

Title	San Rafael Police Department	07/05/2023
	by Alex Holm in Organized Retail Theft Prevention Grant Program	id. 41318552
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Original Submission 07/05/2023

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) **San Rafael Police Department**

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

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

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

Lead Public Agency **San Rafael Police Department**

Applicant's Physical Address **1375 Fifth Avenue
San Rafael
California
94901
US**

Applicant's Mailing Address (if different than the physical address) **1375 Fifth Avenue
San Rafael
CA
94901
US**

Mailing Address for Payment **1375 Fifth Avenue
San Rafael
California
94901
US**

Tax Identification Number **94-6000424**

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 **Alex
Holm**

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

Project Director's Physical Address **1375 Fifth Avenue
San Rafael
California
94901
US**

Project Director's Email Address	517@srpd.org
Project Director's Phone Number	+14154853195
Financial Officer	Beth Minka
Financial Officer's Title with Agency/Department/Organization	Police Administrative Technician / Business Office
Financial Officer's Physical Address	1375 Fifth Avenue San Rafael California 94901 US
Financial Officer's Email Address	412@srpd.org
Financial Officer's Phone Number	+14154853040
Day-To-Day Program Contact	Alex Holm
Day-To-Day Program Contact's Title	Police Lieutenant
Day-To-Day Program Contact's Physical Address	1375 Fifth Avenue San Rafael California 94901 US
Day-To-Day Program Contact's Email Address	517@srpd.org
Day-To-Day Program Contact's Phone Number	+14154853195
Day-To-Day Fiscal Contact	Beth Minka
Day-To-Day Fiscal Contact's Title	Police Administrative Technician / Business Office

Day-To-Day Fiscal Contact's Physical Address	1375 Fifth Avenue San Rafael California 94901 US
Day-To-Day Fiscal Contact's Email Address	412@srpd.org
Day-To-Day Fiscal Contact's Phone Number	+14154853040
Name of Authorized Officer	Alex Holm
Authorized Officer's Title	Police Lieutenant
Authorized Officer's Physical Address	1375 Fifth Avenue San Rafael California 94901 US
Authorized Officer's Email Address	517@srpd.org
Authorized Officer's Phone Number	+14154853195
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 Rafael Police Department Auto Theft Reduction Project
Proposal Summary	The San Rafael Police Department is committed to reducing the number of vehicles stolen in San Rafael to below 200 thefts per year by 2027. We designed a plan to accomplish this goal through education, prevention, investigation, and enforcement. The project plan includes: Social media campaigns, prevention literature, provisioning of anti-theft devices to those most vulnerable, implementation of fixed-location ALPR system strategically placed based on crime data, adoption of technology solution to provide real-time and on-demand statistical analyses for directed deployment, result measurement, and local inter-agency data sharing and analysis for investigations.

**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 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

The City of San Rafael, located in the San Francisco Bay Area and the County of Marin, has had a long standing and significant motor vehicle theft problem. A publication by the California Highway Patrol (CHP, 2021) revealed 792 vehicles were reported stolen in the County of Marin in 2021. The San Rafael Police Department documented 387 vehicle thefts in San Rafael during the same period, accounting for approximately 49% of all motor vehicle thefts in the county. By contrast, the City of San Rafael accounts for less than one quarter of the population of Marin County.

A stolen vehicle review was conducted by the San Rafael Police Department (SRPD) for the period January 1, 2021–May 27, 2023 (“Review Period”). The review analyzed vehicle theft and recovery reports, calls for service, and data within the department’s records management system.

During the review period, 1,178 vehicles were reported stolen in San

Rafael. Approximately 37% of vehicles stolen from San Rafael were recovered in San Rafael. Approximately 57% of vehicles stolen from San Rafael during this period were recovered by other jurisdictions, and approximately 125 vehicles were un-recovered as of June 1, 2023. The SRPD recovered 694 stolen vehicles, however only 439 of those were stolen from San Rafael. Twenty-six of the recoveries in San Rafael resulted in an arrest for vehicle theft. Vehicles stolen from San Rafael were also recovered in 70 jurisdictions outside of San Rafael. Five jurisdictions recovered more than 40 stolen vehicles reported by San Rafael: Richmond PD (144), Oakland PD (67), Novato PD (60), San Francisco PD (54) San Pablo PD (49).

