or complex project. It involves administration and management of funds for the sole purpose of installing and maintaining 17 Flock Safety Falcon LPR cameras over three years at 17 pre-determined strategic traffic points within the city of Ukiah.

The City of Ukiah and Ukiah Police Department have no plans to coordinate with a specific outside entity with this project. However, because the Flock Safety Cameras integrate with the National Crime Information Center (NCIC), to provide alerts to dispatch and patrol officers on vehicle license plates associated with outstanding warrants, missing persons, and stolen vehicles and other crimes nationwide, the UPD is in effect partnering with law enforcement agencies and departments across the United States. The task of obtaining letters of agreement from all affected agencies and departments is time and cost prohibitive. The fact that these other agencies and departments have signed contracts with Flock Safety for the same or similar services indicates their willingness to collaborate and share information.

The benefits of this project will far outweigh the initial cost of its implementation. This project will make the city a safer place. I sincerely appreciate your consideration of this funding request.

Best Regards,

A handwritten signature in black ink that reads "C Crook". The signature is written in a cursive style and is positioned above a horizontal line.

Cedric Crook

Chief of Police

## Bias-Based Policing

### 402.1 PURPOSE AND SCOPE

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

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

#### 402.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 402.2 POLICY

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

### 402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

# Ukiah Police Department

## Ukiah PD Policy Manual

### *Bias-Based Policing*

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#### **402.4 MEMBER RESPONSIBILITIES**

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

##### **402.4.1 REASON FOR CONTACT**

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

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

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

##### **402.4.2 REPORTING OF STOPS**

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Ukiah Police Department is the primary agency, the Ukiah Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

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

#### **402.5 SUPERVISOR RESPONSIBILITIES**

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

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

# Ukiah Police Department

## Ukiah PD Policy Manual

### *Bias-Based Policing*

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

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

The Internal Affairs Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Center Policy.

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

#### **402.7 ADMINISTRATION**

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

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

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

#### **402.8 TRAINING**

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

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

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## Automated License Plate Readers (ALPRs)

### 470.1 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.

### 470.2 POLICY

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

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

### 470.3 ADMINISTRATION

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

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

#### 470.3.1 ALPR ADMINISTRATOR

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

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



# Ukiah Police Department

## Ukiah PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

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

#### **470.4 OPERATIONS**

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

#### **470.5 DATA COLLECTION AND RETENTION**

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

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

#### **470.6 ACCOUNTABILITY**

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

# Ukiah Police Department

## Ukiah PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

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- (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.

#### **470.7 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 Commander 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).

#### **470.8 TRAINING**

The Training Manager 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).

# Public Safety Video Surveillance System

## 377.1 PURPOSE AND SCOPE

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

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

## 377.2 POLICY

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

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

## 377.3 OPERATIONAL GUIDELINES

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

### 377.3.1 PLACEMENT AND MONITORING

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

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

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

# Ukiah Police Department

Ukiah PD Policy Manual

## *Public Safety Video Surveillance System*

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

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

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

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

### **377.3.2 CAMERA MARKINGS**

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

### **377.3.3 INTEGRATION WITH OTHER TECHNOLOGY**

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

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

### **377.4 VIDEO SUPERVISION**

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

# Ukiah Police Department

## Ukiah PD Policy Manual

### *Public Safety Video Surveillance System*

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#### 377.4.1 VIDEO LOG

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

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

#### 377.4.2 PROHIBITED ACTIVITY

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

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

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

#### **377.5 STORAGE AND RETENTION OF MEDIA**

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

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

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

#### 377.5.1 EVIDENTIARY INTEGRITY

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

# Ukiah Police Department

## Ukiah PD Policy Manual

### *Public Safety Video Surveillance System*

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

#### **377.6 RELEASE OF VIDEO IMAGES**

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Ukiah Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

#### **377.7 VIDEO SURVEILLANCE AUDIT**

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

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

#### **377.8 TRAINING**

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