

Title	<b>Manhattan Beach Police Department</b>	07/07/2023
	by Julie Dahlgren in Organized Retail Theft Prevention Grant Program	id. 41335792
	jdahlgren@manhattanbeach.gov	

## Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>Manhattan Beach Police Department</b>
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>
Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>

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 **Manhattan Beach Police Department**

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Applicant's Physical Address **420 15th Street  
Manhattan Beach  
CA  
90266  
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 **420 15th Street  
Manhattan Beach  
CA  
90266  
US**

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Tax Identification Number **95-6000742**

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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 **Ron Walker**

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

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Project Director's Physical Address **420 15th Street  
Manhattan Beach  
CA  
90266  
US**

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Project Director's Email Address **[rwalker@manhattanbeach.gov](mailto:rwalker@manhattanbeach.gov)**

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Project Director's  
Phone Number **+13108025140**

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Financial Officer **Julie  
Dahlgren**

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Financial Officer's  
Title with  
Agency/Department/Organization **Sr Management Analyst**

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Financial Officer's  
Physical Address **420 15th Street  
Manhattan Beach  
CA  
90266  
US**

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Financial Officer's  
Email Address **jdahlgren@manhattanbeach.gov**

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Financial Officer's  
Phone Number **+13108025118**

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Day-To-Day Program  
Contact **Ron  
Walker**

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Day-To-Day Program  
Contact's Title **Investigations and Support Lieutenant**

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Day-To-Day Program  
Contact's Physical  
Address **420 15th Street  
Manhattan Beach  
CA  
90266  
US**

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Day-To-Day Program  
Contact's Email  
Address **rwalker@manhattanbeach.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+13108025140**

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Day-To-Day Fiscal  
Contact **Julie  
Dahlgren**

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

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Day-To-Day Fiscal  
Contact's Physical  
Address **420 15th Street  
Manhattan Beach  
CA  
90266  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>jdahlgren@manhattanbeach.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+13108025118</b>
Name of Authorized Officer	<b>Julie Dahlgren</b>
Authorized Officer's Title	<b>Sr Management Analyst</b>
Authorized Officer's Physical Address	<b>420 15th Street Manhattan Beach CA 90266 US</b>
Authorized Officer's Email Address	<b>jdahlgren@manhattanbeach.gov</b>
Authorized Officer's Phone Number	<b>+13108025118</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>Organized Retail Theft Prevention</b>
Proposal Summary	<b>The ORT grant will assist the Manhattan Beach Police Department (MBPD) in developing a multi-faceted approach to investigating and preventing organized retail theft. The grant will ensure that we have access to the technology and resources to be successful. Technology enhancements, such as license plate readers, overt mobile surveillance trailers, and Real Time Crime Center enterprise licensing will allow MBPD to enhance regional information sharing and provide powerful tools to investigators. These technologies will be complemented by overtime to conduct investigations and proactively deploy a Crime Impact Team.</b>
PROGRAM PURPOSE AREAS	<b>Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.</b>

Program Purpose  
Areas (PPAs):

**PPA 1: Organized Retail Theft**

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Funding Category  
Information

**Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.**

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Funding Category

**Medium Scope (Up to \$6,125,000)**

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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.**

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**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 Manhattan Beach has seen a sharp increase in organized retail theft, up 29% from 2021 to 2022, as well as motor vehicle theft, which is up 18% from 2021 to 2022, and up 90% in 2022 compared to the past five years. Detectives are finding that the presence of license plate reader cameras has been one of the strongest tools in our toolbox to identify suspects and increase solvability of crimes, but many of the retail and residential areas in town lack ALPR coverage. We have also recently deployed one mobile overt surveillance trailer which has proved to be a tremendous deterrent (estimated 70% reduction in crime in areas where the overt mobile surveillance trailer is deployed; however, we have one unit that we are moving around numerous retail centers in the City.

Manhattan Beach is a 3.88-square-mile beachfront town with 35,000 residents and approximately 5,000 businesses. We are located approximately 3 miles south of the Los Angeles International Airport, with arterial Pacific Coast Highway/Sepulveda bisecting our town. There are numerous large retail areas – several are located along the PCH/Sepulveda corridor, Rosecrans corridor, as well as a strong retail presence in Downtown and North Manhattan Beach. With commercial areas spread out across the City, the Police Department does not currently have sufficient resources and tools to adequately cover all areas of the City.

