

Title	La Habra Police Department	07/06/2023
	by Jennifer Duong in Organized Retail Theft Prevention Grant Program	id. 41327147
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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) **La Habra 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 **La Habra Police Department**

Applicant's Physical Address **150 N Euclid Street
La Habra
California
90631
US**

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

Mailing Address for Payment **PO Box 785
La Habra
California
90631
US**

Tax Identification Number **95-6000730**

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 **Adam
Foster**

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

Project Director's Physical Address **150 N Euclid Street
La Habra
California
90631
US**

Project Director's Email Address **afoster@lahabracca.gov**

Project Director's
Phone Number **+15623834301**

Financial Officer **Mary Ann
Sy**

Financial Officer's
Title with
Agency/Department/Organization **Finance Manager**

Financial Officer's
Physical Address **110 E La Habra Blvd
La Habra
California
90631
US**

Financial Officer's
Email Address **msy@lahabraca.gov**

Financial Officer's
Phone Number **+15623834053**

Day-To-Day Program
Contact **Jennifer
Duong**

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

Day-To-Day Program
Contact's Physical
Address **150 N Euclid Street
La Habra
California
90631
US**

Day-To-Day Program
Contact's Email
Address **jduong@lahabraca.gov**

Day-To-Day Program
Contact's Phone
Number **+15623834306**

Day-To-Day Fiscal
Contact **Jennifer
Duong**

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

Day-To-Day Fiscal
Contact's Physical
Address **150 N Euclid Street
La Habra
California
90631
US**

Day-To-Day Fiscal Contact's Email Address	jduong@lahabraca.gov
Day-To-Day Fiscal Contact's Phone Number	+15623834306
Name of Authorized Officer	Adam Foster
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	150 N Euclid Street La Habra California 90631 US
Authorized Officer's Email Address	afoster@lahabraca.gov
Authorized Officer's Phone Number	+15623834301
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	La Habra Police Department's Retail and Auto Theft Strategic Plan
Proposal Summary	The La Habra Police Department is seeking \$3,235,744.57 to support its strategic plan that provides new technology and equipment and community programs that will assist with preventing and organized retail theft, auto theft and auto accessory theft crimes. The department is asking for funding to create community programs, provide essential equipment to detectives, and sustain enforcement and investigative operations into retail, auto and auto accessory theft crimes. The Department's goal is to reduce the number of retail, auto and auto accessory thefts and to equip the residents and business owners with the ability to prevent and better report crimes that occur.
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 PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft
Funding Category Information	<p>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.</p>
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).

The La Habra Police Department is a 7.4 square mile suburban city that serves over 60,000 residents and over 3,000 business. Over 60% of the population are Hispanic or Latino and over 10% of the population is considered living in poverty. The Department has identified a pressing need to combat organized retail theft, motor vehicle theft, and motor vehicle accessory theft within its jurisdiction. The need was determined through an assessment of crime data and input from law enforcement personnel that work directly with the victims of these crimes. According to Records Management System data, there were 98 reported cases of retail theft, 139 reported cases of auto theft and 120 reported cases of auto accessory theft. Crime statistics from 2019 and 2020 shows a increase in thefts and auto thefts. In addition, prior to Covid-19, the auto theft trends were higher than the state average. In its history, the Department has not had the funding opportunity to provide its community a program for catalytic converter etching/reinforcement or surveillance system for business owners.

These statistics, coupled with anecdotal evidence and input from local businesses and residents, highlight the urgent need for additional resources to combat organized retail theft, motor vehicle theft, and motor vehicle accessory theft in La Habra. Grant funds are crucial to bolstering law enforcement efforts, enhancing technology and equipment, and implementing proactive strategies that will ultimately reduce these crimes and safeguard the community.

