

Title	City of San Fernando Police Department	07/07/2023
	by Jennifer Spatig in Organized Retail Theft Prevention Grant Program	id. 41335174
	jspatig@sfcity.org	

Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	City of San Fernando Police Department
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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.
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Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application
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Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **City of San Fernando Police Department**

Applicant's Physical Address **910 First St
San Fernando
CA
91340
US**

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

Mailing Address for Payment **910 First St
San Fernando
CA
91340
US**

Tax Identification Number **95-6000779**

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 **Irwin
Rosenberg**

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

Project Director's Physical Address **910 First St
San Fernando
CA
91340
US**

Project Director's Email Address **irosenberg@sfcity.org**

Project Director's
Phone Number **+18188981258**

Financial Officer **Jennifer
Spatig**

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

Financial Officer's
Physical Address **910 First St
San Fernando
CA
91340
US**

Financial Officer's
Email Address **jspatig@sfcity.org**

Financial Officer's
Phone Number **+18188981254**

Day-To-Day Program
Contact **Jennifer
Spatig**

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

Day-To-Day Program
Contact's Physical
Address **910 First St
San Fernando
CA
91340
US**

Day-To-Day Program
Contact's Email
Address **jspatig@sfcity.org**

Day-To-Day Program
Contact's Phone
Number **+18188981254**

Day-To-Day Fiscal
Contact **Jennifer
Spatig**

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

Day-To-Day Fiscal
Contact's Physical
Address **910 First St
San Fernando
CA
91340
US**

Day-To-Day Fiscal Contact's Email Address	jspatig@sfcity.org
Day-To-Day Fiscal Contact's Phone Number	+18188981254
Name of Authorized Officer	Nick Kimball
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	117 Macneil Street San Fernando CA 91340 US
Authorized Officer's Email Address	nkimball@sfcity.org
Authorized Officer's Phone Number	+18188981203
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	San Fernando Police Department Theft Prevention Project
Proposal Summary	The City of San Fernando Police Department's Theft Prevention Project is a comprehensive initiative aimed at enhancing public safety, reducing organized theft, and combating the rising theft of catalytic converters in our community. By leveraging advanced technology and community engagement with the installation of Flock Cameras and the implementation of a catalytic converter etching program, we seek to create a sustainable solution that addresses these pressing concerns, empowers our community, reduces crime rates, improves safety and security for residents, increases efficiency in law enforcement, and generates financial savings for individuals and businesses.

**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

Organized retail theft has become a pervasive issue affecting communities nationwide. Criminals engage in well-coordinated theft operations, targeting retail establishments and stealing high-value merchandise for resale. These thefts result in substantial financial losses for businesses, compromised public safety, and a negative impact on the local economy. According to the US Chamber of Commerce, Organized Retail Theft in California accounted for 12.62% of total US retail theft in 2021

(<https://www.uschamber.com/economy/retail-crime-data-center?state=ca>).

Although the City of San Fernando is a small municipality, it is not immune from retail and auto theft. Most recently, shoe retailer WSS has experienced increased cases of theft involving high-end shoes, and a local car dealership experienced a break-in in which the perpetrators stole several catalytic converters and vehicles. The City of San Fernando is surrounded on all sides by the City of Los Angeles. Easy access to local freeways and the ability to leave the

2.4 square-mile city quickly makes the City of San Fernando more vulnerable to theft.

The City of San Fernando Police Department has compiled comprehensive crime data - including statistics related to property and catalytic converter theft - in order to determine its most critical areas of need within the parameters and project areas of the Organized Retail Theft Grant.

The Department's Records Bureau compiled property crime statistics from 13 specific retail, thoroughfare, and ingress/egress points within the City. These are areas where retail theft occurs more frequently, along with being the major roadways used to exit with stolen goods. A comparison of the data gathered during the first three months of the year showed a 193% increase from 2020 to 2023.

Catalytic converter theft has also become a significant concern across the country, impacting individuals, businesses, and the overall safety and well-being of communities. Catalytic converters are essential components of vehicle exhaust systems, and contain valuable metals such as platinum, palladium, and rhodium.

According to the National Automobile Dealers Association (NADA), the price of these precious metals has risen sharply, making catalytic converters a prime target for theft

(<https://www.nada.org/legislative/fight-rising-catalytic-converter-theft>).

Data from the National Insurance Crime Bureau shows that insurance claims for stolen catalytic converters increased from 16,660 claims in 2020 to 64,701 in 2022 – an increase of 288%

(<https://www.nicb.org/news/news-releases/catalytic-converter-thefts-surge-nationwide-according-new-report>).

Based on data gathered by the City of San Fernando Records Bureau, stolen catalytic converter calls for service increased 358% from 19 calls in 2020 to 87 calls in 2022. Data gathered during the first five months of 2023 points to an additional 35% increase by December 2023.

Traditional theft prevention and security measures have proven insufficient in deterring or apprehending criminals committing retail theft or catalytic converter theft. The implementation of advanced technologies and techniques, and increased public awareness have become imperative to help combat theft within the community. To this end, the City of San Fernando Police Department proposes the acquisition of Flock Safety Falcon Automated License Plate Reader cameras, and an INSTAetch catalytic converter etching device to address the growing problem of organized retail and catalytic converter theft in the community. The City proposes to conduct quarterly Etching Events in which Police Department Detectives will mark catalytic converters as a service to the community.