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## Project Description

The Organized Retail Theft Prevention Grant will assist the Manhattan Beach Police Department (MBPD) in developing a multi-faceted approach to investigating and preventing organized retail theft throughout the entire City of Manhattan Beach. The grant will ensure that MBPD has access to the technology and resources to be successful. Technology enhancements, such as license plate readers, overt mobile surveillance trailers, and Real Time Crime Center enterprise licensing will allow MBPD to enhance regional information sharing and provide powerful tools to investigators. These technologies will be complemented by overtime to conduct investigations and proactively deploy a Crime Impact Team, as well as training to keep officers up to date on Organized Retail Theft crime trends.

The Goals of the Program are to 1) Decrease Organized Retail Theft Occurrences and 2) Increase the Solvability of Organized Retail Theft Crime Occurrences.

MBPD is requesting \$374,000 in overtime for Police Officers to participate in investigations and Crime Impact Team deployments to prevent and investigate organized retail theft crimes.

License Plate Reader Cameras installed near the entrance and exit points of the major retail centers throughout the City will provide officers advanced notification if a wanted suspect/known criminal enters the retail area. It will also provide investigative leads in the event a crime is committed. License plate reader data can be shared with other law enforcement agencies, thereby amplifying the

effectiveness of the license plate reader technology to investigate crimes and patterns of criminal behavior across jurisdictions. The requested fixed license plate reader budget of \$366,000 covers the cost of 40 camera locations (including implementation fees) for a 3-year period.

Overt Mobile Live-View Camera Trailers provide a visual deterrent that has proven very effective in the City of Manhattan Beach during a 1 year, 1 trailer pilot program. Having overt surveillance on mobile camera trailers allows the Police Department to be responsive to crime trends and to deploy the trailers in problem areas to deter crime. The overt nature of the mobile surveillance trailer helps to deter retail crime and also provides investigative leads if a crime does occur. The requested \$269,520 line item is for 3 leased camera trailers for a period of 40 months (providing 4 months to establish a contract for services).

MBPD also requests Mobile Data Computers for Detective vehicles (12 ruggedized computers with peripheral hardware/cables and full warranty for a total of \$57,600).

The Manhattan Beach Police Department will contract with a Service as a Subscription (SaaS) Service provider to aggregate municipal and commercial video feeds, license plate reader information, drone video, and other crime prevention data points to populate a robust a Real Time Crime Center. Enterprise Licensing is \$125,000 per year for 3 years for a total of \$375,000. This includes 1,500 managed data points, including video. It also includes business/community engagement tools to encourage partnerships with our local retailers and businesses. Cities like Atlanta, Georgia have leveraged this technology to engage local businesses, as well as residents, to expand the effectiveness and reach of the Real Time Crime Center by feeding existing commercial and residential camera feeds into the Real Time Crime Center. This partnership will greatly enhance the Police Department's ability to develop leads and solve organized retail theft crimes.

The funding request also includes grant administration, monitoring, audit of financial records, and data collection and evaluation to measure the success of the program.

The Manhattan Beach Police Department has policies related to racial bias and license plate reader technology and usage. The Department is developing a surveillance technology policy in line with best practices and in partnership with Lexipol and will implement such policy prior to procuring any grant-funded surveillance technology.

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**The Manhattan Beach Police Department is authorized 72 sworn officers and 45 full-time civilian employees.**

**The Chief of Police is the highest authority within the department, which is organized into an office and two bureaus: the Office of the Chief of Police, the Administration/Investigation Bureau, and the Field Operations Bureau. Each bureau is headed by a Police Captain who is responsible for managing day-to-day operations.**

**The Investigations and Support Lieutenant (who reports to the Administration/Investigations Captain) will serve as ORT Grant Program Director and day-to-day program contact. He oversees the Detective Bureau and the Crime Impact Team. Both teams will be instrumental in carrying out the grant activities and ensuring the success of the program. The Detective Bureau is staffed by 1 Sergeant, 12 officers, and 1 Administrative Assistant. The Crime Impact Team is staffed by 1 Sergeant and 3 officers.**

**The Police Department's Senior Management Analyst oversees the Police Department's Budget and Technology Section, which includes budget, grants, contracts, technologies, and procurement. She will serve as Financial Officer and day-to-day fiscal contact for the grant and will manage the budget, procurement, and contracting processes for all aspects of the grant. She oversees two full-time Specialists – a Technology Specialist and a Public Safety Systems Specialist. Both Specialists will support the success of the grant by maintaining the various technologies procured through the grant. Technologies will be procured within the first 4 months of the grant. The City of Manhattan Beach will sustain technology investments after grant funds expire, provided the investments prove valuable and are still best practices following the grant period.**

