

Title	<b>City of La Verne Police Department</b>	07/07/2023
	by <b>Jason Prows</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41334853
	jprows@lvpd.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.
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>City of La Verne Police Department</b>
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Multi-Agency Partnerships Information (if applicable)	<b>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.</b>
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Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>
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Lead Public Agency Information      **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

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Lead Public Agency      **City of La Verne Police Department**

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Applicant's Physical Address      **2061 Third Street  
La Verne  
CA  
91750  
US**

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

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Mailing Address for Payment      **2061 Third Street  
La Verne  
CA  
91750  
US**

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Tax Identification Number      **956000732**

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

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Project Director      **Jason  
Prows**

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Project Director's Title with Agency/Department/Organization      **Lieutenant**

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Project Director's Physical Address      **2061 Third Street  
La Verne  
CA  
91750  
US**

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Project Director's Email Address      **[jprows@lvpd.org](mailto:jprows@lvpd.org)**

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Project Director's  
Phone Number **+19095961913**

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Financial Officer **Jason  
Prows**

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Financial Officer's  
Title with  
Agency/Department/Organization **Lieutenant**

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Financial Officer's  
Physical Address **2061 Third Street  
La Verne  
CA  
91750  
US**

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Financial Officer's  
Email Address **jprows@lvpd.org**

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Financial Officer's  
Phone Number **+19095961913**

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Day-To-Day Program  
Contact **Jason  
Prows**

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

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Day-To-Day Program  
Contact's Physical  
Address **2061 Third Street  
La Verne  
CA  
91750  
US**

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Day-To-Day Program  
Contact's Email  
Address **jprows@lvpd.org**

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Day-To-Day Program  
Contact's Phone  
Number **+19095961913**

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Day-To-Day Fiscal  
Contact **Jason  
Prows**

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

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Day-To-Day Fiscal  
Contact's Physical  
Address **2061 Third Street  
La Verne  
CA  
91750  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>jprows@lvpd.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19095961913</b>
Name of Authorized Officer	<b>Sam Gonzalez</b>
Authorized Officer's Title	<b>Acting Chief of Police</b>
Authorized Officer's Physical Address	<b>2061 Third Street La Verne CA 91750 US</b>
Authorized Officer's Email Address	<b>sgonzalez@lvpd.org</b>
Authorized Officer's Phone Number	<b>+19095961913</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>La Verne Organized Retail Theft and Motor Vehicle Recovery Project</b>
Proposal Summary	<b>The proposed project will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on the installation of 10 Flock Safety automated license plate readers (ALPRs) and 2 mobile camera trailer systems for a total of 12 new cameras and ALPRs strategically positioned throughout the City of La Verne. This expansion in the existing camera network will allow LVPD to greatly increase regional capacity, in a cost effective manner so that the program can be sustainable and carried on after the grant period ends.</b>
PROGRAM PURPOSE AREAS	<b>Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.</b>

Program Purpose Areas (PPAs):	<b>PPA 1: Organized Retail Theft</b> <b>PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft</b>
Funding Category Information	<p><b>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.</b></p>
Funding Category	<b>Medium Scope (Up to \$6,125,000)</b>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<b>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</b>

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

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Project Need

**The City of La Verne is located in northeast Los Angeles County at the intersection of multiple major highways, including Interstate 210 and CA State Route 66 (Foothill Blvd.). With its close proximity to multiple major highways and abundance of retail opportunities, the City of La Verne has been a prime target for organized retail crime and theft of vehicles and vehicle parts. In 2022 the La Verne Police Department investigated nearly 200 organized retail theft (ORT) incidents at a group of "hot-spot" locations in the City. The "hot-spots" identified for ORT in La Verne include the La Verne Town Center, Foothill Plaza, and Emerald Center. These "hot-spot" locations are situated on Foothill Blvd. and adjacent to I-210 and other major thoroughfares. Given the site's proximity to the highway and concentration of large retailers that often have "no chase" and or "no theft reporting" policies, these shopping centers have become increasingly targeted for organized retail theft. In recent years, retail theft has risen in the City, while calls for service have largely remained the same, due to a variety of reasons such as:**

- Lack of reporting by the store because they know the DA may not file charges.
- Lack of reporting by the store because the police may be extended before they can take a report.
- Officers directing stores to online reporting due to lack of police resources and retailers then deciding not to file online or their staff are not trained to complete that task due to turnover.
- Store policies not to file on amounts under a relatively high threshold due to lack of perceived value for their staff's time.
- Store policies not to confront suspects due to increased liability.
- A societal trend to look the other way on petty theft crimes due to current anti-law enforcement rhetoric or sensitivity towards marginalized communities.

