

Title	Marin County Sheriff's Office	07/07/2023
	by John Pence in Organized Retail Theft Prevention Grant Program	id. 41333310
	jpence@marinsheriff.org	

Original Submission 07/07/2023

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

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

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

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

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

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

Lead Public Agency **Marin County Sheriff's Office**

Applicant's Physical Address **1600 Los Gamos Dr
Ste 200
San Rafael
CA
94903
US**

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

Mailing Address for Payment **1600 Los Gamos Dr
Ste 200
San Rafael
CA
94903
US**

Tax Identification Number **946000519**

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

Project Director **Craig Scardina**

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

Project Director's Physical Address **1600 Los Gamos Dr
Ste 200
San Rafael
CA
94903
US**

Project Director's
Email Address **c_scardina@marinsheriff.org**

Project Director's
Phone Number **+14154737250**

Financial Officer **Ralf
Hernandez**

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

Financial Officer's
Physical Address **1600 Los Gamos Dr
Ste 200
San Rafael
CA
94903
US**

Financial Officer's
Email Address **r_hernandez@marinsheriff.org**

Financial Officer's
Phone Number **+14154737260**

Day-To-Day Program
Contact **John
Pence**

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

Day-To-Day Program
Contact's Physical
Address **1600 Los Gamos Dr
Ste 200
San Rafael
CA
94903
US**

Day-To-Day Program
Contact's Email
Address **j_pence@marinsheriff.org**

Day-To-Day Program
Contact's Phone
Number **+14154735215**

Day-To-Day Fiscal
Contact **Jen
Duenas**

Day-To-Day Fiscal
Contact's Title **Administrative Services Associate**

Day-To-Day Fiscal Contact's Physical Address	1600 Los Gamos Dr Ste 200 San Rafael CA 94903 US
Day-To-Day Fiscal Contact's Email Address	j_duenas@marinsheriff.org
Day-To-Day Fiscal Contact's Phone Number	+14154733785
Name of Authorized Officer	Jamie Scardina
Authorized Officer's Title	Sheriff
Authorized Officer's Physical Address	1600 Los Gamos Dr, Ste 200 Ste 200 San Rafael CA 94903 US
Authorized Officer's Email Address	j_scardina@marinsheriff.org
Authorized Officer's Phone Number	+14154737250
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Marin County Sheriff's Office Organized Retail Theft, Motor Vehicle, and Motor Vehicle Accessory Theft Prevention Project
Proposal Summary	Marin County, CA is experiencing an increase in retail theft as well as in theft of vehicles and thefts from vehicles, especially catalytic converters. In response to the escalation of theft in the county, Marin County Sheriff's Department proposes to employ the use of an Automated License Plate Reader system to identify vehicles involved in these crimes, identify known suspect vehicles when they enter hotspot locations, and utilize data pulled from the system in the prosecution of offenders. The goal of this project is to prevent and deter criminals from committing these acts of theft.

**PROGRAM
PURPOSE AREAS**

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

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

Project Need

Marin County, especially the southern area in Marin County near the Marin City and Strawberry neighborhoods, has experienced a recent increase in retail thefts around the area's commercial shopping centers. The Marin City Community Group includes the Gateway Shopping Center that has several large and small retail stores including Target, Ross Dress for Less, West Marine, and O'Reilly Auto Parts. The Gateway Shopping Center has been a particularly attractive target for offenders involved in retail thefts.

US Highway 101 traverses Marin County as a major throughfare, providing easy access into and egress from Marin County across the Golden Gate Bridge from San Francisco. While US Highway 101 offers easy access and egress to Marin County and the commercial centers in the southern area of the County for residents and visitors, it offers just as easy access and egress for potential criminal offenders. Those criminal offenders who are involved in the dramatic increase in retail thefts in San Francisco can quickly cross the Golden Gate

Bridge into southern Marin County, commit retail thefts, and just as quickly disappear across the bridge into San Francisco.

From June 1, 2022, to May 31, 2023, Uniform Crime Report (UCR) data for the Marin County Sheriff's Office (MCSO) reflects 207 reported thefts in the MCSO jurisdiction. The MCSO has arrested offenders multiple times who have committed retail thefts at the Gateway Shopping Center who have had in their possession a list of items to be stolen and lists of retail business from which to steal those items.