**Police Department staff will research consultants who can provide comprehensive data collection and evaluation services and reports and establish a contract with said experienced data collection and evaluation specialist to determine a local evaluation plan, collect data throughout the grant period, and produce a final Local Evaluation Report. The intent of the thorough data collection and evaluation process is to determine the success of the investments in resources and technologies, and also to help develop a framework for other agencies to build upon demonstrable successes.**

**The proposal also includes a line item for a Financial Audit to cover monitoring conducted throughout the service delivery period of the grant (October 1, 2023 - December 31, 2026). The final audit report will be provided no later than June 1, 2027. The financial audit will be performed by a Certified Public Accountant that is organizationally independent of the City of Manhattan Beach and its financial management functions.**

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

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Budget Attachment

[ORT-Grant-Program-Budget-Attachment-Final.xlsx](#)

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[Appendix\\_B\\_-\\_Project\\_Work\\_Plan.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT\\_-\\_sgned.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Local-Impact-Letters-ORT1.docx](#)

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

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Policies Limiting Racial Bias

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

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Policies on Surveillance Technology

[Automated\\_License\\_Plate\\_Readers\\_\\_ALPRs\\_\\_Privacy\\_and\\_Usage.pdf](#)

[Unmanned\\_Aerial\\_System\\_\\_UAS\\_\\_Operations.pdf](#)

[Proposed\\_Surveillance\\_Policy\\_SAMPLE.pdf](#)

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

**Certification-of-Compliance-with-BSCC-Policies-on-Debarment\_-Fraud\_-Theft\_-and-Embezzlement-ORT\_-\_sgned.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; Decrease Organized Retail Theft Occurrences</b>		
Objectives (A., B., etc.)	> A – Procure and Install license plate reader technology in main entrance/exit points to retail areas to alert officers of suspected criminals entering the retail areas > B – Procure and Deploy Mobile Overt Live View Camera Trailers in targeted areas in response to immediate Crime Trends > C – Increase Surveillance Efforts on an Overtime Basis to Monitor Retail Areas and Catch Organized Retail Theft Rings		
Process Measures and Outcome Measures:	> Measure crime rate in retail area > Track all prevention measures by location and tie to crime rate data		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Procure Fixed License Plate Readers and manage installation process with vendor	> Sr Management Analyst	> 10/1/2023	> 12/31/2023
> Monitor License Plate Reader Hits and upload hot list notifications as appropriate	> Crime Impact Team Sergeant, Detectives, and Patrol Officers	> 1/1/2024	> 6/1/2027
		> 10/1/2023	> 1/31/2024

<ul style="list-style-type: none"> <li>&gt; Procure Overt Mobile Live View Trailer Cameras</li> <li>&gt; Monitor LiveView Camera Feed, Move Camera Trailer to Hot Spots</li> <li>&gt; Procure Mobile Data Computers for Detectives to Support Field Surveillance and Monitoring of Live View Trailer and License Plate Reads in the Field.</li> <li>&gt; Detectives to utilize mobile data computers in Detective Vehicles to facilitate speedier investigations and increased solvability</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sr Management Analyst</li> <li>&gt; Crime Impact Team Sergeant, Investigations Lt</li> <li>&gt; Sr Management Analyst</li>   <li>&gt; Detectives</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 2/1/2024</li> <li>&gt; 10/1/2023</li> <li>&gt; 1/31/2024</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 6/1/2027</li> <li>&gt; 12/31/2023</li> <li>&gt; 6/1/2027</li> </ul>
List data and sources to be used to measure outcomes: > Retail Crime Rates in Retail Centers, Retail Crime Rates Citywide			

<b>(2) Goal:</b>	<b>&gt; Increase Solvability of Organized Retail Theft Crime Occurrences</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>&gt; A – Procure and Install license plate reader technology in main entrance/exit points to retail areas to increase investigative leads when crimes occur</li> <li>&gt; B – Procure and Deploy Mobile Overt Live View Camera Trailers to provide detectives with investigative leads when crimes occur</li> <li>&gt; C – Increase Investigative Efforts on an Overtime Basis to Procsecute Organized Retail Theft Rings</li> </ul>		
Process Measures and Outcome Measures:	> Measure crime solvability rate		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> <li>&gt; Procure Fixed License Plate Readers and manage installation process with vendor</li> <li>&gt; Review License Plate Reader Hits to enhance investigative leads</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Sr Management Analyst</li> <li>&gt; Crime Impact Team Sergeant, Detectives, and Patrol Officers</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 10/1/2023</li> <li>&gt; 1/1/2024</li> <li>&gt; 10/1/2023</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 12/31/2023</li> <li>&gt; 6/1/2027</li> <li>&gt; 1/31/2024</li> </ul>