The Sunday prior to the submittal of this grant application, July 2, 2023, saw a brazen organized retail theft at Rodeo Jewelers located on Foothill Blvd. Suspects used a stolen vehicle to drive through the front doors of the Jewelers in broad daylight, 12:15pm in the afternoon, and proceed to assault an employee and steal roughly \$300,000 worth of merchandise. Had the ALPRs and mobile camera units requested through this application been in place at the time of the robbery La Verne Police Department would have significantly more data as to the movements and potential identities of the suspects and would have a higher likelihood of apprehension and arrest.

In 2022 the incidents of organized retail theft in La Verne included roughly 10% that included violent crime stemming from theft. These included additional charges related to assault, battery, fleeing with wanton disregard and/or weapons charges. This uptick in violent crime has seen a corresponding uptick in applications for concealed carry permits in the City of La Verne. In the bulk of these applications the justification provided has been to protect the applicant while in public areas due to reports of violent organized retail theft and automobile theft.

The La Verne Police Department has worked directly with the retailers to provide additional directed patrols of on duty officers, which data has shown has reduced incidents of organized retail theft. However, the La Verne Police Department is currently operating with a high vacancy rate, which has made the allocation of additional patrol units dedicated to organized retail theft or specific geographic locations difficult. The funding from this grant would provide for additional ALPRs which would allow LVPD to broaden their reach and combat ORT in the city and region, without needing to add additional sworn officers.

The proposed program would also directly address vehicle and vehicle part theft. Consistent with national trends the City of La Verne has experienced a significant rise in vehicle theft. In 2022 La Verne PD investigated, on average, several incidents per day involving theft of vehicles or vehicle parts within their jurisdiction.

In order to address the challenge of organized retail theft as well as the ongoing challenge of motor vehicle and motor vehicle accessory theft, the City is seeking funding for 10 Flock ALPRs to be positioned strategically throughout the City along major thoroughfares and 2

mobile camera trailer systems that can be moved to “hot-spot” locations in the City.

Project Description

The proposed project will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on the installation of 10 Flock Safety automated license plate readers (ALPRs) and 2 mobile camera trailer systems for a total of 12 new cameras and ALPRs strategically positioned throughout the City of La Verne. This expansion in the existing camera network will allow LVPD to greatly increase regional capacity, in a cost effective manner and without having to hire additional sworn officers, so that the program can be sustainable and carried on after the grant period ends.

The project includes the installation of 10 “Flock Safety Falcon” license plate readers, as well as 2 mobile camera trailer systems for a total of 12 new cameras. This new camera network will be installed throughout the city, with a primary focus on retail and vehicle theft hot-spots. All cameras will be installed on City property and the mobile camera trailer systems will either be located on public property or in parking lots of supportive retailer establishments, such as La Verne Town Center, Foothill Plaza, and Emerald Center. The Flock Safety system has nationwide shown a 70% reduction in crime in locations where LPRs are installed. The license plate readers will allow for 24/7 monitoring, with sensors that can capture sight, sound, and surroundings, allowing La Verne PD to aggressively investigate instances of organized retail theft and/or vehicle theft. These automatic license plate readers also make the footage easily searchable for our investigators, allowing La Verne PD to make the most of the visual and contextual evidence available. The identified LPRs have a license plate capture rate of 97%, and are used to attain more than 1 billion vehicles involved in crimes per month nationwide. While no formal agreements are in place or are being proposed through this grant application, LVPD expects that its ORT expertise, equipment, and expanded capacity will directly benefit – and be used by – surrounding agencies as well.

Currently, La Verne has a smaller network of cameras and ALPRs. Increasing the number of license plate readers and cameras in the City, and by placing them in data driven locations, will greatly increase the number of “hot hits” and the ability for La Verne PD and neighboring jurisdictions to combat organized retail theft, along major highway corridors. Suspects often target stores with easy access to get-away cars and with easy access on and off major freeways because they are aware that most departments will not risk the dangers of a high-speed chase over a misdemeanor citation. These additional cameras would be strategically placed at ingress and egress points around the City—focused along the major arterial corridors and on/off ramps. Patrol officers will receive early detection alerts when felony-wanted vehicles enter the city. Once located, they may likely prevent subsequent crimes from occurring. Similarly, ALPR data would provide detectives with follow-up suspect leads during the investigation of criminal activity. Beyond organized retail theft and motor vehicle theft detection, these cameras have also proven highly effective at locating at-risk missing persons in vehicles



who may suffer from limited cognitive function or are in need life-sustaining medical support, further supporting the safety of the wider community.