Unfortunately, budget limitations prevent the Department from purchasing these advanced technologies and equipment. The 2023-24 City of San Fernando Budget did not include additional funds for Flock Cameras or for a catalytic converter etching program. For this reason, the City of San Fernando Police Department is seeking funds from the BSCC Organized Retail Theft Grant Program to purchase this equipment and implement theft prevention programs within the City.

The proposed need for Flock cameras and a catalytic converter etching program directly aligns with the intent and purpose of the BSCC Organized Retail Theft Grant by providing a means whereby the City of San Fernando Police Department may better and more efficiently address organized retail theft and automobile accessory theft within the community.

Project Description

The City of San Fernando Police Department's proposed grant project aims to enhance security measures within the City of San Fernando in order to combat retail and catalytic converter theft, which have emerged as significant concerns within the community. The proposed project has two components: the installation of 37 Flock Safety Falcon Automated License Plate Reader (ALPR) cameras and the establishment of Catalytic Converter Etching Events, as described below.

The City of San Fernando proposes the installation of 37 Flock Safety Falcon Automated License Plate Reader cameras near retail areas, major thoroughfares, and entrances and exits to the City. These sites were chosen because of their proximity to retail establishments and to routes used by perpetrators when fleeing the City with stolen merchandise.

Technicians from Flock Safety Company will install 34 cameras on existing infrastructure owned by the City of San Fernando, and 3 cameras on Flock Safety poles at locations without existing infrastructure. These cameras will provide round-the-clock surveillance, high-resolution video monitoring, intelligent motion detection, and real-time alerts. The Flock Cameras will cover critical areas such as retail establishments, parking lots, and public spaces, acting as a visual deterrent to potential thieves and assisting San Fernando Police in identifying and prosecuting offenders.

Cameras will give police department personnel a view of all activity tied to a specific vehicle within the network of cameras. Officers will be able to search vehicle information using make, body type, color, license plates (including partial, missing or temporary tags, and state recognition), decals, bumper stickers, and back or top racks. The cameras will also assist in solving cross-jurisdictional crimes and give real-time alerts such as NCIC wanted lists, AMBER alerts, Silver alerts, and Vehicle Fingerprint matches.

Cameras will capture crime-related information that can be used to develop leads and alerts for solving crimes and apprehending offenders. For instance, if a camera captures a vehicle's license plate, the information can help identify the registered owner who may match the description of a retail theft suspect. The image of the registered owner can then be included in a blind photo lineup to confirm their involvement. Additionally, a vehicle used in a crime may be seized as evidence to investigate and identify the perpetrator, leading to an arrest warrant.

Education about Flock ALPR technology and its use within the City is a crucial component of this project. Educating the public will foster transparency, address concerns and build trust in the technology. To educate the public effectively about Flock ALPR cameras, the City of San Fernando Police Department will develop clear, concise informational materials that will explain the purpose, capabilities and

benefits of using fixed ALPR technology. The Department will disseminate the information through the City's website, social media platforms, press releases and in public forums.

Department personnel will present information about the technology and its use to the San Fernando City Council, Transportation and Public Safety Commission, and in monthly Business and Neighborhood Watch meetings. The Department will also present the information to the local Chamber of Commerce, the San Fernando Mall Association, and through its 11-week Community Academy series (beginning in early fall).

The Department will host a minimum of three demonstrations of the technology at the City of San Fernando Police Department's Annual Open House events, attended by over 100 persons annually. We will also educate our community through the National Night Out events attended by at least 800 community members annually.

Police Department staff will add crime data related to the Flock cameras to the Department's performance measures. Following the Department's information-sharing and established privacy protection protocols, appropriate data will be shared in business and community meetings, as well as in the City Manager's Monthly Report. Strict data retention, access control and sharing policies will be followed at all times.

Each of these outreach efforts will aim to address public concerns, clarify misconceptions, and solicit feedback about the Flock camera system, ultimately promoting understanding and acceptance of ALPR technology as a valuable tool to enhance public safety, prevent and solve crimes.

As stated earlier, the City of San Fernando Police Department will work closely with local retailers, the San Fernando Chamber of Commerce and the City of San Fernando Mall Association to educate retailers about ALPR technology, its applications, and how it will help apprehend suspects and prevent crime. With these outreach efforts, the City will work to establish retailers as active partners in crime prevention efforts. Retail partners will develop a better understanding of the types of suspicious activities or behaviors to watch for and learn how to report pertinent information to law enforcement, thereby increasing the likelihood that retailers and others will report retail crimes.

Retail partnerships to combat organized retail crime will create a synergy between law enforcement and retailers and a united effort to combat retail theft. The Police Department and retailers will be able to exchange information in a timely manner, and ensure more effective crime prevention and resolution.

In addition, the City of San Fernando Police Department will seek to establish interagency partnerships with other agencies within Los Angeles County that use Flock ALPR technology. The Department will schedule and participate in meetings with other Flock users to establish protocols and agreements for data sharing and information exchange, and to work towards a shared database of license plate information. In doing so, the Department will follow clear and robust guidelines on data privacy; security and access control and adhere to all legal and regulatory requirements to safeguard the integrity of data collected. Amongst these guidelines will be clear prohibition of

any use or sharing of data in order to interfere with gender affirming care, family planning care, and investigation of laws related to immigration.