Motor vehicle thefts and thefts from motor vehicles, particularly the theft of catalytic converters, mirror the recent increase in retail thefts. UCR data for the MCSO for the period June 1, 2022, to May 31, 2023, reflects 75 motor vehicle thefts and 43 recovered stolen vehicles, which have a direct correlation with motor vehicle thefts. In 2021, MCSO recovered over 500 stolen catalytic converters in a storage unit. The suspect involved in the recovery of these stolen catalytic converters was receiving the converters from other suspect who were stealing them from vehicles. The suspect then processed the stolen catalytic converters and sold them to a recycler in Southern California.

Retail theft and motor vehicle and motor vehicle part theft are a serious concern for the Marin County community. These incidents create significant financial losses for businesses and individuals, both residents and visitors. These crimes have consequences not just for the immediate victims, but also for the entire Marin County community.

Retail theft erodes consumer confidence, creating decreased traffic for retail establishments, decreased economic activity, and potential job losses. Motor vehicle and motor vehicle part thefts leave victims without a means of transportation and creates a sense of insecurity and fear.

These crimes have an undeniable overall negative influence on the public safety and economic vitality of the entire community. It is not just the reality of these crimes and their immediate impact on the community. Just as critical is the perception of public safety these crimes create. The perception of crime, even though not grounded in facts, can have an exponentially damaging impact on a community and its members.

The MCSO is committed to pro-active community and problem-solving policing but is continually searching for more effective resources to enhance that pro-activity for the benefit of the entire community. Crime prevention, however effective, can always be improved through creativity and innovation.

From 2019 to 2022, the MCSO case clearance rate for larcenies averaged between 3% and 7%, while the case clearance rate for the same period for burglaries averaged between 5% and 15%. Those case clearance rates are clearly low and need to be improved. The

MCSO is focused on significantly improving those clearance rates. Improvement in those case clearance rates can be accomplished by the more effective use of technology and surveillance, especially the deployment of a network of Automated License Plate Readers (ALPR).

As a specific example of the value of the ALPRs, there have been five incidents of organized retail theft in the last year involving organized South American suspects who have targeted Marin County and the surrounding area. The suspects were identified by the MCSO by collaborating with other law enforcement agencies who have deployed ALPR systems. Because the MCSO does not have a robust ALPR system, the MCSO has been severely handicapped in conducting its own investigations. While this is a classic example of collaboration and information sharing among law enforcement agencies, it is at the same time an illustration of how the MCSO could become a more active partner in solving and preventing criminal activity if the MCSO had its own ALPR system.

The ALPR network will identify vehicles involved in the theft of other motor vehicles and thefts from motor vehicles and provide immediate notification when an identified suspect vehicle enters the area surveilled by the ALPR network. The MCSO believes that when it becomes more common knowledge among potential offenders that there is an ALPR network deployed in the County, such knowledge will serve as a deterrent for potential offenders who may be considering committing a crime in Marin County.

Project Description

The MCSO is involved in the design process with vendor Flock to purchase and install ALPR cameras in at least 23 locations throughout Marin County including locations that offer only one or two routes into or out of an area. One of the locations tentatively identified as a site for an ALPR camera is a shopping center with five banks. When grant funding becomes available, the Flock installation process will begin in the target areas with the highest crime as identified by objective crime statistics.

Although the ALPRs deployed through the grant funding will be primarily utilized to address motor vehicle thefts and motor vehicle accessory thefts in the county area of Marin, based upon their location, several of the ALPRs and the surveillance they offer will be important in addressing organized retail thefts in the limited number of retail shopping centers in the county area of Marin. The reality is that the existing ALPR system is aging and failing with the passage of time.

The ALPRs will immediately notify the MCSO Dispatch Center when an identified suspect vehicle has been located, enabling patrol units to be dispatched as quickly as possible to intercept the vehicle and contact the occupants. At the same time, MCSO deputies in the area of an ALPR surveillance contact will be alerted in their patrol units if they log into the ALPR system.