> Procure Overt Mobile Live View Trailer Cameras > Review Live View Camera Feed to enhance investigative leads	> Sr Management Analyst > Crime Impact Team Sergeant, Investigations Lt	2/1/2024	6/1/2027
List data and sources to be used to measure outcomes: > Crime Solvability statistics			

<b>(3) Goal:</b>	>		
Objectives (A., B., etc.)	> [REDACTED]		
Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

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

Name of Applicant: **Manhattan Beach 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	\$374,000.00
2. Services and Supplies	\$693,120.00
3. Professional Services or Public Agencies	\$375,000.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$16,800.00
9. Indirect Costs	\$132,000.00
<b>TOTAL</b>	<b>\$1,690,920.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Overtime for Officers to Participate in Investigations and Crime Impact Team deployments	100 hours overtime per month x 44 months x \$85/hour average officer rate = \$374,000	\$374,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$374,000.00</b>

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

*MBPD is requesting \$374,000 in overtime for Police Officers to participate in investigations and Crime Impact Team deployments to prevent and investigate organized retail theft crimes. This number was derived from an estimate of 100 hours of overtime per month for the duration of the grant period (44 months), times the average hourly rate of officers.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Fixed License Plate Reader Cameras (40)	40 fixed license plate reader camera locations at \$3,000 per camera per year (\$360,000 total) + implementation fees of \$150 per camera (one time expense - \$6,000) for a total of \$366,000	\$366,000.00
Mobile Overt Surveillance Live-View Camera Trailers (3)	3 Camera Trailers at a lease price of \$2,246/month/trailer for 40 months a total of \$269,520	\$269,520.00
Mobile Data Computers for Detective Vehicles (12)	12 Ruggedized Mobile Data Computers, mounts, and cables at a cost of \$4,800 per vehicle (includes 5 year bumper to bumper warranty)	\$57,600.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$693,120.00</b>

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

*License Plate Reader Cameras installed at the main entrances and exit points of the major retail centers of the City will provide officers advanced notification if a wanted suspect/known criminal enters the retail area. It will also provide investigative leads in the event a crime is committed. License plate reader data can be shared with other law enforcement agencies, thereby amplifying the effectiveness of the license plate reader technology to investigate crimes and patterns of criminal behavior across jurisdictions. The requested fixed license plate reader budget of \$366,000 covers the cost of 40 camera locations (including implementation fees) for a 3 year period. Mobile Live-View Camera Trailers provide a visual deterrent that has proven very effective in the City of Manhattan Beach during a 1 year, 1 trailer pilot program. Having overt surveillance on mobile camera trailers allows the Police Department to be responsive to crime trends and to deploy the trailers in problem areas to deter crime. The overt nature of the mobile surveillance trailer helps to deter retail crime and also provides investigative leads if a crime does occur. The requested \$269,520 line item is for 3 leased camera trailers for a period of 40 months (providing 4 months to establish a contract for services). The line item for the Mobile Data Computers for Detectives is for 12 ruggedized computers with peripheral hardware/cables and full warranty (\$4,800/computer) for a total of \$57,600.*







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.	TOTAL	\$132,000	\$132,000
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**9b. Indirect Costs Narrative:**

*Indirect Costs include grant administration, procurement, contract development and management, Retail Crime Impact Team overtime administration and oversight, booking of trainings and travel, gathering of statistics, liaising with granting agency, liaising with auditors, liaising with data collection consultant. Grant Management team will include Senior Management Analyst (grants, contracts, and purchasing manager for the Police Department), Crime Impact Team Sergeant (organized retail theft presentation grant activity coordinator), and Investigations Lieutenant (grant administrator). Estimated staff time of 10 hours per month per staff member for an estimated total of \$3,000/month for 44 months - for a total of \$132,000 for the grant period.*

## Appendix E: Local Impact Letter(s)

The Manhattan Beach Police Department as Lead Public Agency concludes that the Organized Retail Theft Prevention Grant Program project will not adversely or significantly impact any other agencies. Our project will provide increased license plate reader and investigative data to aid all agencies in the region with their investigative efforts. Local businesses will benefit from the overt mobile surveillance technology and license plate reader technology that will enhance investigation efforts when a crime does occur, and the enhanced investigative efforts of Manhattan Beach detectives and Crime Impact Team members who will help bring organized retail criminals to justice.

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## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Manhattan Beach 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).

### 401.2 POLICY

The Manhattan Beach 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.

### 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.

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## *Bias-Based Policing*

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### 401.4.1 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 Manhattan Beach Police Department is the primary agency, the Manhattan Beach 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).