Project collaboration will extend beyond the City's borders to benefit residents within and outside of the City of San Fernando. The City is only 2.4 square miles and is surrounded by the City of Los Angeles. Three main freeways – the Foothill 210 freeway, IntraState 118 freeway and Interstate 5 freeway - surround the city. As these freeways provide easy access for leaving the city, coordination with local and regional partners is crucial to developing leads and solving crimes that cross jurisdictional boundaries.

Multiple cities throughout California have installed Flock ALPR cameras and have reported how the cameras help to solve crimes and apprehend criminals. For example, in January 2022, suspects attempted a smash and grab at a jewelry store in San Bruno. Flock cameras identified the suspects' vehicle, which was then placed on a custom hot list. The San Bruno Police Department received a real-time alert of the suspects returning, located the vehicle and successfully prevented another robbery attempt.

The City of San Ramon Police Department received a Flock alert of a vehicle believed to be associated with burglaries in the area. Police officers located the vehicle and found meth, stolen property and burglary tools inside (CA Flock Success Stories PDF).

The utilization of Flock ALPR cameras will also play a critical role in the second element of the City of San Fernando Theft Prevention Project, by assisting with solving and preventing catalytic converter theft crimes.

The second element of the Theft Prevention Project is the purchase of an INSTAetch catalytic converter etching device and the establishment of quarterly Catalytic Converter Etching Events. The objective of these events is to provide a proactive measure against catalytic converter theft. Vehicle owners within the community will have the opportunity to have their catalytic converters etched with their VIN or license plate number by the City of San Fernando Police Department.

At minimum, one Etching Event will take place every three months, for four events per year funded under this grant. Each event will span approximately six hours and involve two Detectives and two FTOs to assist with safety, plus two civilian staff to assist with registration and paperwork. The Police Department has obtained a letter of collaboration from Black & White Towing, a local towing company, who has agreed to provide two tow trucks and drivers for each etching event, free of charge.

To accomplish this proposed activity, the Police Department will purchase an INSTAetch catalytic converter etching device, four pairs of coveralls for Detectives to wear while etching catalytic converters, two stencils that say "marked by SFPD," spray paint to use with the stencils, and signs for public information.

The Police Department will advertise Etching Events via the City's website and social media accounts, with flyers, and through the City's Constant Contact list of more than 500 residents. SFPD will also ask the San Fernando Sun newspaper to post information about the events on their website and in their written publication.

According to the Bureau of Auto Repair, “engraving or etching [a] catalytic converter with a VIN or license plate number may deter theft . . . or alert a reputable scrap dealer that the device is stolen and can help to identify the owner” (<https://www.bar.ca.gov/consumer/smog-check-program/catalytic-converter-theft>). Assisting members of the community through uniquely marking their vehicle’s catalytic converter with specially designed fluorescent paint also makes these devices identifiable, leading to crime prevention and workable leads to charge thieves with catalytic converter theft.

The combined efforts of installing Flock ALPR cameras and implementing a catalytic converter etching event program provide a multi-faceted approach to effectively address both retail and catalytic converter theft, while also meeting the intent of the BSCC Organized Retail Theft grant program.

By combining these initiatives, the community benefits from enhanced surveillance capabilities and a stronger deterrent effect. The Flock ALPR cameras provide real-time monitoring and data collection, helping to identify and track vehicles involved in retail and catalytic converter theft. The catalytic converter etching event program adds an additional layer of security by making stolen converters more easily traceable, thus disrupting the supply chain for thieves.

Moreover, the integrated approach aligns with the objectives of the BSCC Organized Retail Theft grant program. The grant program aims to reduce organized retail theft, automobile and auto accessory theft, and their associated criminal activities. By investing in Flock ALPR technology and implementing catalytic converter etching events, this proposal fulfills the BSCC grant’s intent.

Project
Organizational
Capacity and
Coordination

The successful operation of the project will require the dedication of sworn and civilian staff members. The Administrative Lieutenant brings a wealth of experience including project and personnel management, budgeting, and operations and grant management experience. His education includes a Masters in Organizational Leadership, Bachelor’s in Criminal Justice Management and numerous training certification in police investigations and management. Detectives and Officers also bring outstanding qualities and skills necessary for overseeing the Catalytic Converter Etching Events. Each detective possesses relevant experience in crime prevention, community engagement and event management with each possessing certification from the Robert Presley Institute of Criminal Investigations as investigators including all as homicide detectives.

Civilian staff members bring grant management and data collection and analysis experience to the project. This professional staff have all received ongoing training in data collection, entry and analysis, with the Records Supervisor having near 30 years of experience as a member of the Police Department.

Black and White Towing will play a crucial role as a partner agency in the project. Their involvement will primarily focus on providing logistical support, including providing equipment to facilitate the etching and marking of catalytic converters. Black and White Towing has a proven track record of reliable service and has demonstrated a

commitment to community engagement and public safety. In addition, the owner of the company has previous experience as a former San Fernando Police Chief. A contract or Memorandum of Understanding (MOU) will be executed between our organization and Black and White Towing, outlining their specific responsibilities, timeline, and financial arrangements.

