

Title	Glendora Police Department	07/07/2023
	by Julie Linger in Organized Retail Theft Prevention Grant Program	id. 41328628
	jlinger@glendorapd.org	

Original Submission 07/07/2023

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

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

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

Lead Public Agency **Glendora Police Department**

Applicant's Physical Address **150 S Glendora Ave
Glendora
California
91741
US**

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

Mailing Address for Payment **150 S Glendora Ave
Glendora
California
91741
US**

Tax Identification Number **95-6000715**

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 **Ryan
Layaye**

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

Project Director's Physical Address **150 S Glendora Ave
Glendora
California
91741
US**

Project Director's Email Address **rlayaye@glendorapd.org**

Project Director's
Phone Number **+16269148281**

Financial Officer **Ryan
Phelps**

Financial Officer's
Title with
Agency/Department/Organization **Senior Accountant with the City of Glendora**

Financial Officer's
Physical Address **116 E Foothill Blvd
Glendora
California
91741
US**

Financial Officer's
Email Address **rphelps@cityofglendora.org**

Financial Officer's
Phone Number **+16268525223**

Day-To-Day Program
Contact **Julie
Linger**

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

Day-To-Day Program
Contact's Physical
Address **150 S Glendora Ave
Glendora
California
91741
US**

Day-To-Day Program
Contact's Email
Address **jlinger@glendorapd.org**

Day-To-Day Program
Contact's Phone
Number **+16268524880**

Day-To-Day Fiscal
Contact **Julie
Linger**

Day-To-Day Fiscal
Contact's Title **Management Analyst**

Day-To-Day Fiscal
Contact's Physical
Address **150 S Glendora Ave
Glendora
California
91741
US**

Day-To-Day Fiscal Contact's Email Address	jlinger@glendorapd.org
Day-To-Day Fiscal Contact's Phone Number	+16268524880
Name of Authorized Officer	Matthew Egan
Authorized Officer's Title	Police Chief
Authorized Officer's Physical Address	150 S Glendora Ave Glendora California 91741 US
Authorized Officer's Email Address	megan@glendorapd.org
Authorized Officer's Phone Number	+16269148263
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Glendora Organized Retail Theft Prevention Program
Proposal Summary	The police department proposes fostering our current relationships with our city's retailers to implement a collaborate program to prevent organized retail theft. This will include installing automated license plate reading cameras at the exits of the parking lots of our retail businesses most susceptible to this type of crime. Law enforcement personnel and retailers will work together to establish protocols for sharing data collected by this technology. We will support this approach by conducting regular meetings, joint training sessions, and sharing intelligence on organized retail theft networks with our city's retailers.
PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

Program Purpose
Areas (PPAs):

PPA 1: Organized Retail 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).

Project Need

The City of Glendora, despite being a modest residential community of 51,000 residents, often finds itself challenged by crime, largely due to the attraction of its retail businesses to organized retail theft rings. Our twelve busiest retailers in the city include our “big box” stores, our grocery stores, and pharmacies, with eight of these located within two adjacent shopping centers. In 2020, even with most businesses being closed, almost 8% of our entire city’s thefts (retail and non-retail) occurred at these twelve retailers. In 2021, that number increased to 14%, and this has continued to increase to 26% in 2022. This increase is staggering considering at least two of these major retailers have stopped reporting these thefts due to company policy or lack of loss prevention staff.

In our city, we have tracked a distinct shift in the crime landscape. In 2019, we realized a promising 40% arrest rate within the targeted businesses, demonstrating a proactive stance against crime. However, by 2022 we experienced a notable drop in this rate to 28%.

This decline is not only due to the evolving methods employed by criminals, but also changes in social and business factors. This concerning trend highlights the necessity for additional preventative and investigative measures.

Due to the evolving circumstances, we need to broaden our focus beyond facial recognition when identifying suspects. Since the onset of the COVID-19 pandemic in 2020, the widespread practice of wearing masks has inadvertently provided an additional layer of anonymity for criminals. Now, masks are increasingly used as a means of hiding identities rather than for health precautions, necessitating new strategies in our investigative techniques.

