

Title	Tehachapi Police Department	07/06/2023
	by Mike Adams in Organized Retail Theft Prevention Grant Program	id. 41328383
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Original Submission 07/06/2023

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) **Tehachapi 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 **Tehachapi Police Department**

Applicant's Physical Address **220 West C ST
Tehachapi
CA
93561
US**

Applicant's Mailing Address (if different than the physical address) **220 West C St
Tehachapi
CA
93561
US**

Mailing Address for Payment **115 South Robinson St
Tehachapi
CA
93561
US**

Tax Identification Number **95-6000801**

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 **Richard Standridge**

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

Project Director's Physical Address **220 West C St
Tehachapi
CA
93561
US**

Project Director's
Email Address **rstandridge@tehachapipd.com**

Project Director's
Phone Number **+16618222222**

Financial Officer **Sue
Weir**

Financial Officer's
Title with
Agency/Department/Organization **Financial Analyst for the City of Tehachapi**

Financial Officer's
Physical Address **115 South Robinson St
Tehachapi
CA
93561
US**

Financial Officer's
Email Address **swier@tehachapicityhall.com**

Financial Officer's
Phone Number **+16618222200**

Day-To-Day Program
Contact **Jason
Dunham**

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

Day-To-Day Program
Contact's Physical
Address **220 West C St
Tehachapi
CA
93561
US**

Day-To-Day Program
Contact's Email
Address **jdunham@tehachapipd.com**

Day-To-Day Program
Contact's Phone
Number **+16618222222**

Day-To-Day Fiscal
Contact **Jason
Dunham**

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

Day-To-Day Fiscal Contact's Physical Address	220 West C St Tehachapi CA 93561 US
Day-To-Day Fiscal Contact's Email Address	jdunham@tehachapipd.com
Day-To-Day Fiscal Contact's Phone Number	+16618222222
Name of Authorized Officer	Jason Dunham
Authorized Officer's Title	Sergeant
Authorized Officer's Physical Address	220 West Ct St Tehachapi CA 93561 US
Authorized Officer's Email Address	jdunham@tehachapipd.com
Authorized Officer's Phone Number	+16618222222
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	Theft Reduction
Proposal Summary	The Tehachapi Police Department is to install 16 Automatic License Plate Readers (ALPR) throughout the city along high traffic areas in and out of our retail and services districts. As the majority of organized retail theft, vehicle theft and catalytic converter thefts are committed in the Tehachapi area by suspects coming from neighboring cities and towns, this program will greatly assist in reducing these crimes and increasing the case clearance rates.

PROGRAM PURPOSE AREAS	<p>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.</p>
Program Purpose Areas (PPAs):	<p>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 3: Cargo Theft</p>
Funding Category Information	<p>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.</p>
Funding Category	<p>Medium Scope (Up to \$6,125,000)</p>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</p>

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 Tehachapi is in an isolated mountain community located in the eastern part of Kern County. The city has an estimated population of 13,000 residents, however, when encompassing the surrounding unincorporated areas, the population easily tops 30,000 residents. State Highway 58 is the major thoroughfare which passes through the center of the city with daily traffic counts at an estimated 30,000 cars per day. Daily highway traffic has significantly increased over the last few years due to a Loves and Flying J truck stops, a Walmart, a Home Depot, Tractor Supply and various hotels. The nearest communities with any services equivalent to ours are approximately 45 minutes away. In addition, Tehachapi is also the main source of shopping for the eastern portion of Kern County along State Highway 58. So, in addition to the local and vehicle traffic, we see an influx of other residents coming to Tehachapi to purchase goods and utilize services.

Given our unique location on the Highway 58 route we have seen a

significant increase in retail theft, vehicle theft and catalytic converter theft. Virtually all of which have been perpetrated with a vehicle as means of a getaway car.

Surrounding agencies and the California Highway Patrol have a limited presence in our area. Once criminals can access the highway or the alternative access roads down to the Mojave Desert, their escape is almost guaranteed. There is no air support in the area and allied agency response times are too great to immediately assist in any way consistently favorable. The Tehachapi Police Department is an agency of approximately 20 officers with 2 to 3 officers per shift and one department detective. This limited staffing creates issues with regular patrols of high theft areas, searching and circulating larger areas for suspects and suspect vehicles, organizing effective containment zones and timely follow up on expiring leads.

The geographical conditions have made park and ride designated areas, large box store parking lots and large commercial parking areas popular for personal and commercial vehicles stored for a day, days or weeks at a time. This creates investigative challenges due to the delayed reporting by victims.

As mentioned previously, our Walmart, Home Depot, Tractor Supply and truck stops are directly off Highway 58. Additionally, all 6 of our hotels are immediately off Highway 58 or within a mile. The majority of the City's retail district is also within a mile of Highway 58, in a condensed group of shopping centers and plazas. Including 4 cellphone retail stores who have all suffered from unsolved armed robberies over the last 6 years.

There is astounding evidence to show most of the armed robberies, organized retail thefts, vehicle thefts, catalytic converter thefts and cargo thefts are suspected of being committed by criminals who are from other communities. We know this based on several investigations in which we were successful in obtaining workable information which resulted in an arrest or a criminal filing.

Through smart phone location-based data services, Tehachapi City Hall has discovered that 70 percent of Walmart's business is by shoppers from out of the area. Similar percentages can be assumed for the truck stops, restaurants, and hotels off Highway 58.