This project seeks funding for 2 mobile security camera trailers to deter, prevent, and capture evidence related to organized retail theft. Mobile trailers equipped with cameras and ALPR technology can be mobilized and placed in various locations to provide a greater sense of security and capabilities to combat crime, particularly in locations where the installation of cameras would otherwise pose difficulties. The trailers would be transported to the desired location, within the marketplace or business district to deter crime and capture evidence related to retail theft.

The system will provide remotely accessible and controllable live video using a cellular or Wi-Fi connection. Remote control allows officers to view video and control the pan tilt zoom camera from any Internet connected device, and a built in NVR stores recorded video. The system setup also provides for email and text notifications based on real-time video analytics. The trailers are equipped with adjustable masts allowing cameras to be raised up to 30 feet high. By providing a visual deterrent with the use of large mast with flashing light, potential thieves will be dissuaded from committing a theft. By having several cameras, equipped with License Plate Reader Technology, LVPD can identify a vehicle's direction of travel or create alerts when certain vehicles enter the designated area. This is especially useful when officers are alerted to a known vehicle entering the area, allowing responding officers to arrive at the location and sometimes interrupt, capture, or deter the organized retail theft subjects from committing the crime. With multiple cameras at designated locations and the ability to move them around, it creates a perception of an umbrella of security over the retail shopping areas as the locations can quickly be changed day-to-day or week-to-week. The trailers feature solar panels and a reliable battery backup system to keep running. In a typical deployment with sufficient sunlight, the system can run continuously and autonomously year-round. The trailers can be deployed to a location temporarily or be used for long-term field use; they are designed to withstand rugged conditions.

The City of La Verne is committed to covering any ongoing costs associated with the license plate readers and mobile trailer systems beyond the grant performance period, including by seeking additional grant funding. Additionally, after the project evaluation is complete and the increased enforcement efforts have shown their value, the City will be prepared to financially support continued operations as needed.

The La Verne Police Department, in conjunction with the City of La Verne and other potential partners will publicize the grant award and engage in a public education campaign to inform would be thieves about the increased surveillance and likelihood of arrest. This public education campaign, along with the increased visibility of cameras and law enforcement will act as a deterrent to theft and will aid in reducing total instances of organized retail and vehicle theft and corresponding calls for service.

If the grant request is approved, it is assured that the City, through

the La Verne Police Department, will be able to reduce instances of organized retail theft. This will be completed via increased surveillance and a known increase in LVPD presence and enforcement. This will deter and prevent instances of organized theft from occurring in the first place and will also allow for a more thorough investigation when instances do occur.

The project also includes funding requests for project monitoring and evaluation. Per the grant guidelines the project budget includes a \$75,000 set aside for the development of an evaluation plan to determine metrics for the program's success, as well as monitoring and reporting. In the event the entire \$75,000 is not required to develop this plan and cover the costs of monitoring, evaluating and reporting, LVPD is prepared to either return unused funds to BSCC or work with program officers to determine steps for reinvesting funding in additional cameras, ALPRs or software to support the grant program goals. La Verne PD intends to utilize existing Senior Crime Analyst positions to collect data and evaluate the program's effectiveness. This information may be used to strategically reposition cameras if data shows that they would be more effective in other locations throughout the City.

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Project  
Organizational  
Capacity and  
Coordination

Both the City of La Verne and the La Verne Police Department have the capacity to successfully execute this comprehensive project. LVPD has already obtained quotes for the identified equipment, and will follow the City's formal bid process to procure the equipment. Furthermore, all officers involved in the overtime activities (additional retail/vehicle theft enforcement, undercover operations, investigation, etc.) have experience in this field.

Lieutenant Jason Prows will oversee the implementation of the grant. He was the lead on the department's initial deployment of ALPRs. A Senior Crime Analyst Lesley Hayes will work under Lt. Prows and be responsible for obtaining statistical information regarding the effectiveness of the Flock Safety camera expansion in impacting organized retail thefts, motor vehicle thefts, and motor vehicle accessory thefts. Senior Crime Analyst Hayes has years of experience at the department collecting, organizing, and statistical crime information.