Criminals, overwhelmingly not residents, are infiltrating our city boundaries to perpetrate these crimes. A staggering 80% of those apprehended originate from areas beyond our jurisdiction, some as far away as 2,600 miles. Given the transitory nature of these offenders, we have ascertained they almost always use vehicles when executing their criminal activities. By equipping commercial parking lots with automatic license plate reading cameras, we will significantly enhance our ability to capture offender vehicle information immediately including the make, model, color, and license plate details, facilitating comprehensive investigations and timely arrests.

The mere presence of signage advertising the parking lot is being covered by surveillance cameras may also act as a deterrent, discouraging crime at our most frequently targeted sites. These crimes are often orchestrated with a high level of communication occurring among the perpetrators. Consequently, they are known to bypass more fortified areas, particularly those with active loss prevention measures and surveillance in place.

As a smaller agency, Glendora operates with limited resources, yet our commitment to the safety and security of our community remains unshakable. We are among a decreasing number of Southern California police agencies that still investigate property crimes, treating each case with the gravity it deserves. We have a firm belief in exhausting all potential leads in our investigations. Nationally, only 9% of property crimes are solved. If an arrest in a property crime is not made immediately, the solvability rate decreases drastically. The delay also diminishes the likelihood of recovering the stolen property. Having immediate access to suspect vehicle information by installing automated license plate readers in our most frequently target businesses' parking lots will act as a force multiplier and provide actionable evidence for an investigation and arrest.

We have also recently modified a position in our agency to be completely dedicated to business and public education. This Community Services Officer (CSO) is tasked with reaching out to crime victims, offering guidance to strengthen their security measures, and imparting the best practices for preventing future

incidents. Despite our relentless efforts, the reality remains that additional resources can significantly bolster our fight against property crime. This grant funding will help to continue and expand upon these valuable initiatives, allowing us to better serve and protect our community and retail businesses.

Project Description

Organized retail theft poses a significant challenge to both law enforcement agencies and retailers. To effectively combat this problem, a collaborative approach is necessary, wherein police departments and retailers work together utilizing advanced technology. Automated license plate reading cameras offer a promising solution by providing real-time data on suspect or suspicious vehicles.

The Glendora Police Department proposes the following deployment plan for the effective use of automated license plate readers (ALPRs) in the battle against organized retail theft.

I. Collaboration and Information Sharing: To establish a successful deployment plan, strong collaboration and information sharing between the police department and retailers are vital. The following steps outline our proposed strategy:

a. Establish Partnerships: The Glendora Police Department will proactively engage retailers, forming partnerships and fostering open communication channels. We will create a unified approach by conducting regular meetings, joint training sessions, and sharing intelligence on organized retail theft networks with our city's retailers. (Note: all 12 retailers have already been contacted, but some have not been able to return their signed commitment letters prior to this grant submission.)

b. Define Information Sharing Protocols: The Glendora Police Department will develop clear protocols for sharing information between the police department and the retailers, ensuring sensitive data is protected. All information sharing will be regulated by the Glendora Police Department's Policy 424 Automated License Plate Readers (ALPRS), which states the use of the ALPR is restricted to official law enforcement business. Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose per Civil Code 1798.90.51 and Civil Code 1798.90.53. Data obtained from the ALPRs will be safeguarded and protected by both procedures and technological means (see attached Glendora PD Policy Manual – Policy 424).

II. Automated License Plate Reader (ALPR) Technology Implementation: License plate readers serve as a crucial tool in identifying suspicious vehicles involved in organized retail theft. The following steps outline their deployment plan:

a. Identify High-Risk Locations: The Glendora Police Department has identified twelve businesses that are most susceptible to

organized retail theft to focus on for this prevention program. These twelve businesses only represent 3% of our retail businesses but generate over 25% of ALL reported thefts (retail and non-retail) in the city. These target businesses are Albertson's, Von's, CVS, Walmart, Marshall's, Home Depot, Ulta, Sam's Club, Kohl's, Home Goods, Best Buy, and Guitar Center. The last eight of these businesses listed are in two adjacent retail centers called the Marketplace and Diamond Ridge.

b. **ALPR Placement Strategy:** Install license plate readers at the exits of the parking lots of the identified businesses. These cameras will be positioned to capture images of every vehicle exiting the parking lot. In addition to the cameras being installed, signs will be posted at the entrances of these lots informing the public that the parking lots are being monitored by cameras.