Several conditions and elements contribute to the identified need for additional resources to address organized retail theft, motor vehicle theft, and motor vehicle accessory theft in La Habra: a) Service Gaps: Existing resources and funding are insufficient to effectively combat these types of theft. The La Habra Police Department lacks the necessary technology, equipment, and personnel to proactively prevent and respond to such crimes. b) Geographic Location: La Habra's proximity to major highways and transportation hubs makes it susceptible to increased incidents of motor vehicle theft. The city's retail sector also experiences a higher occurrence of organized retail theft due to its prime locations on Imperial Highway, Harbor Boulevard and Beach Boulevard. c) Accessibility: Criminal networks take advantage of the presence of an abundant of major retailers located in La Habra to target large companies such as Home Depot, Costco, Target, Lowe's, Sam's Club and Ulta Beauty exploiting vulnerabilities in these businesses.

The identified need aligns directly with the intent of the grant program, which is to support local law enforcement agencies in preventing and responding to these specific types of theft. Organized retail theft, motor vehicle theft and motor vehicle accessory theft pose significant challenges to the safety and economic well-being of the community. By addressing these crimes, the La Habra Police Department aims to enhance public safety, protect businesses, and safeguard community assets.

Board of State and Community Corrections' Organized Retail Theft Prevention Program Grant's purpose, which aims to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle theft, motor vehicle accessory theft, and cargo theft. The project's goals and objectives are designed to address these specific crime issues in the City of La Habra while utilizing grant funds to supplement existing resources rather than replacing them. Each goal and objective serve an important purpose in combating these crimes, and the listed activities are strategically planned to achieve the desired outcomes. The La Habra Police Department is seeking \$3,235,744.57 to support its strategic plan outlined below.

The first goal is to reduce organized retail thefts in the City of La Habra by providing La Habra Business Owners a means to high-quality surveillance cameras. The availability of high-quality surveillance cameras for business owners is crucial in deterring organized retail theft. By equipping businesses with this technology, they can enhance their security measures and capture valuable evidence that can aid in identifying and apprehending perpetrators. This objective's activity of creating a Retail Camera System enables local business owners to apply for surveillance cameras, ensuring widespread access to this essential crime prevention tool.

To support the first goal, the Department will conduct high visibility operations in high retail theft areas. High visibility operations play a vital role in preventing organized retail theft. These operations increased police presence and patrol activities in areas identified as hotspots for theft incidents, sending a clear message to potential criminals that law enforcement is actively monitoring these locations. The listed activity of conducting 40 high visibility enforcements ensures a consistent and impactful law enforcement presence in these areas throughout the performance period.

Furthermore, the Department will deploy pole cameras to areas with high retail theft. The strategic deployment of pole cameras in high retail theft areas enhances surveillance capabilities and provides additional intelligence gathering opportunities. Pole cameras serve as a force multiplier, capturing critical evidence and aiding in ongoing investigations. This objective's activity of deploying pole cameras directly supports law enforcement efforts in monitoring and apprehending individuals involved in organized retail theft.

In addition, the Department will execute investigation operations to follow up and apprehend suspects from reliable intelligence. Investigation operations are crucial for identifying and apprehending individuals involved in organized retail theft. To have effective investigative surveillance, the Department is also asking for funding to update the detective unmarked vehicles, acquire a fully equipped technological advanced surveillance van, update technology such as drop cameras and individual mobile computers to timely conduct their investigative activities in the field related to retail theft, auto theft and auto part theft crimes. By following up on reliable

intelligence and conducting targeted investigations, law enforcement can disrupt theft networks, dismantle criminal operations, and hold offenders accountable. The activity of maintaining comprehensive Organized Retail Theft intelligence allows for the collection and analysis of actionable intelligence, enabling the development of effective investigative strategies.

The second goal is to decrease motor vehicle thefts in the City of La Habra by utilizing bait vehicles to apprehend suspects and gain intelligence on mode of operation and location of stolen vehicles. The use of bait vehicles is an effective law enforcement tactic for targeting motor vehicle theft. By deploying vehicles equipped with tracking and surveillance technology, law enforcement can not only apprehend suspects but also gain valuable intelligence on their modus operandi and the locations where stolen vehicles are taken. This objective's activity of conducting 10 bait vehicle operations during the performance period directly supports efforts to decrease motor vehicle theft.