The overall prevalence of vehicle theft in San Rafael has a significant impact on our community. Many victims describe inconvenience, loss of work, loss of property to include work tools, all of which all have substantial negative implications. SRPD Corporal Rick Cuddy recently interviewed a vehicle theft victim, whose life was significantly impacted by the theft of his work truck. The victim was staying at a motel in San Rafael where he had obtained a contract to complete a large painting job. The victim's work vehicle contained all the necessary equipment to complete the job. He was unable to work and had no method of transportation to even get back to his hometown outside of the SF Bay Area. The loss of income for both the victim and his employees will have a long-lasting impact on their business, their families, and the client who hired them to complete a project.

Vehicle theft in San Rafael disproportionately impacts Hispanic residents and workforce members of the San Rafael community. Out of the 1178 vehicle thefts during the review period, 610 victims were identified as Hispanic, accounting for more than 59% of vehicle theft victims. Population estimates by the Census Bureau suggest 31% percent of San Rafael residents identify as Hispanic or Latino. Additionally, 52% percent of vehicle thefts during the review period occurred in an area of San Rafael ("Police Beat 3") that is historically predominately Hispanic.

As of May 2023, the SRPD's deployable staffing is historically low. The SRPD has nine projected open police officer positions, which accounts for approximately 15% of our sworn law enforcement staff. To maintain minimum staffing of patrol officers, investigators, and resources to address additional community concerns, we are unable to dedicate personnel to proactively investigate and prevent vehicle theft by conducting time and personnel consuming targeted operations.

Geography and inter-agency communication has been a significant service gap. The data from the review period clearly shows the impacts of vehicle theft in the City of San Rafael do not simply stay within the city borders. San Rafael is centrally located within the County of Marin, along the US 101 freeway, and is also directly connected to Contra Costa County by way of the Richmond San Rafael Bridge. The geographic connection by bridge to Contra Costa County is represented in the high number of vehicles recovered out

of county (Cities of Richmond, Oakland, San Pablo), and the US 101 corridor is represented with recoveries to and from the cities of San Francisco and Novato.

The SRPD utilizes a computer aided dispatch and records management system (“RiMS”) from Sun Ridge Systems. Other jurisdictions, including those where most vehicles stolen from San Rafael are recovered, do not utilize the same system, and there is no current technology in place to share data relevant to statistical analysis, investigative leads, between San Rafael and those agencies. Officers and investigators seeking information must proactively call other law enforcement agencies by phone to obtain information, which is inefficient and not productive. There is a strong need for inter-agency information sharing, accessible to the investigator and patrol officer level at any time of day. Investigators and patrol officers should be able to obtain investigative information on suspects who have been identified and/or are in custody. We also seek to share investigative information with other agency investigators who arrest suspects associated with vehicles stolen in San Rafael, or investigators who are seeking leads on vehicles stolen or recovered in their jurisdictions.

The SRPD has identified a need for real-time statistical information to direct limited patrol personnel to locations and during times which would have the most impact. The SRPD utilizes the services of a crime analyst; however, the analyst is a shared resource among all law enforcement agencies in Marin County, therefore cannot provide a significant dedication to continuous data reporting in the area of vehicle theft. Due to the number of reports the crime analyst must author every year, the statistical information provided is not real-time and lacks current actionable information. There is a clear need to automate the statistical reporting process so the analyst can utilize expertise to interpret the data into real actionable intelligence.

The SRPD has identified a need for increased efficiencies to daily tasks which can in turn increase the time officers spend on enforcement and investigations. Currently, officers are tasked with logging into up to 10 different systems in order to complete an investigation. A comprehensive database connection software would greatly decrease the amount of time an investigator spends looking for and compiling information.

Vehicle theft will be reduced with significant upgrades to technology, increased communication with the public, and by providing modern investigative tools to our officers and investigators.

Project Description

The goal of this project is to reduce the number of vehicles stolen each year in San Rafael to below 200 thefts per year by 2027 through education, prevention, investigation, and enforcement. This project aligns with the San Rafael City Goals and objectives to reduce auto thefts and Part 1 crimes while ensuring privacy and equity considerations.

Education and Prevention:

The SRPD will identify the most highly effective and cost-efficient anti-theft devices available, such as steering wheel locks. The SRPD will utilize grant funds to provision vehicle theft prevention devices to the most vulnerable population based on prior statistical analysis. Anti-theft device availability will be shared through social media campaigns, community engagement events, and by officers who have contact with those more at risk for vehicle theft. Devices will also be made available at the Public Safety Center.