Additionally, personnel working this assignment will be managed by Lt. Prows who has experience with surveillance tactics and theft investigations. The La Verne Police Department's Senior Crime Analyst will work in conjunction with this team to provide current statistics and data on retail, vehicle and vehicle part thefts occurring within the city. The Crime Analyst will provide timely and accurate data to help direct resources and identify areas in which surveillance equipment should be deployed.

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The La Verne Police Department will track specific crime rates for the target project areas and compare those to crime rates prior to the implementation of the project. These crime rates will focus on reports of shoplifting, vehicle theft, theft of motor vehicle parts, and robbery. LVPD already tracks this data and thus will have no difficulty in continuing to do so to ensure that the project is showing success. The La Verne Police Department is in the process of implanting a component into their Record Management System that would track the overall usage of the expanded FLOCK Safety cameras network. With the information regarding its usage to investigate Organized Retail Thefts, Motor Vehicle Thefts, and Motor Vehicle Accessory Thefts, LVPD would be able to track arrests stemming from those investigations more easily. Collection of this data would occur quarterly each year during the duration of the grant. The project will also utilize data from the new LPRs and cameras including total number of hot hits, contacts made from those hot hits, as well as arrests and compare this data from the performance period of the grant to the previous years to measure the programs effectiveness. The project will be evaluated based on a number of metrics. The first will be the frequency of calls for service in the targeted locations. It is the intention that with the installation of ALPRs and cameras, as well as increased law enforcement presence and public awareness campaign, calls for service relating to shoplifting or theft will decrease over the grant period. Likewise, LVPD will also track how many retail theft or motor vehicle theft investigations are closed during the grant period, and in how many of those the new technology was utilized.

Project monitoring and evaluation will also include conversations with retail managers and property owners to ensure that police operations are not negatively impacting retail operations. This communication will provide feedback to the police department on how efforts can be improved, and will keep retailers apprised of the department's efforts to deter retail theft.

As previously mentioned, the LVPD Senior Crime Analyst will collect and analyze the latest retail, vehicle, and vehicle parts theft in the City. This real-time analysis will help the Department and the City measure the success of the project, and make adjustments or pivot as needed. This will also ensure the Department and the City can easily comply with all of the reporting requirements associated with a grant award.

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Budget Instructions

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

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[LVPD\\_-\\_Project-Work-Plan-ORT.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[NGO\\_Form.pdf](#)

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Local Impact Letter(s) (Appendix E)

[BSCC\\_Letter.pdf](#)

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

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Policies Limiting Racial Bias

[Bias-Based\\_Policing.pdf](#)

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Policies on Surveillance Technology

[ALPR\\_Policy.pdf](#)

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

[BSCC\\_Compliance.pdf](#)

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

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OPTIONAL: n/a  
Bibliography

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CONFIDENTIALITY  
NOTICE:

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

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## 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.**

<b>(1) Goal:</b>	<b>&gt; Reduce instances of organized retail theft and motor vehicle theft/motor vehicle accessory theft</b>		
Objectives (A., B., etc.)	A. Install TPZ and LPR cameras in target areas to deter individuals from committing organized retail and motor vehicle/motor vehicle accessory theft, among other crimes B. Accurately and quickly use footage from LPRs to initiate a search for suspects thought to have engaged in organized retail or motor vehicle/motor vehicle accessory theft C. Deploy mobile security camera trailers to strategic short-term and long-term locations to deter instances of theft D. Continue to work closely with retailers and their Loss Prevention agents to reduce instances of theft and respond to calls for service with reduced response times		
Process Measures and Outcome Measures:	>La Verne Police Department will be able to measure the success of this goal by tracking the number of reported instances of organized retail and motor vehicle / motor vehicle accessory theft in the City and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Install LPR license cameras in retail area hotspot and along major arterial corridors increase the opportunity to apprehend suspects committing organized retail and motor vehicle/motor vehicle accessory theft	>La Verne Police Department Staff	> December 1, 2023	> December 31, 2026

<ul style="list-style-type: none"> <li>&gt; Leverage data captured by the mobile security camera trailers to identify and apprehend suspects</li> <li>&gt; Maintain regular communication with retailers and their Loss Prevention agents through officer outreach and response to calls for service in relation to organized retail and motor vehicle/motor vehicle accessory theft</li> </ul>			
<p>List data and sources to be used to measure outcomes: &gt; LVPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the number of calls is decreasing and the project is successful. The number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed will be compared with data prior to the start of the grant performance period.</p>			