The project will operate under a clear management structure, with oversight provided by the Administrative Lieutenant, who will ensure effective implementation and coordination of project activities.

Decisions related to project operations, resource allocation, and strategic direction will be made by the Administrative Lieutenant following established direction and policy set forth by the Department, City Administration and Council. The project team will work with partnering agency representatives, Flock Safety, Department staff, and relevant stakeholders to assure the project's success. Regular meetings and communication channels will be established to facilitate timely decision-making and foster a collaborative approach.

Contracts or MOUs with Flock Safety and Black and White Towing, will be executed within the first quarter of the project implementation. These agreements will clearly define the roles, responsibilities, and expectations of each party involved, ensuring a smooth and coordinated execution of the project activities. The contract with Flock Safety will be presented to City Council for approval within a month of grant approval and funding acceptance.

Sustainability of the Project:

While the project is limited in term due to grant funding constraints, sustainability planning is an integral part of our approach. We recognize the importance of sustaining the project's impact beyond the grant period. To achieve this, we will explore opportunities for leveraging additional funding sources to maintain a contract with Flock Safety and will seek partnerships with local businesses and community organizations. By building strong community support and demonstrating the project's effectiveness, we aim to secure long-term sustainability beyond the expiration of grant funds. Because the etching equipment is to be purchased with grant funds, the Catalytic Converter Etching Events will be continued beyond the grant term. In summary, the Theft Prevention Project will utilize existing staff resources, including qualified sworn and civilian personnel. The Department contract with Flock Safety and will partner with Black and White Towing to ensure efficient operation. Clear management structures, decision-making processes, and contractual agreements will be established. Furthermore, sustainability planning will be implemented to secure the project's longevity beyond the grant period, involving community engagement and exploring additional funding opportunities.

Project Evaluation and Monitoring

A team within the City of San Fernando Police Department, consisting of the Lieutenant commanding the Administrative Services Division, the Detective Sergeant, the Management Analyst, and the Detective of Special Investigations and Community Engagement. will oversee project evaluation and monitoring. They will review and adopt a project timeline for monitoring, implementation, and service delivery.

The Administrative Lieutenant will ensure that training for all personnel and scheduling of special events for catalytic converter etching are conducted in a timely manner. As noted in the budget, the City will utilize our auditing firm, Van Landt and Fahkanel, LLC, to review expenditures and project activities.

Monitoring activities will be integrated throughout the project's lifecycle and include:

Start-up

To establish a baseline/timeline we will gather initial data on retail and catalytic converter theft incidents, response times, and customer satisfaction levels using current performance measurement data and Department Field Service Audits; identify additional key areas of improvement based on the project's needs assessment and baseline data; review key project implementation activities in comparison to the project timeline; conduct weekly project meetings during the initial implementation phases, led by the Administrative Lieutenant, to ensure timeline adherence, identify any shortcomings, make adjustments, and achieve successful project implementation.

Implementation

The Management Analyst will collaborate with the Administrative Lieutenant and project personnel to collect data on the progress of ALPR camera installations, the number of etching events conducted, and participation rates. The Department will regularly monitor and collect data on the effectiveness of ALPR cameras and etching events. The Administrative Services Lieutenant will lead monthly meetings to review data and activities. Additional feedback mechanisms will be implemented, as necessary, to gather input from retailers and community members to assess their satisfaction and identify any challenges.

Service Delivery Period

Analyze data to assess the impact of the implemented strategies on retail and catalytic converter theft incidents, response times, and customer satisfaction; evaluate process measures (e.g., number of trained support agents, number of installed cameras) and outcome measures (e.g., reduction in theft incidents, increased participation in etching events) to gauge project effectiveness.; and prepare quarterly reports on the project's progress, findings, and recommendations for key stakeholders.

Process Measures: install 37 cameras in specified locations within 6 months; train personnel on ALPR Technology during the first deployment period after City Council approval; develop and disseminate informational materials and presentations to community groups; and engage with local retailers via Business Watch and retailer-specific meetings.

Outcome Measures: Increase public/retailer understanding and acceptance of Flock ALPR technology; ensure all 37 cameras are functioning and in full use by the beginning of the grant service period; provide necessary knowledge and skills to all sworn members and relevant civilian personnel use of Flock Technology by April 1, 2024; reduce the number of retail and catalytic converter theft incidents, increase the rate of crimes solved; increase reports of retail crimes and feedback.; and demonstrate a reduction in retail thefts through crime statistics.

Data Collection:

Gather data on retail theft and catalytic converter theft from police department records, reports, attendance records, and feedback forms; track the number of officers trained and collect feedback on training effectiveness.

Document the number and location of installed ALPR cameras.

Record the number of etching events conducted, attendance, and participation. Monitor success in fulfilling requests for etching and determine ways to incorporate etching with other activities to meet community demand and needs.

Collect customer satisfaction ratings and retailer/community feedback; analyze the data to assess changes in theft incidents, response times, customer satisfaction, and participation rates.