SRPD will utilize an existing multi-disciplinary social media and community engagement outreach team to plan and implement in-person community engagement to target our community in geographical areas where vehicle theft is the most prevalent. Community engagement will reach the most vulnerable members of the community. The team will also utilize this time to provide access to vehicle theft prevention devices, and to those vehicle theft impacts the most. Hands-on and in-person provision of vehicle theft devices will ensure those receiving them have the appropriate knowledge to utilize the device to its maximum potential.

Social media campaigns targeting auto theft prevention will be developed to provide best-practice prevention tips to the most vulnerable population likely to experience vehicle theft. Multi-lingual Text, images, short videos, will be developed. Campaign content will be reviewed by leadership prior to release, ensuring the content meets our previously developed guidelines.

The SRPD will develop vehicle theft prevention literature to include handouts and online resources. Handouts will be provided to the public at community events, be made available at the public safety center, and made available to vehicle theft victims. The literature will be developed in multiple languages and include prevention techniques, contacts, and other available resources such as anti-theft devices.

In addition to handouts, the SRPD will develop a multi-lingual online resource to provide easily accessible prevention and victim resources to the public. The online resource may be provided by officers responding to calls, through social media campaigns, and using QR codes on handouts and at community events.

Investigation and Enforcement:

As of May 2023, the SRPD's deployable staffing is at a historic low and therefore we are unable to dedicate personnel to proactively target vehicle theft. The SRPD is seeking technology solutions to increase efficiencies and provide a more effective way to respond to vehicle theft.

In recent years, the SRPD has operated existing ALPR technology with eight cameras attached two patrol cars and a mobile trailer. The SRPD is seeking to expand upon this technology by utilizing fixed-location ALPR.

Fixed location ALPR cameras are known to be a cost-effective force multiplying tool for law enforcement to identify and investigate a variety of crimes, most notably vehicle theft. Our priorities are to recover stolen vehicles, prevent vehicle theft, and prosecute those who are responsible for vehicle theft.

The SRPD surveyed other California law enforcement agencies to help determine the effectiveness of the available technologies. Twenty-five respondents reported utilizing fixed camera ALPR systems. Many reported significant successes in vehicle theft recovery and suspect identification. For instance, the City of Morgan Hill recovered 51 stolen vehicles in the first 2.5 months of ALPR implementation, reporting “Without Flock (ALPR), it would take eight months to achieve similar results”.

The SRPD has analyzed crime trend data to measure the potential impact of ALPR technology on vehicle theft recovery and investigations. Fixed Location ALPR technology placed strategically throughout the city congruent with best practices and with direct correlation to historic crime trends will help meet vehicle theft goals while addressing both disproportionate victimization and reduce potential for bias within the enforcement component. Additionally, the SRPD has developed a draft policy to address privacy, use restrictions, transparency, and reporting requirements. The policy will further establish guidelines to mitigate potential biases and protect sensitive personal identifying information.

The SRPD has developed a staff report with a recommendation to enter a contract with Flock Safety for 18 fixed location ALPR cameras and one portable ALPR camera. The staff report is scheduled to be presented to San Rafael City Council in August 2023. Should this grant be approved, the SRPD seeks to increase the proposed fixed location cameras to 30. The increase will address additional highly traveled ingress and egress intersections and roadways that an 18-camera deployment would be unable to satisfy, closing a significant service gap. Should the program prove successful, and we are confident that it will, the SRPD will seek continued funding from the City of San Rafael at the termination of this grant period.

The SRPD has developed a draft policy to address privacy, use restrictions, transparency, and reporting requirements as it relates to a fixed location ALPR system.

The SRPD will develop a response plan for fixed camera ALPR alerts. The response plan will include proactive monitoring of the system by the San Rafael Police Communications Center (Dispatch), availability of live monitoring by patrol officers when appropriate, visual confirmation of “hits”, confirmation of current hit status through law enforcement databases, patrol deployment through the dispatch center, and a law enforcement response plan that is congruent with current policies.

The SRPD will train current officers and dispatchers in the use of the Flock ALPR system, the portal, and the applicable use policy. The SRPD will develop a resource guide to be provided to employees who utilize the system.