If a crime has occurred, whether involving a retail theft, a motor vehicle theft, a motor vehicle accessory theft, or any other crime, the photo of the license plate and vehicle provided by the ALPR system may be used to research and identify a suspect vehicle and aid in a follow-up investigation, evidence gathering, case clearance, and successful criminal prosecution. The Flock ALPR system will store captured photos in the Flock database for 30 days which will enable investigators to conduct follow-up investigations to search the database for possible suspect vehicles.

The ALPR system clearly is not a panacea for addressing crime problems in Marin County. But it is an invaluable tool for gathering and recording critical evidence for investigations.

Installation of the ALPR network will not only benefit the county area of Marin and the MCSO, but because of the proposed locations of the cameras, it will also benefit the Central Marin Police Department, the Novato Police Department, and the Mill Valley Police Department. The MCSO is working collaboratively with the San Rafael Police Department that is currently seeking its own grant funding to install ALPR surveillance cameras to ensure that the proposed locations of the MCSO do not duplicate surveillance coverage and that the proposed ALPR camera locations are mutually beneficial.

As noted, the benefits of this ALPR project will not be limited to the county area of Marin. The MCSO is committed to coordinating and collaborating with other regional law enforcement agencies with real-time information sharing activities on crime patterns, criminal activities, and identified offenders to enhance the public safety of the entire area. Criminal activities and offenders do not recognize arbitrary jurisdictional boundaries which makes information sharing so critical.

The target areas for this project will be critically and objectively evaluated based upon identified crime patterns and areas of high crime activity. The evaluation process will not be static as crime patterns and areas of high crime activity continually morph. Instead, the evaluation process will be dynamic, designed to rapidly evolve and respond to changes in crime patterns and areas of high crime activity. The placement of the ALPR cameras will not be predicated upon bias-based policing.

The evaluation process will include not only objective crime statistical analysis, but just as importantly input from Department staff and a full spectrum of community members including historically under-represented and under-served community members and community retailers large and small who are especially impacted by retail thefts. Input and feedback from those stakeholders will be constantly and aggressively sought.

The information gathered by the ALPR system will undeniably have a positive impact on successful prosecutions of offenders with enhanced suspect and suspect vehicle identification techniques and

improved objective evidence gathering through ALPR surveillance photos. The Marin County District Attorney is fully supportive of this grant proposal and the installation of the ALPR system.

As reasonable, appropriate, and legally permissible, the MCSO may share some of the information gathered by the ALPR system with non-law enforcement entities including community organizations and community retailers. This information sharing will be focused on crime prevention education. The potential information sharing will be facilitated through quarterly meetings with local retailers to discuss retail theft patterns.

The project's goals, objectives, and impact are described in the completed Project Work Plan included as an Attachment.

The Department has implemented and strictly enforces the attached policies related to surveillance technology, securing any data collected or stored, and racial biased policing.

To ensure the ALPR project is implemented as intended, project management and oversight will be provided by a MCSO Sergeant who was assigned as Lead Detective for the Marin County Auto Theft Task Force from 2017-2021. During his tenure in that position, the Sergeant also managed the MCSO ALPR program which consisted of three mobile Vigilant ALPR systems. The existing MCSO ALPR system is rapidly aging and in failing condition. The designated Sergeant will regularly communicate regarding the progress of the project with the contract vendor(s), the MCSO administrative and command staff, and any involved County staff.

The internal partners involved in the implementation of the ALPR project include the County Board of Supervisors and County Administrator, whose approval is necessary for acceptance of the grant funding; the Finance Division to track the grant funds; and the Sheriff's Office Technology Services Unit to work with the MCSO to implement any necessary software.

The external partners involved in the implementation of the ALPR may include the California Department of Transportation if any ALPRs are located on state highways in Marin County. Flock will be a significant external partner as the contract vendor for providing the ALPR cameras and any relevant software. Based upon the locations for the ALPRs, regional law enforcement agencies may become involved as external partners in the placement of the ALPRs and sharing information gathered from by the ALPRs.

The external vendor partners have already been selected through a sole source. This vendor was selected as it is the only vendor that offers this particular product. Regular communication has already been established and maintained with regional law enforcement agencies. As such, the MCSO is ready to initiate the ALPR project as soon as grant funds are accepted. However, the Department remains committed to continually evaluating the project and as necessary revising the proposed equipment, hardware, and software to ensure that the equipment, hardware, and software are consistent with rapidly evolving contemporary standards.