The third goal is to prevent auto part thefts in the City of La Habra by providing the residents of La Habra a means to safeguard their vehicles' catalytic converters. Auto part theft, particularly catalytic converter theft, has been a prevalent issue. Providing residents with a means to safeguard their vehicles' catalytic converters through etching and reinforcement programs can serve as a deterrent to potential thieves. This objective's activity of creating a catalytic converter etching and reinforcement program ensures that residents have access to resources that protect their vehicles and dissuade theft.

In addition, the Department will educate the community on preventative measures they can take on their own. Community education plays a vital role in preventing auto part theft. By conducting workshops and providing information on preventive measures, community members are empowered to safeguard their vehicles and become active participants in crime prevention efforts. This objective's activity of conducting educational workshops directly engages and informs the community, equipping them with knowledge and strategies to protect their vehicles from auto part theft.

By implementing the listed activities, the La Habra Police Department's project effectively aligns with the grant's purpose. The activities utilize grant funds to purchase technology, such as surveillance cameras and tracking equipment, and other necessary equipment to enhance strategies for preventing and responding to crime. The project's focus on prevention, intervention, and collaboration with community members and local businesses reflects the goal of the grant program in supporting local law enforcement agencies in combating organized retail theft, motor vehicle theft, and motor vehicle accessory theft.

The La Habra Police Department possesses the necessary capabilities and resources to effectively administer the proposed project. The following elements demonstrate the applicant's ability to manage and oversee the project. Existing staff resources within the La Habra Police Department will be maximized to support the implementation and operation of the project. This includes personnel from various units, such as patrol officers, detectives, crime analyst, and community outreach officers. By leveraging the expertise and experience of the existing workforce, the project can benefit from their institutional knowledge and established relationships within the community.

Project management and oversight will be crucial to ensuring the proposed project is implemented as intended. The La Habra Police Department will assign several command staff personnel as project managers responsible for coordinating all project activities, monitoring progress, managing resources, and ensuring adherence to timelines and objectives. The project manager will report directly to the appropriate departmental leadership and engage in regular communication and reporting to ensure accountability and transparency.

The proposed project will be overseen by a management structure that includes the project manager, departmental leadership, and key stakeholders. Decision-making processes will be transparent, collaborative, and guided by the project's goals, objectives, and available data. Regular project meetings, progress reports, and evaluations will provide opportunities for feedback, review, and adjustments as needed.

The La Habra Police Department plans to sustain the proposed project beyond the grant funding period. These plans include exploring additional funding sources, seeking community partnerships and sponsorships, and integrating the project's activities and initiatives into the department's long-term strategic plans. By embedding successful strategies, partnerships, and initiatives into their ongoing operations, the La Habra Police Department aims to ensure the continuity and sustainability of the project's outcomes even after the grant funds expire.

In summary, the La Habra Police Department's ability to administer the proposed project is demonstrated through its staffing capabilities, utilization of existing resources, effective project management and oversight, and plans for sustainability. These factors ensure that the project will be efficiently executed and the project's impact will be sustained over time for the benefit of the La Habra community.

The La Habra Police Department recognizes the importance of conducting a comprehensive project evaluation to assess the effectiveness and impact of the proposed initiatives. The Department will establish an evaluation team consisting of individuals with expertise in program evaluation, data analysis, and research methodologies. The team members will possess the necessary

qualifications, such as experience in conducting outcome evaluations and knowledge of best practices in assessing crime prevention initiatives.

The evaluation plan will be developed in collaboration with a Data Collection and Evaluation third party that has not been determined. The Department will seek partnership with a university or nonprofit that specializes in research and reporting. This will ensure that the evaluation plan aligns with the objectives and outcomes listed in the Project Work Plan.

Monitoring activities will be incorporated at various phases of the project to ensure that the components are implemented as intended and to track progress towards the desired outcomes. This will include regular check-ins, progress reports, and scheduled meetings between the project manager and relevant stakeholders.