### **401.5 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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Technical Support Services Section Policy.

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

# Automated License Plate Readers (ALPRs) Privacy and Usage

## 424.1 PURPOSE AND SCOPE

The policy of the Manhattan Beach 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.

## 424.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Manhattan Beach 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 and Investigation Bureau Commander

The Administration and Investigation Bureau Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

## 424.3 AUTHORIZED PURPOSES

ALPR shall only be used for official law enforcement business for the following purposes:

- Investigation for prosecution or exoneration of suspected criminal incidents
- Identification and/or location of wanted persons
- Enforcement of sanctions, orders, or sentences
- Crime prevention/general law enforcement purposes
- Crime Analysis

## 424.4 ALPR ADMINISTRATOR

The Administration and Investigations Bureau Commander is the administrator of the ALPR system and shall ensure that the system is operated in conformity with this Policy and other Department policies, procedures, rules and regulations.

## 424.5 AUTHORIZED USERS

Only sworn officers, Records Section personnel, and Parking and Animal Control Officers who have received department approved training are allowed to access the ALPR system after receiving department-approved training. Authorized vendors will have limited access for maintenance and repair.

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## *Automated License Plate Readers (ALPRs) Privacy and Usage*

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### **424.6 MONITORING SECURITY, INFORMATION AND COMPLIANCE OF PRIVACY LAWS**

All data will be closely safeguarded and protected by both procedural and technological means. The Manhattan Beach 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) Personnel approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only.

(b) All access to ALPR information will be documented. The access information will include all of the following:

1. The date and time the information is accessed.
2. The license plate number or other data elements used to query the ALPR system
3. The username of the person who accesses the information
4. The purpose of accessing the information

(c) ALPR system audits will be conducted no less than two times per year by the Administration and Investigation Bureau Commander.

### **424.7 SHARING ALPR INFORMATION**

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 Records Manager or 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 by the California Public Records Act and the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

### **424.8 DATA ACCURACY**

Several factors may affect the accuracy of the ALPR readings, for example: wear on the license plate, dirt, covers, and license plate frames. For this reason, it is important to verify the accuracy of any alert received.

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## *Automated License Plate Readers (ALPRs) Privacy and Usage*

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Prior to any action being taken due to an ALPR alert, the officer in the field and/or communications officer in dispatch should view the image of the license plate verifying that the image of the license plate was correctly recognized by the ALPR system.

If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications Systems (CLETS) before taking enforcement action that is based solely on an ALPR alert.

### **424.9 RETENTION OF ALPR INFORMATION**

The Administration and Investigations Bureau 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 1 year. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.

### **424.10 TRAINING**

All approved ALPR users will have training consisting of the following:

- (a) Use and operation of the ALPR equipment
- (b) Review of Department Policy



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# **Public Safety Video Surveillance System**

## **339.1 PURPOSE AND SCOPE**

This policy provides guidance for the placement and monitoring of department public safety video surveillance (e.g., Closed Circuit Television Video System [CCTV]), as well as the storage and release of the captured images. The Beverly Hills Police Department CCTV program is part of the City's broader "Community Safety Initiative". The program will enhance public safety by improving the Departments ability to:

- Deter criminal activity
- Respond to public safety needs
- Investigation of criminal activity
- Identify and apprehend crime participants and serve as an aid to the successful prosecution of those responsible for criminal acts.

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

## **339.2 POLICY**

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

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy. The guidelines set forth in this policy are intended to ensure the cameras are reasonably and properly operated and comply with the intent of the City program and in compliance with State and Federal laws.

## **339.3 OPERATIONAL GUIDELINES**

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

This policy is not intended to create an affirmative duty on the part of the Department to live monitor, whether on a continuous or periodic basis, the system located in public places. Installation of the system is not designed to benefit specific individuals, businesses, entities or groups and

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shall create no special relationship with any specific person or party. The system may be live monitored on a case-by-case basis, as deemed appropriate by the Department.

## PROCEDURES

### 339.3.1 PLACEMENT AND MONITORING

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

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

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

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

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

### 339.3.2 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based

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analytical systems may be considered based upon availability and the nature of department strategy.

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

#### **339.4 VIDEO ACCESS AND SUPERVISION**

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws.

Access and viewing shall be conducted in strict accordance with policy and training as documented in the signed training acknowledgement authorization to operate the system and shall be in the course of legitimate police business and on a need-to-know/right-to-know basis.

Viewing for demonstration purposes (other than training) may be conducted if expressly approved by the Chief of Police or the Assistant Chief of Police.. The Administrative Services Division Commander or the Watch Commander shall supervise any demonstration.