The current Marin County Board of Supervisors and County administration are committed to continue funding the project through the MCSO General Fund at the conclusion of the grant period.

The ALPR project will be monitored and evaluated for its effectiveness on a regular basis throughout the life of the grant funded project. The project will be objectively evaluated for its effectiveness in achieving the goals and objectives detailed in the Project Work Plan. If the project is not effective in achieving those goals and objectives, the MCSO is willing and able to change equipment, hardware, or software as appropriate. The ultimate commitment of the MCSO is to the success of the project in enhancing and maintaining public safety in the community.

Monitoring activities and the evaluation process will be facilitated by regularly scheduled MCSO staff meetings including involved patrol deputies, investigators, civilian staff, field supervisors, Department administrative staff, and any relevant MCSO Crime Analyst. The external contract vendor partner involved in the project may be incorporated into the evaluation process if there are issues regarding the effectiveness of equipment, hardware, or software. The MCSO will also regularly solicit input on the effectiveness of the project from external stakeholders in the community including historically under-represented and under-served community members and large and small retailers.

Some of the project evaluation process will include qualitative analysis, e.g., community member and large and small retailer perceptions of the safety in the community. Quantitative analysis will be based upon objective crime statistics and investigation clearance rates data. That quantitative data will be collected by a Crime Analyst, comparing baseline data established before the project was implemented and subsequent data collected after the project was implemented.

On at least an annual basis through the life of the ALPR project, the MCSO will objectively compare case clearance rates and stolen vehicle recoveries to what those rates were before the ALPR project was implemented.

The methodology that will provide a quantitative data assessment of whether the project achieved the desired outcomes is quite simple and objective. Attempting to determine the quantitative data related to crimes that may have been prevented by the ALPR system is extremely problematic and unreliable. However, a reduction in crime statistics and an improvement in investigation clearance rates associated with retail thefts, motor vehicle thefts, and motor vehicle accessory thefts are easily quantifiable for an objective assessment of the ALPR system.

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

Budget Attachment

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[MCSO_Project_Work_Plan_Revised_6-30.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Assurances.pdf](#)

Local Impact Letter(s) (Appendix E)

[THEFT_PREVENTION-LEF.docx](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing-Policy.pdf](#)

Policies on Surveillance Technology

[Information_Technology_Use-Policy.pdf](#)

[Automated_License_Plate_Readers__ALPRs_Policy.pdf](#)

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

[Appendix_G_-_Certification_of_Compliance.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	To reduce incidents of retail theft in the Marin County Sheriff’s Office jurisdiction in Marin County		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Improve public safety for residents, visitors, and large and small retailers. B. Implement an expanded and contemporary ALPR system. C. Identify and target crime patterns and areas of high criminal activity. D. Identify and apprehend offenders responsible for retail thefts. E. Deter retail theft criminal activity through pro-actively identifying suspects and suspect vehicles before retail thefts occur. 		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> A. Project strategies and activities have been implemented in accordance with the established timeline. B. Required equipment and software have been purchased and installed. C. Required staff has been trained and assigned. D. Documented reduction in crime statistics related to retail theft. E. Increased effectiveness of criminal investigations and successful criminal prosecutions. F. Documented improvement in feeling of public safety supported by input from community members and retailers. 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<p>A. Purchase and installation of Flock ALPR cameras and necessary supporting software. cameras.</p>	<p>A. Designated MCSO Sergeant B. Contract vendors including but not limited to Flock.</p>	<p>October 1, 2023</p>	<p>April 1, 2024</p>
<p>List data and sources to be used to measure outcomes:</p> <ul style="list-style-type: none"> A. Reduction in crime statistics related to retail thefts. B. Increase in clearance rates for criminal investigations. C. Increase in successful prosecutions resulting in criminal convictions. D. Improvement in feeling of public safety supported by input from community members and retailers solicited through community engagement. 			