Process measures and outcome measures will be identified and defined to assess the progress and impact of the proposed project. These measures will be quantifiable and aligned with the intent of the proposed project and the objectives listed in the Project Work Plan. Process measures and outcome measures includes the number of community workshops conducted, the number of law enforcement operation and enforcement activities, retailer's timeliness of sharing information with the Department, and number of vehicles etched. Outcome Measures include the reduction in the number of organized retail theft incidents, decrease in motor vehicle theft rates, reduction in financial losses suffered by businesses due to theft, increase in successful apprehensions and prosecutions related to these thefts, and improvement in community perception of safety and security.

The preliminary plan for monitoring the project will provide a systematic approach to track progress, identify areas for improvement, and ensure that the project components are implemented as intended. This ongoing monitoring process will support the project's overall success and enable the Department to make informed decisions to optimize outcomes. Baseline data will be collected at the beginning of the project to establish a benchmark against which progress can be measured. This data will provide a starting point for evaluating the effectiveness of the project and its impact on reducing organized retail theft, motor vehicle theft, and motor vehicle accessory theft. The collected data will be analyzed using appropriate statistical and qualitative analysis methods. This analysis will allow for the evaluation of the project's progress, effectiveness, and impact on reducing theft-related crimes. It will also help identify trends, patterns, and areas for improvement. The evaluation team will prepare regular reports summarizing the findings from the data analysis. These reports will be shared with project stakeholders, departmental leadership, and grant program authorities. Findings will be disseminated through presentations, emails or appropriate channels to ensure transparency and accountability.

The preliminary plan for data collection and evaluation ensures that

the Department has a systematic approach to gathering and analyzing data to assess the project's progress and impact. It enables evidence-based decision-making, supports continuous improvement, and contributes to the overall success of the project. The Department will employ a research design that allows for a rigorous assessment of whether the implemented strategies have achieved the intended outcomes. The following elements will be considered in the research design: quantitative and qualitative data will be collected using surveys, interviews, observations, and analysis of administrative records, data analysis by using appropriate statistical techniques depending on the nature of the data and research questions, an evaluation of the process measures identified in the Project Work Plan. This evaluation will assess the fidelity of strategy implementation, adherence to project timelines, and the quality of service delivery.

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

[La_Habra_-ORT-Grant-Program-Budget-Attachment-Final.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)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[La_Habra_Police_NGO.pdf](#)

Local Impact Letter(s) (Appendix E)

[La_Habra_Police_Impact_Letter.pdf](#)

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

Policies Limiting Racial Bias

[La_Habra_Police_Bias_Policy.pdf](#)

Policies on Surveillance Technology

[La_Habra_Police_Surveillance_Policy.pdf](#)

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

[La_Habra_Police_Compliance.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:	Reduce Organized Retail Thefts in the City of La Habra		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A) Provide La Habra Business Owners a means to high quality surveillance cameras B) Conduct high visibility operations in high retail theft areas C) Execute investigation operation to follow up and apprehend suspect from reliable intelligence D) Deploy pole cameras to area with high retail theft 		
Process Measures and Outcome Measures:	<p>Process Measure: the number of high visibility operations conducted, the number of follow up investigation operations, the number of businesses that install high quality surveillance cameras, and the number of good evidences provided based on the camera system</p> <p>Outcome Measure: the number of arrests from the operations, the number of arrests from the good camera evidence and the reduction percentage of retail theft reports</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> A) Create a Retail Camera System local business owners can apply to receive for use at their La Habra Business B) Conduct 40 high visibility enforcements during performance period C) Conduct educational workshops for businessowners 	Captain Daniel Barnes	10/1/2023	1/1/2027

<p>D) Maintain comprehensive Organized Retail Theft intelligence from operations and enforcement to build a scaled operation to apprehend suspects</p> <p>E) Deploy pole camera to high retail theft areas for extra surveillance and intelligence gathering</p>			
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List data and sources to be used to measure outcomes: The data from crime reports and arrests from RMS system, the application for CCTV camera system and successful installations, community survey for workshop participants

These goals, objectives and activities align with the grant's focus on preventing and responding to organized retail theft. They address the specific problem areas identified in the grant information and aim to reduce theft incidents, enhance collaboration with business owners, and implement preventive measures.