The SRPD will utilize an online transparency portal serving as a hub for information around our Automated License Plate Recognition cameras and systems. The portal will include SRPD policies, data retention, number of owned cameras, external agencies that information is shared with, hotlists used, number of vehicles detected, number of hotlist hits, and other information that may be released to the public. The SRPD is dedicated to transparency and will proactively demonstrate best practices regarding release of statistical data and policies.

ALPR technology strictly alerts on license plate hot lists and do so in a non-bias manner. Automated License Plate Recognition (ALPR) technology has the potential to reduce bias in law enforcement practices through objective data collection, unbiased targeting, data-driven policing, increased accountability, and standardized policies and guidelines.

The number of vehicles recovered outside of our jurisdiction, combined with the number of vehicles stolen elsewhere and recovered in San Rafael present a difficult challenge that can only be overcome through force multiplying technology, as well as better information sharing and collaboration with neighboring agencies.

Investigating, arresting, and prosecuting the perpetrators of these crimes – especially those leading coordinated enterprise – requires advanced data operations, investigations, and analytics tools. To be successful, the SRPD must have the ability to synthesize data quickly and accurately from a wide variety of sources within the department including Computer Aided Dispatch (CAD), Records Management Systems (RMS), various video feeds, digital evidence such as body worn camera footage, and Automated License Plate Recognition (ALPR) technology. The SRPD must also easily share information and collaborate in real-time with neighboring law enforcement agencies as individuals and groups engaged in motor vehicle theft often operate regionally. The SRPD analyst must have access to modern technologies to proactively identify trends and patterns in motor vehicle theft and related activity to better inform early SRPD intervention and prevention strategies.

The SRPD seeks to utilize grant funding under this effort to procure and implement a modern data integration, analysis, and collaboration platform from Peregrine Technologies, Inc. (“Peregrine”). Peregrine provides a unified software platform from which a department can run its coordinated strategic response to vehicle theft. Peregrine is a proven solution and is widely used by other California Law Enforcement agencies today for similar purposes, including many agencies that neighbor San Rafael – including the Jurisdiction in which the most, by far, stolen vehicles are recovered.

Peregrine will enable all roles within the SRPD to better utilize data to tackle motor vehicle theft activity:

Patrol and dispatch will have real-time, streamlined access to vital information regarding involved people, premises, and vehicles, as disparate and siloed systems are integrated into a single platform that is also available on all mobile devices.

Investigations will be able to develop leads more quickly as data is integrated and connected automatically. Motor vehicle theft individuals and enterprises operate within networks and repeat offenders are common. Peregrine will help uncover hidden connections between individuals and groups through universal search, geospatial analysis, and network analysis that will lead to more cases closed quickly with greater confidence.

Analysts will be able to spend less time gathering, cleaning, and linking data and more time on valuable analysis that can inform and counter motor vehicle theft strategies.

Command Staff will be able to measure the results of decisions and strategies enacted, and pivot to put scarce resources toward the most impactful approaches. The reporting functions within Peregrine will give them the information they need at their fingertips to make these difficult decisions in a data-driven manner.

Interagency coordination and collaboration will be enabled and accelerated. Peregrine provides a single platform where we can share data with partner agencies, collaborate on investigations, and plan targeted enforcement in real-time.

Data tools will be consolidated into one access point for efficient investigative efforts by officers and detectives.

Peregrine will provide a digital backbone that will allow SRPD to tackle motor vehicle theft, organized retail theft, and other high priority crimes today and align our technology investments with the departments long-term strategy and vision for improving quality of life for San Rafael's community.

SRPD has received demonstrations of the Peregrine product and are confident that the system will significantly and positively impact the quality of investigations, statistical analysis, and lead to more arrests and prosecutions for vehicle theft.

Project
Organizational
Capacity and
Coordination

The San Rafael Police Department (SRPD) is comprised of 66 sworn personnel, whom are divided into two divisions, Operations and Support Services. Within the Operations Division, there are four patrol teams comprised of 6-7 officers on each patrol team, overseen by a Team Sergeant. The patrol teams work 12-hour shifts and are managed by a dayshift and nightshift Lieutenant. The Operations Division also has a Traffic Unit comprised of two motor officers and a Sergeant. The Investigations Unit falls within the Support Services Division. The Investigations Unit has six Detectives and is overseen by an Investigations Sergeant and managed by an Investigations Lieutenant. The Investigations Unit is supported by a regional Crime

Analyst who assists with data analysis, county wide crime trend coordination, and networking with other Bay Area crime analysts.