<p>(2) Goal:</p>	<p>> To reduce incidents of motor vehicle thefts and motor vehicle accessory thefts in the Marin County Sheriff's Office jurisdiction in Marin County</p>
<p>Objectives (A., B., etc.)</p>	<ul style="list-style-type: none"> A. Improve public safety for residents, visitors, and large and small retailers. B. Implement an expanded and contemporary ALPR system. C. Identify and target crime patterns and areas of high criminal activity. D. Identify and apprehend offenders responsible for motor vehicle and motor vehicle accessory thefts.

	E. Deter motor vehicle and motor vehicle accessory theft criminal activity through pro-actively identifying suspects and suspect vehicles before motor vehicle and motor vehicle accessory thefts occur.		
Process Measures and Outcome Measures:	A. Project strategies and activities have been implemented in accordance with the established timeline. B. Required equipment and software have been purchased and installed. C. Required staff has been trained and assigned. D. Documented reduction in crime statistics related to motor vehicle thefts and motor vehicle accessory thefts. E. Increased effectiveness of criminal investigations and successful criminal prosecutions. F. Documented improvement in feeling of public safety supported by input from community members.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Purchase and installation of Flock ALPR cameras and necessary supporting software. cameras.	A. Designated MCSO Sergeant B. Contract vendors including but not limited to Flock.	October 1, 2023	April 1, 2024
List data and sources to be used to measure outcomes:			
A. Reduction in crime statistics related to motor vehicle thefts and motor vehicle accessory thefts. B. Increase in clearance rates for criminal investigations. C. Increase in successful prosecutions resulting in criminal convictions. D. Improvement in feeling of public safety supported by input from community members solicited through community engagement.			

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

Name of Applicant: *Marin County Sheriff's 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	\$6,950.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$14,790.00
6. Equipment/Fixed Assets	\$252,000.00
7. Financial Audit (Up to \$25,000)	\$10,000.00
8. Other (Travel, Training, etc.)	\$1,057.23
9. Indirect Costs	\$26,895.00
TOTAL	\$311,692.23

1a. Salaries & Benefits

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

1b. Salaries & Benefits Narrative:

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
TOTAL		\$0.00

2b. Services and Supplies Narrative:

N/A

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

TOTAL

\$26,895

\$26,895

9b. Indirect Costs Narrative:

This will cover costs of fiscal and other administrative support working on the grant project. Title, hourly rate, and amount of time allocated to grant activities will be provided upon request.



OFFICE OF THE DISTRICT ATTORNEY
MARIN COUNTY, CALIFORNIA

Prevention * Prosecution * Protection

Lori E. Frugoli
District Attorney

Rosemary Slote
CHIEF DEPUTY DISTRICT
ATTORNEY

Dori K. Ahana
CHIEF DEPUTY DISTRICT
ATTORNEY

Peggy M. Toth
CHIEF, FINANCE
AND ADMINISTRATION

July 6, 2023

Attn: Organized Retail Theft Prevention Grant Program Administrator
State of California
Board of State and Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Re: Letter of Agreement and Support/Impact for Organized Retail Theft Prevention Grant Program Funding of the Marin County Sheriff's Office Organized Retail Theft Prevention Project to Combat Retail Theft, Motor Vehicle Theft, and Motor Vehicle Accessory Theft

Dear Organized Retail Theft Prevention Grant Program Administrator:

I am writing this letter to express my strong support for the Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant Program funding of the Marin County Sheriff's Office (MCSO) Organized Retail Theft Prevention project to combat retail theft, motor vehicle theft, and motor vehicle accessory theft. As the District Attorney for Marin County, I understand the detrimental impact retail theft, motor vehicle theft, and motor vehicle accessory theft has had on public safety in our community. These types of theft continue to escalate and will only amplify those detrimental impacts without implementing more effective and pro-active crime prevention measures.

Marin County has a significant retail business footprint that has a major impact on the economic security and vitality of the entire community. Marin businesses and communities have had more than our fair share of thefts committed by Organized Theft Rings. My office previously participated with Bay Area District Attorney's Offices on strategies to tackle this very issue.