(2) Goal:	Decrease Motor Vehicle Thefts in the City of La Habra		
Objectives (A., B., etc.)	A) Utilize bait vehicles to apprehend suspects and gain intelligence on mode of operation and location of stolen vehicles.		
Process Measures and Outcome Measures:	Process Measure: The number of bait vehicle operations conducted during the performance period Outcome Measure: The number of suspects apprehended during the operations and the percent reduction in auto thefts		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
A) Conduct 10 bait vehicle operations during the performance period	Lieutenant Jim Tigner	Start Date 1/1/2024	End Date 1/1/2027

List data and sources to be used to measure outcomes: Data from RMS system for reports of stolen vehicles, the operations reports from bait vehicle operations, and the number of arrest records from those operations

These goals, objectives and activities align with the grant's focus on preventing and responding to motor vehicle theft. They address the specific problem areas identified in the grant information and aim to reduce theft incidents.

(3) Goal:	Prevent Auto Part Thefts in the City of La Habra		
Objectives (A., B., etc.)	A) Provide the residents of La Habra a means to safeguard their vehicles' catalytic converters B) Educate the community on preventative measures they can do on their own		
Process Measures and Outcome Measures:	Process Measure: The number of catalytic converters etched or reinforced Outcome Measure: the percent reduction in catalytic converter thefts		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A) Create a catalytic converter etching and reinforcement program that will be provided by local auto shops and provided to residents in the city of La Habra A) B) Conduct educational workshops to teach the community on preventative measures they can do on their own and how to prevent them from becoming a victim of auto part theft crimes.	Sgt David Morrison	1/1/2024	1/1/2027
List data and sources to be used to measure outcomes: The number of applications submitted by residents to participate in the catalytic converter program, the number of completed services invoiced by the auto shops, the reports from the RMS system, community survey for workshop participants These goals, objectives and activities align with the grant's focus on preventing and responding to motor vehicle accessory theft. They address the specific problem areas identified in the grant information and aim to reduce theft incidents, enhance collaboration with the community, and implement preventive measures.			

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

Name of Applicant: **La Habra 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	\$215,018.68
2. Services and Supplies	\$2,038,197.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$140,075.52
6. Equipment/Fixed Assets	\$520,024.77
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$3,270.00
9. Indirect Costs	\$294,158.60
TOTAL	\$3,235,744.57

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Officer Overtime - High Visibility Operations	2-man unit x 40 high visibility operations x 8 hours shifts x 84.17 OT rate	\$53,868.80
Detectives - Bait Car Operations	2-man unit x 10 operations x 48 hours x 84.17 OT rate	\$80,803.20
Detectives - Education Workshop	3 detectives x 6 workshops x 3 hours x 84.17 OT rate	\$4,545.18
Staff - Sacramento Meeting	2 staff x 8 hour day x 3 meetings x 84.17 OT rate	\$505.02
Investigation Operation	8 detective x 1 operation/year x 4 years x 12 hour shift x 84.17 OT rate	\$32,321.28
Crime Analyst - Data analysis	1 crime analyst x 44 months x 8 hour/ month x 64.70 OT rate	\$22,774.40
Staff - Etching Event	4 catalytic converter etching event x 12 hours x 5 officers x 84.17 OT rate	\$20,200.80
		\$0.00
TOTAL		\$215,018.68

1b. Salaries & Benefits Narrative:

Salaries and benefits cost listed above is to cover overtime cost for 40 high visibility operations, 10 bait car operations, 6 community workshops, 3 Sacramento meetings, 4 large scale detective operations, 4 catalytic converter etching events and crime analyst overtime to conduct collection and data analysis. All activities performed under the overtime charged will be in activities designated for organized retail theft prevention program.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Catalytic Converter Etching Program	\$500 / vehicle x 2000 vehicles	\$1,000,000.00
Retail Surveillance Program	\$4999/ camera system x 200 businesses	\$999,800.00
Panasonic Toughbooks	6 Panasonic toughbooks x \$3900/each	\$23,400.00
Drop Camera	3 drop camera system x \$4999/each	\$14,997.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,038,197.00

2b. Services and Supplies Narrative:

The etching service and retail surveillance cameras are the services and supplies the La Habra Police Department will acquire and distribute to the community to provide prevention and reporting capability for retail theft and auto part theft. The Panasonic toughbooks will be assigned to each detective in order to do a records check on vehicles and individuals out in the field in a timely manner. This will eliminate the delay in calling into Dispatch for the request which is not priority for the communications center.

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

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation	No staff or contractor has been assigned at this time	\$140,075.52
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$140,075.52

5b. Data Collection and Evaluation Narrative
The La Habra Police Department will acquire consultant or contractor to develop local evaluation plan and final local evaluation report. This is 5% of the total grant request.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Pole Camera System	2 Pole with Camera System x \$68,615.05/unit	\$137,230.10

Fully Equipped Surveillance Van	Fully equipped surveillance van x \$237,794.67/each	\$237,794.67
Bait vehicles	3 bait vehicle x \$15,000/each	\$45,000.00
Unmarked Vehicle	2 equipped unmarked vehicles x \$50000/each	\$100,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$520,024.77

6b. Equipment/Fixed Assets Narrative

Pole camera system will be deployed in high theft crime area to help deter and capture suspects in the act. Fully equipped surveillance van will be used by detective to complete long operations will access to all needed technology and tools. Bait vehicles will be used for auto theft operations. Unmarked vehicles will be used by detectives to do active surveillance.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit Service	No staff or contractor has been assigned at this time	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

La Habra Police Department will acquire a financial auditing contractor to provide assurances that the department's financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

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

Description	Calculation for Expense	Total
Sacramento Meeting - Flight	2 staff x 3 meetings x round trip flights x \$300/each	\$1,800.00
Sacramento Meeting - Lodging	2 staff x 3 meetings x lodging x \$199/night	\$1,194.00
Sacramento Meeting - Per Diem	2 staff x 3 meetings x \$46/ day per diem	\$276.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$3,270.00

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

The above cost will cover 2 staff members travel expense to 3 Sacramento meetings.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$294,159	\$294,159
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	

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

\$294,159

\$294,159

9b. Indirect Costs Narrative:

La Habra Police Department will use option 1 for indirect costs associated with the grant.



CITY OF LA HABRA

POLICE DEPARTMENT

July 1, 2023

Dear BSCC Grant Review Board:

I am writing to fulfill the local impact letter requirement for the BSCC Organized Retail Theft Prevention Grant Program. The La Habra Police Department's project scope will not have any impact on retailers or local government agencies that will prevent them from regular operations at their respective locations.

Thank you for considering our application for the BSCC Organized Retail Theft Prevention Grant Program.

Sincerely,

Adam Foster
Chief of Police
La Habra Police Department

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the La Habra 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 La Habra 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.

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Bias-Based Policing

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 La Habra Police Department is the primary agency, the La Habra 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 Data Center (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.

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Bias-Based Policing

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 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.

402.7 TRAINING

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

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards 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 Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau 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)

461.1 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.

461.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the La Habra 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 Administration Division Commander. The Administration Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

461.2.1 ALPR ADMINISTRATOR

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

461.3 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.

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Automated License Plate Readers (ALPRs)

- (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.

461.4 DATA COLLECTION AND RETENTION

The Administration 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.

461.5 ACCOUNTABILITY

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

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

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Automated License Plate Readers (ALPRs)

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

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

461.6 POLICY

The policy of the La Habra 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.

461.7 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 Administration 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).

461.8 TRAINING

The Professional Standards Unit Lieutenant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).