The SRPD currently operates mobile ALPR systems. Investigations into the theft of stolen vehicles and the theft of auto parts primarily falls on the patrol officer to investigate. Major case investigations involving the identification of a theft ring, chop shop, or the execution of search warrants is handled by the Investigations Unit in coordination with the Marin County Special Investigations Unit. The SRPD's proposed project will be overseen by the Dayshift Lieutenant. The Dayshift Lieutenant will work in coordination with the Investigations Lieutenant for implementation and training purposes. All patrol officers are required to participate in License Plate Recognition (LPR) training during their on-boarding process upon hiring. In accordance with Civil Code § 1798.90.51 and § 1798.90.53, the Traffic Sergeant ensures that members receive on-going department-approved training for those authorized to use or access the LPR system. Individual LPR Operators who utilize the existing mobile LPR cameras are also required to participate in hands-on training in the use of the LPR cameras. The LPR Instructors have been through LPR training for the management of the LPR system. The SRPD has an LPR Administrator that coordinates the issuance of credentials, training, security compliance, retention and destruction of records, annual audit, and fulfills Public Records Act requests. The proposed project will utilize the existing staff resources of the LPR Administrator to implement and train staff on the addition of our proposed LPR capabilities.

The proposed project will also utilize the existing staff resource of the Dayshift Lieutenant and the Investigations Lieutenant to implement Flock Safety and Peregrine across the organization to leverage technology to enable detectives and patrol officers to seamlessly and quickly access all of a department's data — like criminal records, dispatch information, case management systems, videos from body cameras, evidence, LPR data and more — all in one platform.

Patrol would be responsible for handling most stolen vehicle/stolen vehicle parts investigations. However, in the event follow-up investigation was needed, SRPD's Property Crime Detective would conduct further investigation. The proposed project to implement Flock Safety and Peregrine to assist with intelligence gathering, coordination across multiple agencies, further integrate LPR data into investigations and assist with data management.

The timeline for implementation for Flock Safety will be approximately 60 days upon approval of the proposed project. Concurrently with product installation, user credentials and training will take an estimated 60 days for all sworn officers. The timeline for implementation of Peregrine would be 90 days from grant approval and signing of the contract, which allows for system integration for all necessary data sources, issuance of end user credentials and training. The Project Manager/Dayshift Lieutenant has been in contact with both Flock Safety and Peregrine who confirmed the

above implementation timeline.

The management structure for the proposed project will be overseen by the Operations Captain. The Program Manager and Grant Administrator will be the Dayshift Lieutenant. The Dayshift Lieutenant will work in coordination with the Investigations Lieutenant, LPR Administrator and the Traffic Sergeant to ensure proper training, implementation, transparency, reporting and monitoring. The implementation and training team will report to the Dayshift Lieutenant.

Project Evaluation
and Monitoring

Identification of program management staff:

The program manager (PM) will form a team of qualified employees who possess the necessary expertise and experience in areas such as employee training, data analysis, project management, and system evaluation. The City of San Rafael Department of Digital Services will be utilized to ensure the rollout of both the ALPR technology and Peregrine software is done so using best practices and within the City's current technology infrastructure. The PM will be responsible for delegating roles and tasks to those on the project team. Staff will be chosen based on their current assignment, area of expertise, and workload.

Start-up Phase:

During the start-up phase, the PM will establish a comprehensive monitoring plan that outlines the key activities and milestones. Staff will be assigned responsibilities for monitoring and reporting on various aspects of the project, such as:

- Peregrine implementation/liaison**
- Peregrine training for staff**
- Flock implementation/liaison**
- Flock training for staff**
- Peregrine policy review**
- Flock policy review**
- Peregrine system performance evaluation**
- Flock system performance evaluation**
- Policy compliance audit**
- Transparency liaison**
- Social media campaign design**
- Design written material (handouts, online resource)**
- Purchase of anti-theft devices**

Implementation Phase:

Prior to implementation, the SRPD will develop an internal systematic monitoring process to track the progress and effectiveness of the project. Team members will periodically meet to discuss and address challenges, areas for improvement, and make necessary adjustments to the implementation strategy using an iterative process.