Compare pre- and post-project data to measure the effectiveness of strategies and identify trends, patterns, areas needing improvement. The assessment of project outcomes will be measured through the Department's performance measures.

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

[SFPD_BSCC_ORT_-_Budget.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)

[SFPD_BSCC_ORT_-_Project-Work-Plan.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[SFPD_BSCC_ORT_-_Appendix_D_-_NGO_Assurances.pdf](#)

Local Impact Letter(s) (Appendix E)

[SFPD_BSCC_ORT_Grant_-_Local_Impact_Letter.docx](#)

Letter(s) of Commitment, (Appendix F)

[Black_White_Towing_Letter_of_Commitment.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Public_Safety_Video_Surveillance_System.pdf](#)

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

[SFPD_BSCC_ORT_-_Appendix_G_-_Cert._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:	> Enhance security measures to combat retail theft and catalytic converter theft.		
Objectives (A., B., etc.)	<p>A. Install 37 Flock Safety Falcon Automated License Plate Reader (ALPR) cameras near retail areas, major thoroughfares, and entrances/exits to the City within 6 months of grant approval.</p> <p>B. Train police department sworn and civilian personnel with the necessary skills and knowledge to effectively utilize the Flock Safety Cameras, thus maximizing their potential for crime prevention, suspect identification, and successful investigations.</p>		
Process Measures and Outcome Measures:	<p>Process Measure: Installation of 37 cameras in specified locations within 6 months.</p> <p>Outcome measure: All 37 cameras will be functioning and in full use by the beginning of the grant service period.</p> <p>Process measure: Conduct training on Flock ALPR technology during shift roll call for each of the four SFPD Deployment Teams and the detectives for the duration of the first Deployment Period following acceptance of funding and the Flock agreement execution.</p> <p>Outcome measure: All sworn members and relevant civilian personnel will have the necessary knowledge and skills to implement use of Flock cameras by April 1, 2024.</p> <p>Outcome measure: Reduction in number of retail theft and catalytic converter theft incidents and increase in crimes solved.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<ol style="list-style-type: none"> 1. Ensure viability of locations for camera installations by Month 1. 2. Collaborate with Flock Safety to install 34 cameras on existing infrastructure and 3 cameras on Flock Safety poles by Month 4. 3. Ensure cameras are fully operational by Month 5. 4. Schedule training for Watch Commanders by Month 5 5. Implement schedule of training of Officers during roll calls. 	<ul style="list-style-type: none"> Administrative Lieutenant Flock Technicians Public Works Supervisor Management Analyst IT Systems Administrator IT Services personnel Flock personnel Records Manager Sergeants/Watch Commanders Detectives 	<p>> October 1, 2023</p>	<p>> April 1, 2024</p>
<p>List data and sources to be used to measure outcomes:</p> <ol style="list-style-type: none"> 1. Installation of 37 cameras in specified locations within 6 months. <ol style="list-style-type: none"> a. Data: Number of Cameras installed, installation completion dates, and locations of installed cameras. b. Source: project management records and/or documentation from Flock Installation team. Verified testing of equipment. 2. All 37 cameras functioning and in full use by the beginning of the grant service period. <ol style="list-style-type: none"> a. Data: Number of functioning cameras and camera functionality status, date when all cameras are deemed functional b. Source: Inspection reports and confirmation from Flock Safety. Verified functionally through system testing. 3. Conduct training on use of Flock ALPR technology during shift roll calls for each of the four deployment teams and detectives for the duration of at least one Deployment period (4 weeks) <ol style="list-style-type: none"> a. Data: Number of shift roll calls and training sessions, roll call attendance rosters b. Source: Deployment Period schedules, attendance records/Sergeant Logs 4. All sworn and relevant civilian personnel will have necessary knowledge and skills to successfully use Flock ALPRs by April 1, 2024. <ol style="list-style-type: none"> a. Number of sworn and civilian personnel using technology, training documentation, records from Flock Safety. Verification through physical observation in training environment. 			

(2) Goal:	> Educate the public about Flock ALPR technology and its benefits		
Objectives (A., B., etc.)	<p>A. Develop clear and concise informational materials about the purpose, capabilities, and benefits of ALPR technology within 3 months of grant approval.</p> <p>B. Disseminate materials through the City of San Fernando website, social media platforms, public forums and community meetings within 4 months of grant approval.</p> <p>C. Present information about technology to Business Watch and Neighborhood Watch groups within 1 month of cameras being functional.</p> <p>D. Present demonstration of technology at SFPD Open House in May 2024, 2025, and 2026.</p> <p>E. Press releases announcing receipt of grant, implementation of program and various arrests related to the technology.</p> <p>F. Publicize arrests related to technology on crime blotter.</p>		
Process Measures and Outcome Measures:	<p>Process Measure: Development and dissemination of informational materials and presentations to community groups.</p> <p>Outcome Measure: Increase in public/retailer understanding and acceptance of Flock ALPR technology.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ol style="list-style-type: none"> 1. Gather data and develop public information materials and presentations. 2. Disseminate materials via City website, social media platforms and present information in public forums and community meetings (Business Watch, Neighborhood Watch, Transportation and Public Safety Committee) 3. Develop materials for Department Open House. 4. Begin tracking statistics for Department Performance Measures for use when presenting information. 5. Develop and distribute press releases 	<p>Administrative Lieutenant Management Analyst Records Manager Detective Sergeant Detective in charge of Business and Neighborhood Watch meetings. Sergeants charged with attending Transportation and Public Safety Commission.</p>	<p>Start Date</p> <p>> October 1, 2023</p>	<p>End Date</p> <p>> December 31, 2026</p>