Deploying the automated license plate readers (ALPR) requested by the MCSO would serve as an effective tool in combating not just retail theft, but also motor vehicle and motor vehicle accessory thefts. The ALPRs will provide both pro-active and reactive tools to address these criminal activities. As a proactive measure, the ALPRs will enable the MCSO to more effectively intercept vehicles previously identified as being involved in criminal activities, including retail theft and/or motor vehicle thefts before the occupants of those vehicles can commit crimes that threaten the public safety of the community.

At the same time, the ALPRs will provide an effective investigative tool to enable the MCSO to identify vehicles involved in criminal activities that have occurred, thereby significantly improving the ability to identify and successfully prosecute individuals involved in criminal activities.

Board of State and Community Corrections
July 6, 2023
Page Two

Deploying the ALPRs will have a positive impact that extends beyond the MCSO. In a collaborative crime prevention and response effort, the MCSO is willing and able to share the information revealed by the ALPRs with other law enforcement agencies in Marin County including the Central Marin Police Department, the Novato Police Department, the Mill Valley Police Department, and the San Rafael Police Department. This collaboration will improve public safety throughout Marin County.

The benefits of the ALPRs extend beyond the immediate impact on the District Attorney's Office. We understand the implications of implementing this program which will create an increased number of cases to be processed. However, reducing retail theft and motor vehicle thefts is a critical factor in enhancing public safety. When criminal activities are effectively addressed, it fosters an environment that encourages economic growth and attracts more businesses, residents, and visitors. The District Attorney's Office and the Marin County Sheriff's Office will work together with open lines of communication to address any issues that may arise.

I firmly believe that investing in ALPRs is crucial to our community's public safety and sustaining the economically vital growth of all local businesses, large and small. Therefore, I strongly urge the grant board to consider providing the necessary funding to establish and maintain this essential crime-fighting tool.

Thank you for your time and consideration. Should you require any further information or documentation in support of this funding request, please do not hesitate to contact me directly at (415) 473-6468.

Sincerely,

Very truly yours,

A handwritten signature in cursive script that reads "Lori E Frugoli".

LORI E. FRUGOLI
DISTRICT ATTORNEY

LEF/sd

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Marin County Sheriff's Office'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).

401.1.2 PROCEDURES

There are no procedures associated with this policy.

401.2 POLICY

The Marin County Sheriff's Office 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 a deputy 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.

Bias-Based Policing

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

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

Deputies 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 deputy 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 deputy 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, a deputy 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 deputies conduct a stop, the deputy 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 Marin County Sheriff's Office is the primary agency, the Marin County Sheriff's Office deputy 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 deputy's shift or as soon as practicable (11 CCR 999.227).

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 deputy and his/her supervisor in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review body camera audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between deputies and the public to ensure compliance with the policy.

Bias-Based Policing

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

401.6 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 deputies is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Documentary Services Division 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).

401.7 ADMINISTRATION

Each year, the Patrol Bureau Commander should review the efforts of the Department to provide fair and objective policing.

401.8 TRAINING

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

- (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)).

Automated License Plate Readers (ALPRs)

426.1 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.

426.1.1 DEFINITIONS

Automated License Plate Recognition (ALPR) System - A computer based system that utilizes special cameras to capture a color image, as well as an infrared image, of the license plate of a passing vehicle. The infrared image is converted into a text file utilizing Optical Character Recognition (OCR) technology. The text file is automatically compared against an "information data file" (i.e., Hot List) containing information on stolen or wanted vehicles as well as vehicles associated with AMBER alerts, warrant subjects or other criteria.

CLETS - California Law Enforcement Telecommunications System.

426.1.2 PROCEDURES

[Procedures Manual: 429.1 AUTOMATIC LICENSE PLATE READER PROCEDURES](#)

426.2 POLICY

It is the policy of this department to establish a procedure for the use of an ALPR system. The intent of this policy is to create procedures to protect the information collected and identify the authorized uses of the ALPR system.

426.3 ADMINISTRATION

The ALPR technology provides a manner in which vehicle license plates can be automatically scanned by a computer from a moving vehicle or a fixed location. If the license plate is a match and comes up wanted, the system will alert the officer with both an audible and visible alert.

Images of the license plate and vehicle, as well as a brief explanation of what the vehicle is wanted for will be displayed. The entire process is automatic and takes less than a second.