III. **Data Analysis and Investigation:** Leveraging the data collected from license plate readers is crucial in identifying suspects and disrupting organized retail theft networks. The following steps outline the data analysis and investigation process:

a. **Automated Alert System:** Add known suspect vehicle information into the automated alert system to notify other agencies when suspect vehicles, identified through the license plate reader, enter a high-risk location. This alert can trigger immediate action and investigation.

b. **Data Integration and Analysis:** Use the centralized database that aggregates license plate reader data from various retail locations to identify patterns, correlations, and commonalities among the captured data, aiding in identification of organized retail theft networks.

c. **Investigation and Apprehension:** Upon identification of suspicious vehicles and potential suspects, conduct thorough investigations, coordinating with retailers and utilizing the collected evidence to track down and apprehend individuals involved in organized retail theft. All contacts resulting from these investigations will be regulated by Glendora Police Department's Policy 401 Biased-Based Policing (see attached).

Combating organized retail theft requires a joint effort between the police department and retailers. A well-executed deployment plan for license readers plays a pivotal role in this collaboration. By fostering strong partnerships, strategically implementing ALPR technology, and leveraging data analysis and investigation, the police department and retailers can significantly reduce organized retail theft and enhance overall security in retail environments. Through effective deployment and continuous refinement of this plan, the battle against organized retail theft can be more effectively waged.

It is imperative the police department has the organizational coordination and capacity to implement ALPRs as a tool to combat organized retail theft. These are the Glendora Police Department's key considerations to ensure the successful implementation:

I. Project Leadership: The overall project implementation will be overseen by the Detective Bureau Sergeant. The Sergeant will continue to assess the project throughout the grant period to determine if changes need to be implemented for greater success. He will be ultimately responsible for all decisions made regarding the project.

II. ALPR Implementation: The actual installation of the ALPR cameras will be completed by Flock Safety. This will be overseen by a patrol Lieutenant, who has previous ALPR project experience and is familiar with the vendor and the process. He will work with the vendor to make sure the cameras are installed in the correct locations and are operational in a timely manner. The Lieutenant has already obtained a quote from Flock Safety regarding the proposed plan.

III. Partner Coordination: The Crime Prevention Community Services Officer will continue to foster the police department's relationship with the preidentified retailers, by incorporating the ALPR data, information, and continual training into her regularly scheduled quarterly meetings with the retailers. These retailers have knowledge of the proposed plan and have already committed to the partnership (see Appendix G). The property crime detectives will continue to build on their previous relationships with the surrounding law enforcement agencies and incorporate "hot lists" into their investigative routine to share ALPR-related intelligence with partner law enforcement agencies. All dispatch personnel are already trained on ALPR software. They will partner with the detectives to ensure suspicious vehicles or suspect vehicles are immediately entered into the "hot list" so surrounding police agencies will be aware of these vehicles entering their cities or approaching their businesses.

IV. Sustainability: The success of this program will lead to budgetary support from the city to continue the program after the expiration of the grant period. Additionally, it's success may entice retailers to contribute to the financial sustainability of the program.

The Glendora Police Department has the required personnel, with the training necessary to effectively implement these strategies for a successful ALPR program targeted at combating organized retail theft.

To ensure the Glendora Police Department Organized Retail Theft Prevention Program is successful, it is imperative the program be monitored throughout the process. The steps below outline the process for monitoring the plan.

I. Start-up: Once funding is received, the Crime Prevention CSO will set up a meeting with the twelve identified retailers to distribute information regarding the implementation of the program. This will include a timeline for the actual installation of the cameras and readdress the partnership expectations. The attendance of this meeting will demonstrate the continued commitment of the retailers, which is crucial to the success of the program.

II. Implementation: The Police Lieutenant responsible for coordinating with Flock Safety will monitor the actual installation of the ALPR cameras and ensure the vendor abides by the contract, particularly regarding the schedule and installation locations.

III. Service Delivery Period: Once the cameras have been installed, statistics will be pulled by our crime analyst, quarterly, to evaluate the success of the program. The statistics will be compiled from the twelve targeted retailers. The number of thefts involving organized retail crime will be analyzed and compared against the statistics from 2022 to ascertain if they are on track for reaching our overall goal of a 25% decrease by the end of the grant period. The number of arrests associated with these reported thefts will also be compared to 2022 statistics and analyzed for comparison with our goal of a 25% increase in organized retail theft arrests by the end of the three years. Additionally, the Detective Sergeant will pull quarterly reports to ensure dispatch personnel and the property detectives have been entering related vehicles into the “hot list” database.