List data and sources to be used to measure outcomes:
 Data: Feedback from public forums and community meetings
 Source: Surveys and feedback forms
 Data: Website and Social Media Engagement
 Source: Analytics and User Feedback
 Data: Attendance and feedback from Business Watch and Neighborhood Watch meetings
 Source: Meeting attendance logs, notes, feedback forms.
 Data: Press release distribution
 Source: Copies of press releases with publication dates

(3) Goal:	> Educate and establish partnerships with local retailers		
Objectives (A., B., etc.)	A. Using materials developed for Goal 2 above, educate retailers about ALPR technology, its applications, and benefits, within 4 months of grant approval. B. Establish monthly contact with retailers to build relationships		
Process Measures and Outcome Measures:	Process Measure: Engagement with local retailers via Business watch and retailer specific meetings. Outcome Measure: Increased reporting of retail crimes and feedback from retailers. Reduction in retail thefts demonstrated by crime stats.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Gather data and develop flyers and informational materials to distribute to retailers. 2. Develop schedule for contacting local retailers 3. Develop surveys for retailers 4. Track reports of retail crimes	Management Analyst Sworn Officers Records Manager Detectives for Retail Crimes and Special Enforcement	October 1, 2023	December 31, 2026
List data and sources to be used to measure outcomes: Data: Retailer participation and feedback Source: Surveys and participation in Business Watch meetings Data: Number of reported retail crimes Source: Police Department records and incident reports.			

(4) Goal:	> Establish interagency collaboration with other Flock users for effective crime prevention and increased crimes solved.		
Objectives (A., B., etc.)	A. Schedule initial meetings with other agencies using Flock ALPR within 6 months of grant award. B. Develop a plan for regular contact with agencies and establish protocols for collaboration within 3 months of initial meetings with outside agencies.		
Process Measures and Outcome Measures:	Process Measure: Engagement and Collaboration with agencies using Flock ALPR technology. Outcome Measure: Established relationships with agencies using Flock technology. Documentation of monthly meetings.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Develop and/or acquire list of other agencies in Los Angeles County Region who are using Flock technology. 2. Schedule and/or participate in monthly zoom, phone, or in-person meetings with representatives from agencies. 3. Develop collaboration protocol.	Administrative Lieutenant Management Analyst Detective, Community and Special Enforcement Detective Bureau Sergeant	October 1, 2023	May 1, 2024
List data and sources to be used to measure outcomes: Data: Agreements and protocols with other agencies. Sources: Documentation, shared data, solved crimes			

(5) Goal:	> Implement quarterly Catalytic Converter Etching Events to proactively prevent catalytic converter theft.		
Objectives (A., B., etc.)	A. Order INSTAetch Catalytic Converter Etching Device, coveralls, stencils, canopy, and signs within one month of grant approval and acceptance by City Council. B. Develop schedule of Etching Events within one month of grant approval. C. Develop advertising information materials for dissemination at least one month ahead of first scheduled event. D. Conduct quarterly Etching Events with proper staffing and equipment beginning by January 2024.		

Process Measures and Outcome Measures:	Process Measure: Conduct a minimum of one Etching Event every three months. Outcome Measure: Number of catalytic converters etched (etch at least 100 cars per event) and a decrease in the number of catalytic converter thefts.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ol style="list-style-type: none"> 1. Purchase four pairs of coveralls, etching device, stencils, spray paint, and signage. 2. Develop flyers and other advertising materials for social media, website, and news media. 3. Flyers will be distributed through City water bills each year. 4. Schedule locations for Etching Events. 5. Determine staff to provide etching services and provide practice time with etching device. 6. Coordinate with Black/White Towing to schedule and conduct first Etching Event and quarterly events thereafter. 	Management Analyst Detective Sergeant Administrative Lieutenant Black/White Towing	October 1, 2023	December 31, 2023
List data and sources to be used to measure outcomes: Data: Number of etching events conducted Source: Project documentation and event records Data: Attendance at etching events Source: Event sign-in sheets and registration forms Data: Number of vehicle with etched catalytic converters Source: Etching event records Data: Incidents of catalytic converter theft Source: Police Department records and incident reports.			