The ALPR system has the capability to capture quality images in a variety of settings, including darkness, oncoming headlights, bright sunlight, low sunlight, deep shadows and glare. The system has the capability to capture the license plate while capturing a color overview image of the vehicle associated with the plate. The system has the capability to allow authorized personnel to search for previously read plates and retrieve a GPS time stamped photo of each read plate. The system also has the capability to allow read plates to be plotted on a map for analysis.

The ALPR system will not read all license plates. The system only reads plates that it can detect with its cameras. License plates must be in the field of view of the camera and in the infrared color spectrum. Specifically, in order to read the plate, it must have reflective characteristics. Older blue California plates and extremely dirty, mutilated or obscured plates may not be readable. Out of state and motorcycle plates can be read, but accuracy may be reduced.

Automated License Plate Readers (ALPRs)

Once a license plate is detected by the ALPR system as being wanted or matching the Hot List, an officer must visually verify the license plate on the vehicle matches what was scanned by the ALPR system and confirm its wanted status through CLETS. **The wanted vehicle database is not real-time and this step is necessary to confirm the vehicle is still wanted and the plate was properly read.**

All traffic enforcement stops related to ALPR system hits shall be done in accordance with the Vehicle Pursuit Policy.

426.4 DATA COLLECTION AND RETENTION

The information collected by the ALPR system should be stored for a minimum of one year (Government Code § 34090.6) and shall be maintained for two years. 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. This information includes Hot List data which must be manually deleted by the user at the conclusion of their investigation. The retention period for ALPR data should be reevaluated every two years.

This information may be queried only for use in official law enforcement investigations or department-related civil or administrative action. Access to the raw ALPR database is restricted to approved personnel with assigned passwords. Approved personnel include sworn staff with current CLETS clearance and a need to access ALPR data, and staff from the Technology Services Unit who are responsible for installing and maintaining ALPR related equipment. This information is classified as "Law Enforcement Sensitive" and shall not be released to the public except pursuant to Government Code § 6253. If a user does not log into their account for 90 days, the account will automatically be deactivated. When an employee is no longer employed by the Department, their account will immediately be closed. For access to the ALPR system, the requestor must send an email to the sergeant overseeing the Auto Theft Task Force.

Inquiries in the ALPR database shall include a case number or incident number, as well as a valid reason for accessing the database. This information will be used for auditing purposes.

Hot Plates uploaded into the ALPR database for comparison should include the vehicle license plate number and the reason it was added as a Hot Plate. Hot Plate data shall not include names, address or information obtained through CLETS data.

426.5 RELEASING ALPR DATA

The ALPR data may be shared only with other non-federal, California law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedure:

- The agency shall make a request through the Vigilant Share Request system which will include the name of the agency and of the person making the request.

Marin County Sheriff's Office

Policy Manual

Automated License Plate Readers (ALPRs)

- The agency shall be verified as a law enforcement or prosecutorial agency with a need to know the information.
- The request shall be reviewed and approved by the Auto Theft Sergeant or the authorized designee.
- The approval request will be documented and retained in a local Excel file.

426.6 AUDITS

The Vehicle Theft Investigator for the Department will be the ALPR Program Manager. The Program Manager will be responsible for creating approved accounts and managing ALPR data and user/data query audits.

Audits will be conducted once a year for indications of inappropriate or unusual activity. Data to be audited will include User Logins, and categories related to Hit List Browsing, Hot List Browsing, Hot List Upload, Hot Plate Upload, Hot List Delete, Hot Plate Delete, and Stakeout Browsing. If a violation is suspected, it will be reported to the sergeant overseeing the Auto Theft Task Force for further investigation. Audit records shall be retained for at least two years. Once the minimum retention time period has passed, the Department shall continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit or other operational purposes. This includes, for example, retention and availability of audit records relative to the California Public Records Act (CPRA), Freedom of Information Act (FOIA) requests, subpoena and law enforcement actions.

Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software, and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer/Computer System - Any electronic device, either connected to a network or standalone that uses a micro processor and is capable of receiving input, storing, and outputting any type of digital data including photographs, text, video, and audio. A computer or computer system includes, but is not limited to, any network or standalone workstation, dumb terminal, laptop or portable computer, mobile data computer (MDC), personal digital assistant (PDA), tablet, smart phone or mobile telephone.