Service Delivery Period:

The SRPD will continuously monitor the project's performance and adherence to the evaluation criteria. A feedback loop will be implemented to gather input from all personnel using the systems and incorporate their insights into program enhancements. The PM will regularly review the project's effectiveness, scalability, and operational efficiency, and implement improvements or modifications as needed.

Training and skill enhancement:

Project team members will be evaluated for existing skillsets related to their roles, and training will be conducted for any identified gaps. Specific team members will be identified to provide necessary training and resources to ensure users have a comprehensive understanding of both Flock and Peregrine systems, as well as relevant SRPD policies.

Reporting and documentation:

In addition to providing a single platform for running SRPD's motor vehicle theft enforcement and prevention strategy, Peregrine will also provide the tools to measure the impact of this grant. The data sources and measurement criteria put forth in this application can be monitored and evaluated using the reporting and dash-boarding functions within the Peregrine software platform. This will allow the San Rafael Police Department to measure in real-time the impact of actions taken by the department, allowing us to ensure we are utilizing our scarce resources in the most efficient and effective manner possible. Reports developed in Peregrine will provide real-time, live updates without the need for staff time to analyze the data and build visual reports. The crime analyst will monitor the dashboard to ensure quantifiable data accurately represents crime statistics within the City of San Rafael.

The San Rafael Police Department will publish a bi-annual progress report to all police personnel. The report will be utilized to re-evaluate response plans, increase effectiveness in areas where gaps may exist. The performance of the program will be compared to existing statistical data to include number of vehicles stolen, number of vehicles recovered, geographic considerations, arrests, and prosecutions.

The Evaluation criteria will be as follows, and compared to historical data:

Number of vehicles stolen

Number of stolen vehicles recovered

Number of arrests for vehicle theft

Number of suspects prosecuted for vehicle theft

Number of cases in which information obtained through Peregrine was utilized during an investigation

Number of searches conducted through Peregrine software

Number of searches conducted through Flock software
Number of “hits” alerted by ALPR
Accuracy percentage of “hits” by ALPR
Percentage of “hits” located

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

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[APPENDIX_D_-_Grantee-Assurance-for-Non-Governmental-Organizations-ORT.pdf](#)

Local Impact Letter(s) (Appendix E)

[APPENDIX_E_-_Local_Impact_Letters.pdf](#)

Letter(s) of
Commitment,
(Appendix F)

n/a

Policies Limiting Racial Bias

[BIAS_BASED_POLICING_POLICY_401.pdf](#)

Policies on Surveillance Technology

[ALPR_and_SURVEILLANCE_POLICY.pdf](#)

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

[APPENDIX_G_-_Certification_of_Compliance_Signed.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Reduce auto theft in the City of San Rafael to below 200 occurrences per year by January 1, 2027
Objectives (A., B., etc.)	<ol style="list-style-type: none"> 1) Education and prevention <ol style="list-style-type: none"> a) Social media campaign b) Purchase and dispersal of anti-theft devices c) Development and deployment of prevention literature (print and online resources) 2) Investigation and enforcement: <ol style="list-style-type: none"> a) Implementation and expansion of fixed location automated license plate recognition (ALPR) technology b) Development of response plan and training for fixed ALPR alerts c) Private and public partnerships, allowing private organizations to share ALPR data with SRPD d) Implementation of public-facing transparency portal e) Implementation of technology solution to provide real-time and on-demand statistical analysis for directed deployment, result measurement, inter-agency data sharing and analysis for investigative purposes f) Feedback for plan iteration