##### **339.4.1 PROHIBITED ACTIVITY**

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

Public video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

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

#### **339.5 EMERGENCY ACCESS TO SCHOOL DISTRICT CCTV SYSTEM**

In connection with an active emergency situation only; and when necessary to protect the health or safety of a pupil or other persons, the School District shall allow the City's police personnel to access the District's CCTV camera feeds pursuant to 20 USC Section 1232g(b)(1)(I) and California Education Code Section 49076(a)(2)(A). In providing access to the CCTV camera feeds, the District shall comply with the terms of the current memorandum of understanding.

In the event of a non-emergency situation, or for the purposes of investigating a crime or incident, it shall be necessary to first obtain express permission for an authorized representative of the School District prior to viewing live or recorded video from District CCTV camera feeds.

Any access to school cameras for maintenance purposes shall be coordinated with the BHUSD Superintendent, or authorized designee, prior to this access. Special Projects shall maintain a record of all such access.

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### **339.6 STORAGE AND RETENTION OF MEDIA**

All downloaded media shall be stored in a secure area with access restricted to authorized persons. Images will be digitally stored on secure servers located in the City of Beverly Hills Information Technology (IT) Department to facilitate prompt retrieval for investigative purposes and/or transferred to a tape medium for the remainder of the storage period. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a thirteen months (395 days). If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

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

#### **339.6.1 EVIDENTIARY INTEGRITY**

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

### **339.7 RELEASE OF VIDEO IMAGES**

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Beverly Hills Police Department. Video images stored on servers may be accessed and retrieved by authorized personnel only.

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

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

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

Images may only be reproduced, distributed or shown to other persons in accordance with this policy and the Records Maintenance and Release policy. Images shall not be released outside of the Department without the approval of the Chief of Police, the Custodian of Records or an

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## *Public Safety Video Surveillance System*

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authorized designee, and only in accordance with established procedure and in compliance with the California Public Records Act.

### **339.8 VIDEO SURVEILLANCE AUDIT**

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

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

### **339.9 TRAINING**

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should comply City and Department policy and address state and federal law related to the use of video surveillance equipment and privacy. Training shall be documented and acknowledged in writing by both the member receiving the training and providing the training.

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# Unmanned Aerial System (UAS) Operations

## 605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

### 605.1.1 DEFINITIONS

Definitions related to this policy include:

**Federal Aviation Administration (FAA)** - The national aviation authority of the United States, with powers to regulate all the aspects of aviation in the U.S.

**Unmanned Aircraft System (UAS)** - An unmanned aircraft and the equipment necessary for the safe and efficient operation of the aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).

**UAS Pilot-** The person who is piloting (physically manipulating the controls) the flight of the UAS.

**UAS Team-** The team of authorized personnel associated with operation of Unmanned Aircraft Systems.

**UAS Visual Observers (VOs)** - are observers who assist with operations and will assist the remote pilot in command (RPIC) to utilize the "see and avoid" technique by scanning the area for air traffic or possible hazards.

**Remote Pilot in Command (RPIC)** - The person who is ultimately responsible for the safe operation of the UAS and the public's safety during the flight; whether physically piloting the UAS or monitoring another authorized pilot.

**Air Traffic Control (ATC)** – A service operated by appropriate authority to promote the safe, orderly and expeditious flow of air traffic.

## 605.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

Authorized use of Department UAS include but are not limited to:

1. Aerial photography and video for:

- (a) Crime scenes including traffic collision investigations for evidence collection purposes.
- (b) Social media, marketing materials and publications for public relations purposes.

2. Natural disaster evaluation and response.

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## *Unmanned Aerial System (UAS) Operations*

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3. Searches for missing persons, suspects or articles (such as weapons) within established police perimeters or search zones when deployment is intended to enhance the safety of officers, suspects, victims, or the community at large.

5. Roof checks in response to calls for service, where access is difficult, or when deployment is intended to enhance the safety of officers, suspects, victims, or the community at large.

6. Deployment in preparation for, and during Crisis Response Team operations, serving a search or arrest warrant, conducting a parole or probation search, and for investigations requiring an operational plan when deployment is intended to enhance the safety of officers, suspects, victims, or the community at large.

7. Deployment at the request of the other city departments to monitor open space or active fires or other hazards and disasters.