- For the purposes of this order, a single-user computer means any computer or computer system that is used exclusively by only one employee.
- For the purposes of this order, a multi-user computer means any computer or computer system that is used regularly by two or more employees.

Email - Email is a computer generated message of any kind that is capable of being digitally received or transmitted by a computer or computer system using a connection to another computer or computer system. This connection can be wired or wireless using a computer network infrastructure. Email may have other types of digital files attached, such as photographs and audio or video files, which may be transmitted or received in the same manner. The Department typically uses Microsoft Outlook to send and receive email. Email includes car-to-car messaging using an MDC.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. Software does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

Text Messaging (SMS/MMS) - Text messaging or multimedia messaging refers to brief written messages exchanged between portable devices, typically over a wireless network. These messages may also contain photos, videos, or audio files. Pagers are devices that can receive text messages, but typically cannot transmit or respond to messages. Sending messages between computers is also considered text messaging.

Information Technology Use

321.1.2 PROCEDURES

There are no procedures associated with this policy.

321.2 POLICY

It is the policy of the Marin County Sheriff's Office that members shall use information technology resources, including computers, software, and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

321.4 RESTRICTED USE

Members shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information, and other individual security data, protocols and procedures unless directed to do so by a supervisor.

Personally owned computers such as laptops, hand held devices, and other similar computer devices may be used only with prior written approval from the employee's Division Commander, and cleared through the Technology Services Unit (TSU). No personally owned computers or computer systems shall be connected to any department network at any time, without prior approval from the employee's Division Commander, and cleared through TSU. Such a connection includes, but is not limited to, VPN (virtual private network) or direct connection via LAN port (local area network).

Information Technology Use

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the TSU and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or County-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from TSU and a full scan for malicious attachments.

Any employee or division wishing to acquire and use any software that varies from the department standard must receive prior written authorization from the Division Commander and TSU.

Employees who exclusively use a single-user computer may make minor modifications to the general appearance and functionality of their computer to accommodate personal working style.

321.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

321.4.3 INTERNET USE

All department computers connected to the local area network have Internet access. With the exception of limited personal use as outlined below, employees shall access the Internet while on duty only for purposes directly related to work being performed by that employee in furtherance of the Sheriff's Office mission.

There shall be no expectation of privacy in any Internet or World Wide Web access, either of which is subject to periodic and unannounced audits to ensure compliance with this order.

Accessing, viewing, posting, or sharing of any material that is racist, sexist, threatening, discriminatory, harassing, obscene, pornographic, or X-rated is strictly prohibited unless

Information Technology Use

specifically related to the employee's immediate law enforcement task and only with the express written permission of the employee's Division Commander. Any employee who receives any information of this nature or inadvertently views a web site or page containing material of this nature must immediately notify his/her supervisor in writing. Failure to do so will result in a presumption that the employee intentionally received, retained, or visited a site or page containing the material in question.

Reasonable and limited personal use of county owned computer systems and Internet is permitted. Use of department or County owned computers, applications, or Internet for personal use shall be kept to a minimum. Such use will be brief and conducted during approved breaks, or as otherwise specifically authorized by the Sheriff or the authorized designee. During limited personal use, employees shall not view or access any prohibited material as defined by this policy.

321.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities.

Members have remote access to their email accounts from computers or other devices outside of the department network using Outlook Web Access. This is typically used by members to access email, calendar, and contacts from their personal computers or other devices at home. This remote email service is provided to members as a convenience, and there is no expectation that members will monitor their email accounts while off duty. Work performed remotely during off-duty hours is not authorized unless performing that work has been previously approved by the member's supervisor, consistent with all other applicable policies and procedures.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure the information on department computers and access terminals is not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by TSU staff or a supervisor.

Those employees using a single-user computer may password protect their computer at initial startup. All computer passwords will be submitted to the Administration and Support Services

Information Technology Use

Captain, or the authorized designee, who will maintain a list of all passwords in case access to the computer is needed. This does not apply to Windows logon passwords or other application passwords.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The TSU staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.