<p>Process Measures and Outcome Measures:</p>	<ul style="list-style-type: none"> a) Education and Prevention <ul style="list-style-type: none"> a. Social media campaign <ul style="list-style-type: none"> i. Total number of interactions ii. Type of content related to number of interactions (i.e. video, photo, text, etc.) b. Dispersal of anti-theft devices <ul style="list-style-type: none"> i. Number of devices provided to public ii. Number of vehicles stolen where anti-theft device was used c. Development of prevention literature (print and online resources) <ul style="list-style-type: none"> i. Number of print resources provided ii. Number of impressions/visits for online resources b) Investigation and enforcement: <ul style="list-style-type: none"> a. Total number of vehicles stolen from San Rafael per year b. Total number of vehicles recovered within the City of San Rafael per year c. Total number of ALPR alerts received d. Effectiveness percentage based on camera geographic location e. Total number of stolen vehicle recoveries as a result of ALPR alert f. Comparison of number of fixed location ALPR alerts vs. existing mobile ALPR technology g. Number of arrests associated with vehicle theft h. Number of successful prosecutions for vehicle theft i. Total number of data searches using Peregrine j. Total Peregrine user logins k. Report of statistical data provided using Peregrine tool, and impact on directed enforcement plans 		
<p>Project activities that support the identified goal and objectives:</p>	<p>Responsible staff/partners</p>	<p>Timeline</p>	
<ul style="list-style-type: none"> a. Implementation of Flock fixed location ALPR cameras b. Implementation of Peregrine, a modern data integration, analysis, and collaboration platform. 	<p>Project manager (SRPD Staff)</p>	<p>a) September 1, 2023</p>	<p>a) December 1, 2023</p>

<ul style="list-style-type: none"> c. Social media campaign d. Purchase and dispersal of vehicle anti-theft devices e. Development of prevention literature (print and online) 		<ul style="list-style-type: none"> b) September 1, 2023 c) September 1, 2023 d) September 1, 2023 e) September 1, 2023 	<ul style="list-style-type: none"> b) January 1, 2023 c) Ongoing d) Ongoing e) November 1, 2023
<p>List data and sources to be used to measure outcomes:</p> <p>Peregrine: a modern data integration, analysis, and collaboration platform. Peregrine will be used to create dashboards that provide both real-time and overall goal and objective measurement. Enforcement data from existing database platforms (records management, computer aided dispatch, etc.) and processed by Peregrine.</p> <p>Additional data sources will come from social media platforms, existing online analytics tools (Google analytics), used to measure online engagement.</p>			

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

Name of Applicant: *San Rafael 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	\$48,600.00
2. Services and Supplies	\$5,000.00
3. Professional Services or Public Agencies	\$444,750.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$498,350.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Sergeant Overtime Rate	\$135.33 / hour + 1.45% Medicare (\$1.96/hr) = \$137.29 per hour x 360 hours = \$48,600	\$48,600.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$48,600.00

1b. Salaries & Benefits Narrative:

To properly manage and support this grant program, we anticipate approximately 10 hours per month in overtime cost during this three year grant. The management structure for the proposed project will be overseen by the Operations Captain. The Program Manager and Grant Administrator will be the Dayshift Lieutenant. The Dayshift Lieutenant will work in coordination with the Investigations Lieutenant, LPR Administrator and the Traffic Sergeant to ensure proper training, implementation, transparency, reporting and monitoring. By contract, overtime for the aforementioned personnel must be at the Sergeant Overtime Rate.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
The Club Anti Vehicle Theft Device	Pricing varies, estimating \$50 per unit. Requesting 100 units	\$5,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$5,000.00

2b. Services and Supplies Narrative:

As part of our Anti Vehicle Theft Program, we would like to hand out The Club to members of the community that cannot afford to buy one.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Peregrine Technologies 3-Year Service Agreement	3-Year Agreement @ \$100,000 per year	\$300,000.00
Flock safety	Year 1 - 15 Cameras + install \$54,750, Year 2 - \$45,00, Year 3 - \$45,000	\$144,750.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$444,750.00

3b. Professional Services Narrative

The San Rafael Police Department seeks to utilize this grant funding to procure and implement a modern data integration, analysis, and collaborative platform from Peregrine Technologies at \$100,000 per year for three years. Peregrine provides a unified software platform from which a department can run its coordinated strategic response to vehicle theft. In conjunction with Peregrine, the San Rafael Police Department intends to use grant funds to enhance a proposed project with Flock safety and add 15 fixed ALPR cameras.

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
		\$0.00
		\$0.00
TOTALS		\$0.00

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

Enter narrative here. You may expand cell height if needed.

5a. Data Collection and Evaluation

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

5b. Data Collection and Evaluation Narrative

Enter narrative here. You may expand cell height if needed.

6a. Equipment/Fixed Assets

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

6b. Equipment/Fixed Assets Narrative

Enter narrative here. You may expand cell height if needed.

7a. Financial Audit

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

7b. Financial Audit) Narrative:

Enter narrative here. You may expand cell height if needed.

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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

Enter narrative here. You may expand cell height if needed.