<b>(2) Goal:</b>	<b>&gt; Increase apprehensions/arrests of organized retail theft and motor vehicle/motor vehicle accessory theft suspects</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>A. Enhance LVPD's ability to identify suspects and vehicles through the use of cameras and LPRs</li> <li>B. Accurately and quickly use footage from LPRs to initiate a search for suspects thought to have engaged in organized retail or motor vehicle/motor vehicle accessory theft</li> </ul>		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> <li>&gt; La Verne Police Department will be able to measure success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed and compare that with data prior to the start of the grant performance period.</li> </ul>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> <li>&gt; Install LPR license cameras in retail area hotspot and along major arterial corridors increase the opportunity to apprehend suspects committing organized retail and motor vehicle/motor vehicle accessory theft</li> <li>&gt; Leverage data captured by the mobile security camera trailers to identify and apprehend suspects</li> <li>&gt; Maintain regular communication with retailers and their Loss Prevention agents through officer outreach and response to calls for</li> </ul>	<ul style="list-style-type: none"> <li>&gt; La Verne Police Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>&gt; December 1, 2023</li> </ul>	<ul style="list-style-type: none"> <li>&gt; December 31, 2026</li> </ul>

service in relation to organized retail and motor vehicle/motor vehicle accessory theft			
List data and sources to be used to measure outcomes: > LVPD will track the success rate of closed investigations, as well as the number of cases in which evidence or information from license plate readers is utilized. The number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed will be compared with data prior to the start of the grant performance period.			



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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$6,500.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$175,000.00
7. Financial Audit (Up to \$25,000)	\$5,885.44
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$262,385.44</b>

**1a. Salaries & Benefits**

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

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

N/A

**2a. Services and Supplies**

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

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

N/A



FLOCK Safety Falcon LPR	\$3,000 per LPR x 10 annually for 3 years	\$90,000.00
Mobile Camera Trailer System	\$40,000 per unit x 2 and shipping	\$85,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$175,000.00</b>

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

*\$3,000 per LPR x 10 annually for 3 years = \$90,000, the Mobile Camera Trailer Systems will be one time costs*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial Audit	Financial Audit Cost	\$5,885.44
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$5,885.44</b>

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

*The City of La Verne will work with an external auditor that will review all the use of funds during the grant program. LVPD will make available all documentation/receipts/invoices to the auditor.*

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

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

*N/A*

**9a. Indirect Costs**

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

**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 LAVERNE POLICE DEPARTMENT

2061 Third Street, La Verne, California 91750  
www.lvpd.org

July 6, 2023

Board of State and Community Corrections (BSCC)  
Organized Retail Theft Prevention Program  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Re: City of La Verne Organized Retail Theft (ORT) Prevention Grant: Letter of Intent**

To Whom It May Concern,

I am writing on behalf of the City of La Verne and the La Verne Police Department regarding the City of La Verne's Organized Retail Theft (ORT) Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software

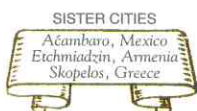
As the Lead Public Agency for this application, we have determined that the proposed project **will not** impact any other agency. The project will take place entirely on public property within the Lead Public Agency's jurisdiction.

Sincerely,

Sam Gonzalez,

Acting Chief of Police

La Verne Police Department



## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

### 401.2 POLICY

The La Verne 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).

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.

# La Verne Police Department

## La Verne PD Policy Manual

### *Bias-Based Policing*

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#### **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 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.

##### **401.4.2 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 Verne Police Department is the primary agency, the La Verne 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)(effective 1/1/2022).

#### **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 Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  1. Supervisors should document these periodic reviews.

# La Verne Police Department

La Verne PD Policy Manual

## *Bias-Based Policing*

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

### **401.6 ADMINISTRATION**

Each year, the Patrol Division Commander shall review the efforts of the Department to prevent racial- or bias-based profiling and submit an overview, including public concerns and complaints, to the Chief of Police.

This report should not contain any identifying information regarding any specific complaint, citizen 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 shall review the annual report and discuss the results with those they are assigned to supervise.

### **401.7 TRAINING**

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

- (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)).

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

The Administrative Lieutenant 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)

### 428.1 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.

### 428.2 POLICY

The policy of the La Verne 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.

### 428.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the La Verne 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.

#### 428.3.1 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.

# La Verne Police Department

## La Verne PD Policy Manual

### La Verne PD Policy Manual

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

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##### **428.4 OPERATIONS**

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

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

##### **428.5 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.

##### **428.6 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The La Verne 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).

# La Verne Police Department

## La Verne PD Policy Manual

### La Verne PD Policy Manual

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

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- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

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

#### **428.7 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).

#### **428.8 TRAINING**

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