8. Pilot Training

### **605.3 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

### **605.4 PRIVACY**

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

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## *Unmanned Aerial System (UAS) Operations*

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### **605.5 PROGRAM COORDINATOR**

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require authorization of the Chief of Police or the authorized designee.
- Developing protocol for conducting criminal investigations involving a UAS.
- Implementing a system for public notification of UAS deployment as required by statute.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

### **605.6 UAS PILOTS AND VISUAL OBSERVERS**



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## *Unmanned Aerial System (UAS) Operations*

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UAS Remote Pilot-in-Command shall acquire a valid FAA Part 107 Certification prior to participating in missions. On any given mission, a UAS team member may be called upon to perform the duties of either a UAS Pilot or a UAS Visual Observer. UAS Team members must maintain proficiency in the operational standards of both positions. The Chief of Police is responsible for determining the number of certified personnel necessary to best serve the Department's needs.

The primary duty of a UAS Pilot is to operate the UAS in a safe and effective manner in accordance with FAA regulations and Department procedures. Pilots must remain knowledgeable of all of the above guidelines at all times.

The primary duty of a VO is to coordinate operations between the UAS and ground personnel. The VO will also identify risks to police personnel, the public and property, including the UAS, and take immediate steps to coordinate with the RPIC to mitigate or avoid those risks.

In order to fly a mission (other than flights required for training or currency), pilots must have completed three (3) currency events within the previous 90 days. Currency events include landings, takeoffs and simulator flights.

### **605.7 UAS FLIGHT CREW RESPONSIBILITIES AND COORDINATION**

1. The UAS Pilot and UAS Visual Observer will work closely to form the crew that will ultimately accomplish mission objectives.
2. The UAS Pilot and UAS Visual Observer are the custodians of evidence obtained by the UAS during a mission. In this capacity, they are responsible for the safeguarding and proper processing of any evidence including, but not limited to, digital imagery to include still and video images.
3. In the interest of safety, both the UAS Pilot and Visual Observer must be in agreeance with any decision made while working as a crew. This begins when deciding whether to accept the mission and continues throughout the mission.
4. Every UAS crew member has an obligation to communicate any concerns to the Remote Pilot in Command or UAS supervisor prior to flight.

#### **605.7.1 UAS REMOTE PILOT IN COMMAND RESPONSIBILITIES**

1. The UAS Remote Pilot in Command, in conjunction with the approving authority, is directly responsible for and is the final authority over the operation of the UAS.
2. UAS Pilots and Remote Pilots in Command have the absolute authority to reject a flight due to weather, aircraft limitations or physical conditions. No member of the Manhattan Beach Police Department, regardless of rank, can order a UAS Pilot to conduct a flight when, in the opinion of the Pilot, it would be too unsafe to do so.
3. UAS Pilots are responsible for compliance with FAA regulations and the Manhattan Beach Police Department UAS Policy.

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4. Pilots shall communicate as warranted with Air Traffic Control (ATC) and other aircraft. When under the control of ATC, the Pilot will not monitor law enforcement radio communications.
5. Pilots shall be responsive to the requests of the UAS Visual Observer in order to accomplish the mission.
6. Pilots shall be responsible for documentation of missions, training, and updating of flight logs.

### 605.7.2 UAS VISUAL OBSERVER RESPONSIBILITIES

1. See and avoid any obstacle that will reduce safety during the mission or training.
2. UAS Visual Observers are responsible for the law enforcement aspect of the deployment.
3. Operate any attachments to the UAS, allowing the UAS Pilot to maintain complete focus on the operation of the UAS.
4. Remain alert for suspicious persons or activities on the ground and coordinate response by ground units. UAS Visual Observers should monitor police radio updates.
5. Assist the UAS Pilot to achieve safe operation of the UAS.

### 605.8 PREFLIGHT AND FLIGHT PROCEDURES

#### 605.8.1 PREFLIGHT PROCEDURE

Preflight procedures will be conducted prior to each flight mission and will be done in accordance with the checklist prepared by the Manhattan Beach Police Department UAS Coordinator and in accordance with the manufacturer's recommendations. Any issues found during the preflight procedures should be documented in the UAS's aircraft maintenance logbook and it will be the decision of the UAS Pilot to determine if the issue will alter the safe flight and operation of the drone.

#### 605.8.2 LAUNCH PROCEDURES

1. Prior to the launch of the UAS, the Pilot is responsible for ensuring the checklist is completed and the aircraft ground station is safe to operate.
2. The UAS Pilot will communicate with the Visual Observer to confirm the area is visibly clear of any low-flying air traffic, hazardous obstacles or safety hazards prior to takeoff.
3. As warranted, the UAS Pilot is responsible for notifying the appropriate ATC/FAA facility in accordance with the rules and guidelines set forth by the FAA.