If statistics are not trending as expected, the Detective Sergeant, Crime Prevention CSO, property crime detectives, and retailers will meet and discuss possible modifications of the initial plan to ensure the success of the program.

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-Prevention-Grant-Program-Budget-Attachment.-Final_1.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D.pdf](#)

Local Impact Letter(s) (Appendix E)

[Best_Buy_Local_Impact_Letter.pdf](#)

[Kohls_Local_Impact_Letter.pdf](#)

[Ulta_Local_Impact_Letter.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Best_Buy_Letter_of_Commitment.pdf](#)

[Kohls_Letter_of_Commitment.pdf](#)

[Ulta_Letter_of_Commitment.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

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

[Appendix_G.pdf](#)

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

OPTIONAL: n/a
Bibliography

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.)

Appendix B: Project Work Plan

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

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

(1) Goal:	> To decrease the incidents of organized retail theft at the most susceptible businesses.		
Objectives (A., B., etc.)	> To decrease the number of incidents involving organized retail theft 5% by December 2024, 10% by December 2025, and 10% by December 2026, for a total of 25% percentage over the three-year grant period.		
Process Measures and Outcome Measures:	> Retail theft crime statistics will be run quarterly to ensure the identified prevention activities are successful.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The police department will purchase and deploy a network of license plate readers at the parking lot exits of our preidentified businesses that are most susceptible to organized retail theft. At the entrances to these parking locations, signs will be posted stating the parking lots are being monitored by surveillance cameras.	> Lt. Matt Fenner Crime Analyst Cynthia Haebe	> 10/23	> 1/24
List data and sources to be used to measure outcomes:	> Statics to support this goal will be extracted from our records management system by our crime analyst.		

(2) Goal:	> To increase the arrest rate for reported organized retail crime incidents at the most susceptible businesses.		
Objectives (A., B., etc.)	> To increase the arrest rate for reported organized retail theft incidents 5% by December 2024, 10% by December 2025, and 10% by December 2026, for a total of 25% over the three-year grant period.		
Process Measures and Outcome Measures:	> Retail crime statistics will be run quarterly to ensure the success of program implemented.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The police department will purchase and deploy a network of license plate readers at the parking lot exits of our preidentified businesses that are most susceptible to organized retail theft. Our crime prevention officer will meet with all the identified business to provide loss prevention staff training on the process for reporting organized retail theft, data sharing, and the importance of the partnership for the success of the program.	> Lt. Matt Fenner CSO Nita Ulloa Crime Analyst Cynthia Haebe	> 10/23	> 12/26
List data and sources to be used to measure outcomes: > Statistics to support this goal will be extracted from our records management system by our crime analyst.			

(3) Goal:	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

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

Name of Applicant: *Glendora 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	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$96,500.00
5. Data Collection and Evaluation	\$2,200.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$98,700.00

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
TOTAL		\$0.00

1b. Salaries & Benefits Narrative:

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

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
TOTAL		\$0.00

2b. Services and Supplies Narrative:

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

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

3b. Professional Services Narrative
 Enter narrative here. You may expand cell height if needed.

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
Flock Safety Platform	10 cameras x \$1,000	\$30,000.00
Flock Safety Professional Services Implementation Fee	10 cameras x \$650	\$6,500.00
Flock Safety Annual Fee after Implementation	2 years x \$30,000	\$60,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$96,500.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative
 Flock Safety will provide us with 10 new license plate reading cameras. This total covers the cost of the cameras, the implementation fee, and the annual fee for an additional two years of service after the initial year of installation.

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Cynthia Haebe	40 hours x \$55 hourly wage	\$2,200.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$2,200.00

5b. Data Collection and Evaluation Narrative
 Cynthia is a contracted crime analyst, who will assist in the development of the Local Evaluation Plan and the Final Local Evaluation Report. She will also pull all the required statistics for these reports.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
		\$0.00

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

TOTAL

\$0

\$0

9b. Indirect Costs Narrative:

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



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Manager / Loss Prevention

Re: Glendora Organized Retail Theft Prevention Program

Date: June 22, 2023

The Glendora Police Department is applying for a grant to help combat and prevent organized retail theft in the city. The program will involve installing license plate scanning cameras at the parking lot exits of our most susceptible businesses' parking lots. Your retail establishment has been identified as one of these businesses.