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

Name of Applicant: *City of San Fernando 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	\$39,204.00
2. Services and Supplies	\$349,960.00
3. Professional Services or Public Agencies	\$2,230.00
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.)	\$3,570.00
9. Indirect Costs	\$0.00
TOTAL	\$494,964.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Detective 1 to be paid overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2 & 3	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year	\$9,180.00
Detective 2 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year	\$9,180.00
FTO 1 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3	Year 1: \$163/hour (including benefits) for 6 hours = \$978 per event for 3 events/year = \$2934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$10038 per event for 3 events/year = \$3114/year	\$9,342.00
FTO 2 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3	Year 1: \$163/hour (including benefits) for 6 hours = \$978 per event for 3 events/year = \$2934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$10038 per event for 3 events/year = \$3114/year	\$9,342.00
Cadet 1 to assist with registration for Catalytic Converter Events	Year 1: \$19.00/hour for 6 hours = \$113 per event for 3 events/year = \$342/year Year 2: \$20.00/hour for 6 hours = \$120 per event for 3 events/year = \$360/year Year 3: \$21.00/hour for 6 hours = \$126 per event for 3 events/year = \$378/year	\$1,080.00
Cadet 2 to assist with registration for Catalytic Converter Events	Year 1: \$19.00/hour for 6 hours = \$113 per event for 3 events/year = \$342/year Year 2: \$20.00/hour for 6 hours = \$120 per event for 3 events/year = \$360/year Year 3: \$21.00/hour for 6 hours = \$126 per event for 3 events/year = \$378/year	\$1,080.00
		\$0.00
		\$0.00
TOTAL		\$39,204.00

1b. Salaries & Benefits Narrative:

Two 2-person teams will work on etching and marking catalytic converters. Two officers will etch, while the other two will act as safety persons. Two cadets will assist with registration and other clerical duties at each quarterly event.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Safety Falcon LPR Year 1	37 Cameras @ \$3,000 each, Installation of 3 Cameras on Flock Poles @ \$650 each, and 34 Cameras @ \$150 each	\$118,050.00
Flock Safety Falcon LPR Year 2	37 Cameras @ \$3000 each	\$111,000.00
Flock Safety Falcon LPR Year 3	37 Cameras @ \$3000 each	\$111,000.00
Mark3dotpeen Etching Device with etchTab8 8"Android "Insta Etched" Tablet Computer and Shipping	1 INSTAetch Device @ \$6286, 1 eight-inch tablet @ \$200, shipping @ \$79	\$6,565.00
Stencils and Spray Paint	Set of 2 Stencils @ \$50, Spray Paint (VHT Flameproof Coating Very High Heat Flat Orange - case of 6) 18 cases @ \$82/case	\$1,526.00
Coveralls embroidered with SFPD Badge, Work Gloves, Safety Goggles	4 Coveralls @ \$60.00 each (\$240 total), 4 Pairs Men's Work Gloves @ \$12 each (\$48 total), 5-pack safety goggles @ \$31, Cleaning of Overalls \$5	\$319.00
Canopy	1 @ 1,500	\$1,500.00
		\$0.00
TOTAL		\$349,960.00

2b. Services and Supplies Narrative:

Flock Safety Falcon LPR is an infrastructure free license plate reader camera that captures unique vehicle attributes such as vehicle type, make, color, registration, missing or covered plates, bumper stickers, decal, roof racks, and bike racks. The cost of each license plate reader camera is \$3,000 annually. Thirty-four cameras will be installed on existing infrastructure at a cost of \$150 each. Three cameras will be installed with new infrastructure at a cost of \$650 each. Installation costs are one-time costs and include site & safety assessment, camera setup and testing, shipping and handling. The Year 1 project cost will be \$118,050. The project cost for Years 2 and 3 will be \$111,000. Total fixed asset costs are \$340,050.

The services and supplies budget includes safety clothing and etching/marketing supplies for the Catalytic Converter Etching Events. Supplies include INSTAetch device, stencils, spray paint (VHT Flameproof Coating Very High Heat Flat Orange), work coveralls, work gloves (HANDLANDY Mens Work Gloves Wear Resistant, Breathable & Flexible Mechanic Working Gloves), and safety goggles (YunTuo 5 Pack Safety Goggles, Protective Safety Glasses, Soft Crystal Clear Eye Protection). Pop-up canopy with PD's logo will also be purchased for shade while residents wait for their vehicles.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Sign Printing for Catalytic Converter Etching Events	4 Foam Posters (24 x 36) @ \$70 each	\$280.00
Flyer Printing for Catalytic Converter Etching Events	5000 full-color, double-sided flyers per year @ \$650 (for 3 years)	\$1,950.00
Black/White Towing	2 Tow Trucks and Drivers for each Catalytic Converter Event - Free of Charge	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,230.00

3b. Professional Services Narrative

Printing services will assist with publicity efforts for the Catalytic Converter Etching Events. Flyers will be sent out each year with water bills and give residents information for each event and information on where to sign up for the events. Posters will be used at the events and flyers will be used to advertise events. Black and White Towing, a local towing company has agreed to provide trucks and drivers at each event, free of charge.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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

NA

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation Expense		\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

Pursuant to the grant requirement, \$75,000 is included for data collection and evaluation of the grant project.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

6b. Equipment/Fixed Assets Narrative

NA - Equipment to be acquired with grant funds does not fit the fixed asset requirements in the instructions.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit by Van Landt and Fahkanel, LLC - Audit Firm		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

Pursuant to grant requirements, the financial Audit will be conducted by City's Outside auditing firm

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

Description	Calculation for Expense	Total
Travel to Sacramento for Grantee Meetings	Southwest Airline Roundtrip Ticket \$400 x 2 SFPD staff members (each year for 3 years)	\$2,400.00
Hotel Stay in Sacramento	1 night, 2 rooms @ \$150/each (each year for 3 years)	\$900.00
Meals	\$45 each for 2 staff members (each year for 3 years)	\$270.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$3,570.00

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

Travel includes airfare, a one-night hotel stay, and meals at City reimbursement rate.