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>	\$0	\$0
TOTAL	\$0	\$0

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**



SAN RAFAEL POLICE DEPARTMENT

1375 FIFTH AVENUE . SAN RAFAEL . CA . 94901

DAVID C. SPILLER, POLICE CHIEF

OFFICE (415) 485-3000 www.srpd.org FAX(415) 485-3043

To: Board of State and Community Corrections

Re: The Organized Retail Theft / Auto Theft Prevention Grant Program

Date: July 3, 2023

At this time, the San Rafael Police Department is not seeking to collaborate with outside agencies related to Organized Retail Theft or Auto Theft.

Part of the project proposal includes implementation of a technology solution to provide real-time and on-demand statistical analysis for directed deployment, and result measurement. The technology may also include inter-agency data sharing and analysis integrations, however the specific outside agencies where collaboration may occur have not been fully identified at this time. The San Rafael Police Department will submit a local impact letter upon identification of collaborating agencies.

A handwritten signature in blue ink, appearing to read "Alex Holm", with a long horizontal stroke extending to the right.

Lt. Alex Holm

San Rafael Police Department

1375 Fifth Avenue, San Rafael, CA 94901

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the San Rafael 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 Rafael Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

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

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Bias-Based Policing

401.4 MEMBER RESPONSIBILITIES

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

401.4.1 REASON FOR CONTACT

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

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

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

401.4.2 REPORTING OF STOPS

Data collection for this department is not required until January 1, 2022.

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the San Rafael Police Department is the primary agency, the San Rafael 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) Supervisors 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.
 1. Supervisors should document these periodic reviews.

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Bias-Based Policing

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

401.6 ADMINISTRATION

Each year, the Operations Bureau 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.

401.7 TRAINING

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

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy.

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

Automated License Plate Readers (ALPRs)

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.

426.2 POLICY

The policy of the San Rafael Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

426.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the San Rafael Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Operations Bureau Commander. The Operations Bureau Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

426.3.1 ALPR ADMINISTRATOR

The Operations Bureau Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

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Automated License Plate Readers (ALPRs)

426.4 OPERATIONS

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

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

426.5 PROCEDURE

When an alert is received by a mobile or fixed post ALPR, dispatchers or officers will need to compare the detection (photo of vehicle and license plate) to the character recognition for accuracy. Misreads are possible and will occur. In addition, officers and dispatchers should remember to compare the state of the hot list source to the state of the scanned license plate. Officers or dispatchers should verify the ALPR alert response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

Upon confirmation that the ALPR alert is a match to a 'hot plate' in CLETS, dispatch should enter the details of the alert into the Computer Aided Dispatch (CAD) system. All verified 'hot list' ALPR alerts should be entered as a Priority 2 with the call type as "ALPR". The CAD entry should include the following information:

- Location of the alert, to include direction of travel if known
- The reason for the ALPR alert (ex. Stolen Vehicle, Lost/Stolen Plate, etc.)
- License plate number and state
- Vehicle description as displayed in the photo
- Vehicle registration information and details pertaining to the alert

Dispatchers should consider air broadcasting details of the ALPR alert over the radio, so officers can have greater situational awareness, and be on the lookout for the vehicle.

There is no need to air broadcast or make a CAD entry if the ALPR alert is NOT an exact match. All notifications may be deleted in TAS after either entry into CAD or confirmation of no match.

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Automated License Plate Readers (ALPRs)

426.6 DATA COLLECTION AND RETENTION

The Operations Bureau Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for two years and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

426.7 ACCOUNTABILITY

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

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

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

426.8 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Operations Bureau Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

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Automated License Plate Readers (ALPRs)

426.9 TRAINING

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

Public Safety Video Surveillance System

338.1 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.

338.2 POLICY

The San Rafael 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.

338.3 OPERATIONAL GUIDELINES

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

338.3.1 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.
- (d) To assist in identifying, apprehending, and prosecuting offenders.

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Public Safety Video Surveillance System

- (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 Shift Supervisor's 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 Shift Supervisor or trained personnel in the Communications Center 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.

338.3.2 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.

338.3.3 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.

338.4 VIDEO SUPERVISION

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

338.4.1 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

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Public Safety Video Surveillance System

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.

338.4.2 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.

338.5 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.

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

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338.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the San Rafael 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 Shift Supervisor 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.

338.7 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.

338.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.