These cameras will allow the police department to obtain suspect vehicle information (make, model, license plate number) immediately, facilitating the police in locating the suspects in a timely manner. Ideally, leading to an arrest of the suspect(s) and the recovery of property.

The success of this program requires a partnership between your business and the police department. This may include attending informational meetings regarding the program processes and/or notifying the police department immediately upon discovery of a crime being committed. By signing this letter, you are acknowledging that you are committed to the success of this program.

Business Name: Best Buy

Business Address: 1307 E Gladstone ST

Representative Name: Rick Overson

Authorized Signature: _____

Date: 6-29-23

Police Representative Name: Julie Linger

Authorized Signature: _____



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Manager / Loss Prevention


Re: Glendora Organized Retail Theft Prevention Program

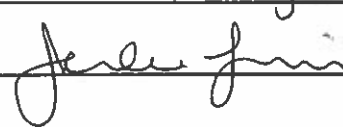
Date: June 22, 2023

The Glendora Police Department is applying for a grant to help combat and prevent organized retail theft in the city. The program will involve installing license plate scanning cameras at the parking lot exits of our most susceptible businesses' parking lots. Your retail establishment has been identified as one of these businesses.

These cameras will allow the police department to obtain suspect vehicle information (make, model, license plate number) immediately, facilitating the police in locating the suspects in a timely manner. Ideally, leading to an arrest of the suspect(s) and the recovery of property.

The success of this program requires a partnership between your business and the police department. This may include attending informational meetings regarding the program processes and/or notifying the police department immediately upon discovery of a crime being committed. By signing this letter, you are acknowledging that you are committed to the success of this program.

Business Name: KOHL'S
Business Address: 1225 S. LONE HILL AVE., GLENDORA 91740
Representative Name: NATALIE DILLON
Authorized Signature: 
Date: 06-28-23

Police Representative Name: Julie Linger
Authorized Signature: 



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Manager / Loss Prevention

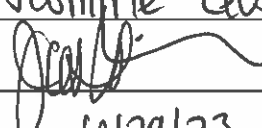
Re: Glendora Organized Retail Theft Prevention Program

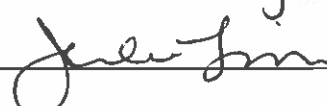
Date: June 22, 2023

The Glendora Police Department is applying for a grant to help combat and prevent organized retail theft in the city. The program will involve installing license plate scanning cameras at the parking lot exits of our most susceptible businesses' parking lots. Your retail establishment has been identified as one of these businesses.

These cameras will allow the police department to obtain suspect vehicle information (make, model, license plate number) immediately, facilitating the police in locating the suspects in a timely manner. Ideally, leading to an arrest of the suspect(s) and the recovery of property.

The success of this program requires a partnership between your business and the police department. This may include attending informational meetings regarding the program processes and/or notifying the police department immediately upon discovery of a crime being committed. By signing this letter, you are acknowledging that you are committed to the success of this program.

Business Name: Ulta Beauty.
Business Address: 1229 S. Lone Hill Ave.
Representative Name: Jasmine Leeds
Authorized Signature: 
Date: 6/29/23

Police Representative Name: Julie Linger
Authorized Signature: 



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Board of State and Community Corrections

Re: Organized Retail Theft Prevention Grant Program

Date: 6-29-23

This letter is being submitted to document that Best Buy (business name) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal submitted by the Glendora Police Department.

As a part of this grant, Best Buy (business name) agrees to attend informational meetings regarding the program processes and/or notify the police department immediately upon discovery of a crime being committed..

Authorized Representative Name/ Title: Rick Overson G.M.

Authorized Signature: [Handwritten Signature]



City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Board of State and Community Corrections

Re: Organized Retail Theft Prevention Grant Program

Date: 06-28-23

This letter is being submitted to document that KOHL'S (business name) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal submitted by the Glendora Police Department.

As a part of this grant, KOHL'S (business name) agrees to attend informational meetings regarding the program processes and/or notify the police department immediately upon discovery of a crime being committed..

Authorized Representative
Name/ Title:

NATALIE DILLON

Authorized Signature:





City of Glendora | Police Department

150 S. Glendora Ave., Glendora, CA 91741-3416
(626) 914-8250 | GlendoraPD.org

To: Board of State and Community Corrections

Re: Organized Retail Theft Prevention Grant Program

Date: 10/29/23

This letter is being submitted to document that Uta Beauty (business name) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal submitted by the Glendora Police Department.