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

NA



THE CITY OF
SAN FERNANDO

CITY COUNCIL

**MAYOR
CELESTE T. RODRIGUEZ**

**VICE MAYOR
MARY MENDOZA**

**COUNCILMEMBER
JOEL FAJARDO**

**COUNCILMEMBER
CINDY MONTAÑEZ**

**COUNCILMEMBER
MARY SOLORIO**

July 7, 2023

State of California BCSS
2590 Venture Oaks Way, Ste 200
Sacramento, CA 95833

SUBJECT: Impact of City of San Fernando Police Department Theft Prevention Project

The City of San Fernando Police Department is proposing a Theft Prevention Project using BSCC Organized Retail Theft Grant funds. If awarded, the City will install 37 Flock cameras in strategic areas throughout the city, including ingress and egress points, retail locations, and at major thoroughfares. The impact of this portion of the project will be positive in that it will assist in solving theft crimes, deterring from, as well as apprehending individuals engaging in retail and catalytic converter theft. This project will also create a robust network for community collaboration in addressing safety concerns.

The City of San Fernando Police Department will also implement quarterly Catalytic Converter Etching Events. These events will serve to reduce the number of catalytic converter thefts within the community and will assist in the recovery of stolen catalytic converters as well as prosecution of individuals involved in the theft of these devices.

Implementation of the City's Theft Prevention Project as outlined in the grant proposal will positively impact businesses and residents by deterring criminal behavior, promoting collaboration between residents, businesses and the Police Department, and increasing the sense of well-being within the community.

Sincerely,

Chief Fabian Valdez
Chief of Police

**POLICE
DEPARTMENT**

**910 FIRST STREET
SAN FERNANDO
CALIFORNIA
91340**

**OFFICE OF THE
POLICE CHIEF
(818) 898-1250**

**DETECTIVE DIVISION
(818) 898-1256**

**PATROL DIVISION
(818) 898-1267**

**RECORDS DIVISION
(818) 898-1281**

**SUPPORT SERVICES
DIVISION
(818) 898-1267**

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BLACK & WHITE

Since 1946

June 26, 2023

Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

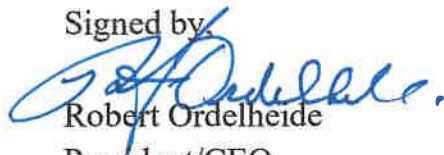
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Black & White Towing Inc., supports and agrees to collaborate with the City of San Fernando Police Department on its Organized Retail Theft Prevention Grant Program proposal.

As a part of this grant, Black & White Towing Inc. supports the City of San Fernando Police Department's Theft Prevention Project. We agree to work with San Fernando Police Department to ensure the success of the Theft Prevention Project by providing two tow operators and two tow trucks for six hours each, four times annually. The tow operators will perform vehicle lifts with the tow trucks to allow San Fernando Police Department Staff to etch catalytic convertors mounted underneath the vehicles.

Black & White Towing Inc. is proud to collaborate in this community outreach effort in supporting the prevention or deterrent in the proliferation of catalytic convertors thefts.

Signed by



Robert Ordelle

President/CEO

Black & White Towing Inc.

10857 San Fernando Road, Pacoima, CA 91331

Phone: (818) 896-9511 Fax: (818) 896-1031

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to Department employees that affirms the San Fernando Police Department's commitment to policing that is fair and objective.

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

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

401.2 POLICY

The San Fernando 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

Employees 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).

Employees 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.

San Fernando Police Department

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Bias-Based Policing

401.4 EMPLOYEE RESPONSIBILITIES

Every employee 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. Employees should, when reasonable to do so, intervene to prevent any biased-based actions by another employee.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

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

401.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, commencing January 1, 2022, 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 San Fernando Police Department is the primary agency, the San Fernando 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 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) The Chief Of Police or his/her designee should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - (a) The Chief of Police or his/her designee should document these periodic reviews.

San Fernando Police Department

San Fernando PD Policy Manual

Bias-Based Policing

- (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 employee of this Department who discloses information concerning bias-based policing.

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Chief of Police or his/her designee shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

Supervisors should ensure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy). Such annual reports shall be submitted annually with the first round of such reports due on or before April 1, 2023.

401.7 ADMINISTRATION

Each year, the Support Services Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.8 TRAINING

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

- (a) All sworn officers 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 officers of this Department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn officer 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)).

Public Safety Video Surveillance System

341.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

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.

341.2 POLICY

The San Fernando 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.

341.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Employees 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.

341.3.1 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 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.

The cameras shall only record video images and not sound. 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.

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- (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 office and the Communications Center. 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 the Communications Center 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.

341.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

341.3.3 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 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 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.

341.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure employees are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

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341.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

341.4.2 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 safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups 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.

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

341.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. 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 minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. 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.

341.5.1 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

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individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

341.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the San Fernando Police Department.

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 Support Services Commander 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.

341.7 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.

341.8 TRAINING

All department employees 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 also address state and federal law related to the use of video surveillance equipment and privacy.