### 605.9 FLIGHT AND POSTFLIGHT PROCEDURES

#### 605.9.1 POST LAUNCH

1. Although the UAS can fly autonomously, the UAS Pilot and Visual Observer will monitor the aircraft, base station and payload systems to ensure the UAS is flying as designed and maintains the proper altitude and attitude.

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## *Unmanned Aerial System (UAS) Operations*

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2. After takeoff, UAS crew members shall perform tasks according to their job assignment, while communicating clearly and effectively to monitor the UAS as it climbs and travels to the desired mission altitude and area.

### **605.9.2 LANDING PROCEDURES**

1. The Pilot will determine if the objectives of the mission are complete or if the mission is too unsafe to continue prior to landing the aircraft.

2. The Visual Observer will monitor the aircraft as it is landing to ensure a proper landing. If the aircraft is not landing as desired or commanded, the VO will notify the Pilot, who will determine whether to abort the landing.

3. As warranted, it will be the responsibility of the RPIC to ensure contact with the proper tower in accordance with FAA guidelines to advise completion of the mission.

4. Documentation: The UAS Remote Pilot in Command or an involved crew member shall document all mission flights in an appropriate report. The documentation shall, at minimum, include:

(a) All flight times, hours and locations (flight path if available)

(b) Reason for the flight

(c) Roles of the personnel and name of approving supervisor

(d) Any additional relevant information to the mission

### **605.10 UAS COLLISIONS**

1. If a collision occurs during the operation of the UAS and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess of \$500 to repair or replace the property, notification shall be made to the Flight Standards District Office located in El Segundo within 10 days, per FAA guidelines. (777 S. Aviation Blvd., Suite 150 El Segundo, CA 90245)

2. While at the scene, the Remote Pilot in Command shall notify the UAS supervisor or the Watch Commander, who shall respond to photograph or direct personnel to photograph the collision scene and any resulting injuries or property damage. The Remote Pilot in Command shall be responsible for completing an Incident Report to the UAS Supervisor describing the incident and damage. If the collision results in less than \$500 in damage, or the only damage is to the UAS, an memorandum shall be completed by the Pilot and notification to the UAS Supervisor shall be made. In either case, the UAS Supervisor shall conduct or direct a review of the collision and determine if the collision could have been prevented through maintenance, training, etc., and ensure all necessary paperwork has been submitted. As warranted, the UAS Supervisor should contact the City's Risk Management Administrator.

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### **605.11 MAINTENANCE**

A properly maintained UAS is essential to its safe operation. Compliance with the preflight checklist, post flight inspection and the immediate repair of mechanical problems will ensure the availability and safety of the Department's UAS. Maintenance will be performed per the manufacturer's guidelines. UAS Team Members will be responsible for ensuring maintenance is current. All maintenance conducted will be documented in the UAS's aircraft maintenance logbook.

### **605.12 TRAINING**

1. All members within the UAS Team who will act as a UAS Pilots, RPICs or VOs, shall be trained and will maintain proficiency in their pilot/observer abilities.

The UAS Team should stay proficient in their job functions by participating in monthly scheduled Department training sessions. Quarterly, the UAS Pilot will be required to fly a qualification course demonstrating proficiency.

The training will include skills-based exercises consistent with Public Safety deployment scenarios. A UAS Pilot who does not have any documented training or flight time within a span of 90 days (due to vacation, court appearance, etc.) will have to show proficiency prior to any deployment, and the Supervisor may suspend his/her duties until the pilot has had updated training and completed a qualification course. The UAS Pilot can also utilize a simulator program (if available and with approval) to stay proficient if there are scheduling issues or a lack of flight training due to weather.

### **605.13 STORAGE**

UAS and associated equipment shall be stored in a secured location within the Manhattan Beach Police Department or approved offsite location and UAS shall not be operated for personal use.

### **605.14 RETENTION**

With the exception of training and demonstration purposes, when the UAS is utilized to capture video or still images the recordings shall be reviewed for evidentiary value. Any items of evidentiary value shall be downloaded and booked as evidence under the related case number. Audio and/or images captured by a UAS and booked as evidence shall be stored in accordance with Manhattan Beach Police Department property and evidence policy.

Data collected by the UAS shall be retained as provided in the established records retention schedule.

### **605.15 JOINT OPERATIONS**

In the event that Manhattan Beach Police Department UAS operators are assisting any City Department with the operation of a UAS at a crime, hazard, or disaster scene, any and all data/evidence obtained from the UAS will be retained by the Police Department for chain of custody. This data will be retained according to the Department's retention standards.

# Manhattan Beach Police Department

Manhattan Beach PD Policy Manual

## *Unmanned Aerial System (UAS) Operations*

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