As a part of this grant, Uta Beauty (business name) agrees to attend informational meetings regarding the program processes and/or notify the police department immediately upon discovery of a crime being committed..

Authorized Representative
Name/ Title:

Jasmine Lewis

Authorized Signature:

[Handwritten Signature]

Bias-Based Policing

401.1 PURPOSE AND SCOPE

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

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

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

Peace Officer - Any sworn Department Member working outside a custodial setting.

Stop - Any detention of a person and/or search, including a consensual search, of the person's body or property in the person's possession or control.

Search - defined as a search of a person's body or property in the person's possession or under their control, and includes a pat-down search of a person's outer clothing as well as a consensual search.

401.2 POLICY

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

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

Glendora Police Department

Glendora PD Policy Manual

Bias-Based Policing

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.

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

Officers detaining a person shall be prepared to articulate sufficient reason for the detention, 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 detention, as applicable.

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

401.4.2 REPORTING OF STOPS - RACIAL AND IDENTITY PROFILING ACT (RIPA)

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. Only one officer shall submit the RIPA data. 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 Glendora Police Department is the primary agency, the Glendora 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).

Officers are not required to complete a RIPA report in the following circumstances:

1. Detentions that occur during public safety mass evacuations, including bomb threats, gas leaks, flooding, earthquakes, and other similar critical incidents.
2. Detentions that occur during an active shooter incident, such as when an individual is actively engaged in killing or attempting to kill people in a populated area.

Glendora Police Department

Glendora PD Policy Manual

Bias-Based Policing

3. Detentions or searches that occur during or as a result of routine security screenings required of all persons entering a building, school, or special event, including metal detector screenings and any secondary searches that result from that screening.
4. Detentions that occur during a crowd control situation in which pedestrians are directed to remain at a location or are routed to a different location for public safety purposes.
5. Interactions during which persons are detained at a residence only, so that officers may check for proof of age for purposes of investigating underage drinking.
6. Checkpoints or roadblocks in which an officer detains a person as the result of blanket regulatory activity that is not based on an individualized suspicion or personal characteristic.
7. Passenger(s) of traffic stops who are not the subject of an investigation or enforcement action (e.g., any person being asked to exit the vehicle simply because it is being impounded).
8. The targeted subject(s) of a warrant, search condition, home detention, or house arrest while in their residence.
9. Consensual encounters that do not result in a search or detention.

Data collection by the Glendora Police Department shall commence no later than January 1, 2022 and shall issue its first report by April 1, 2023.

401.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Terminal (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - (a) Supervisors should document these periodic reviews.
 - (b) 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.
- (e) Supervisors shall be responsible for reviewing RIPA reports in a timely manner to ensure that officers are properly completing RIPA documentation in accordance with AB 953.

Glendora Police Department

Glendora PD Policy Manual

Bias-Based Policing

- (f) Supervisors shall be responsible for editing or directing the completing officer to revise the narrative portions of the RIPA report, when appropriate.

401.6 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)).

401.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Investigations Lieutenant 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 Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

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

Automated License Plate Readers (ALPRs)

424.1 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.

424.2 ADMINISTRATION

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

424.2.1 ALPR ADMINISTRATOR

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

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

424.3 OPERATIONS

Glendora Police Department

Glendora PD Policy Manual

Automated License Plate Readers (ALPRs)

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 may 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.

424.4 DATA COLLECTION AND RETENTION

The Captain or designee 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.

424.5 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data

Glendora Police Department

Glendora PD Policy Manual

Automated License Plate Readers (ALPRs)

relate to a specific criminal investigation or department-related civil or administrative action.

- (c) For searches relating to serious crimes outside the jurisdiction of Glendora, an incident number shall be created in CAD to adequately document the reason for the search. The incident number shall be used for all searches.
- (d) Bi-annually the Captain or designee will conduct a formal audit and present the findings to the Chief of Police.

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

424.6 POLICY

The policy of the Glendora 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.

424.7 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 Captain or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

424.8 TRAINING

The Training Manager should ensure that all appropriate members receive training. Training shall include prohibitions contained in the California Values Act(Government Code §7284; Civil Code § 1798.90.51; Civil Code § 1798.90.53).