Our local criminal community is small enough that officers are familiar with the career criminals, repeat offenders, the vehicles they drive, their frequented areas and modus operandi (criminal act methods). Frequent probation and parole searches of residences have revealed very little evidence that the discussed crimes are being committed by locals.

During many of these theft investigations, the vehicle and suspect descriptions are usually unknown to local officers. The reported last directions of travel and a general vehicle description are typically the only information victims or witnesses of these crimes can provide.

Most commonly, our investigations have revealed the suspects flee our city in the direction of Highway 58 or the back roads to the Mojave Desert taking them to Lancaster or Palmdale. Several times, local cellular telephone retail stores were able to actively GPS track stolen smart devices in armed robberies, which revealed the direction the suspects fled was towards Bakersfield or Lancaster.

Traditional methods to deter these crimes can generally be unsuccessful. Saturated patrols are typically used to deter crime, but predicting where to be and when is the challenging part. Focusing on saturated patrols would require unattainable and expensive staffing resources over time.

The utilization of “bait vehicles” would be costly, time invested and ineffective. Whether using RFI trackers in staged catalytic converters or GPS tracking devices on staged vehicles “bait cars,” it would be difficult to predict where and when the thefts would occur or the preferred targeted vehicle types. Such methods would require constant 24/7 monitoring by officers.

The wide variety and quality of retail and commercial security camera systems have limited them as dependable sources of evidence. Rarely are they properly positioned, monitored and/or recorded, if any are installed at all. The video quality is generally grainy at best making even a partial license plate unlikely, leaving only limited vehicle descriptions. Last, several of these corporate type stores do not have instant access to the camera system if there is one which greatly limits our department’s ability to obtain descriptive information to conduct a quick and thorough investigation.

Our crime statistics are similar to most other agencies in the state per capita. Since November of 2019, 74 catalytic converters have been reported stolen. That does not consider those that have been unreported or stolen in the county jurisdiction of Tehachapi. Vehicle thefts over the same period were 151. Shoplifting (Penal Code 459.5) offenses, which is how our agency categorizes retail crime for statistics, was 207.

With all this information, we have identified a need to have the ability to capture vehicle license plates as vehicles traverse our city, mainly in our retail populated areas and our city’s ingress and egress routes. The ideal situation would be to have a resource that can assist in identifying suspect vehicles and descriptions with partial and full license plates. Having all this information on a reliable, retained, and easy to access system for post investigation follow up while having limited investigative and staffing resources is necessity for the safety of residents, visitors, businesses, and our city’s overall quality of life.

After careful consideration of various methods utilized to mitigate the discussed crimes, it has been determined that Automatic License Plate Reading (ALPR) services would best suit our agency's needs.

ALPRs, specifically through the company Flock Safety, currently provide service to thousands of law enforcement agencies.

ALPRs are high-speed, computer-controlled camera systems that are typically mounted on street poles, streetlights, highway overpasses, mobile trailers, or attached to police squad cars.

ALPRs automatically capture all license plate numbers that come into view, along with the location, date, and time and store them on an accessible cloud data base.

Since Flock Safety and other service providers like it provide services to a multitude of agencies, each agency's ALPRs can share captured vehicle data with each other [agencies] in an expansive network. If one of our suspect vehicles, that we entered into the database, is captured by an ALPR in another city or county, we will be notified with the location, date, time and the captured image.

Additionally, investigators can access the Flock Safety online portal and search already captured images by vehicle make, type, and color, license plate (missing plate, covered plate, state of the license plate), unique features (roof rack, bumper stickers, and window stickers), number of times the vehicle has been seen in the last 30 days, and associated vehicles.

Flock Safety's system constantly accesses license plate and vehicle information with the California Law Enforcement Telecommunications System (CLETS) and The National Crime Information Center (NCIC). Any vehicle entered into these systems by law enforcement nationwide that an ALPR captures, the agency where that ALPR is installed will be alerted.

For the projected 3 years of this grant program, Flock Safety will provide 24/7 customer service and online portal access for investigators to utilize. Flock Safety's company technicians will install 16 ALPRs at predetermined locations in the city.

Tehachapi has 3 Highway 58 ramps to the north of town, and 2 other two lane roads that take you out of the city. These are the only accessible routes to Tehachapi. By placing ALPRs at these ingress and egress points, we can effectively capture all vehicles entering and exiting Tehachapi. These locations were chosen since it is financially unviable for my agency to place an ALPR at every intersection, on every street and every parking area. No matter where a vehicle, catalytic converter or cargo or is stolen, the involved vehicle(s) will be captured at one of these four points entering and or leaving Tehachapi if a vehicle description or license plate is known.

Additionally, 2 ALPRs will be installed at the primary intersection centered in the business district where the majority of the organized

retail theft, general shoplifting, and vehicle thefts occur. Not to mention frequent catalytic converter thefts in the parking areas at all hours.

The ALPRs are individually solar powered and transmit wirelessly. They are self-contained and will likely require very little maintenance over the 3 years. If any of the Flock Safety products do require maintenance or service, Flock Safety includes that service under the annual service fee, including free replacement if the camera is vandalized or stolen.

No residential areas will be directly affected by this program as the ALPRs are only situated off of the highway and the center of the business districts.

The ALPR program will address the project's needs by assisting in identifying suspect vehicles with limited scene evidence, witness information, descriptions and partial license plates in a timelier manner. Allowing more effective broadcasts to be issued to surrounding agencies. Identifying suspects and persons of interests through department motor vehicle databases and possible links to similar organized crimes in other jurisdictions. Identifying suspects' driving patterns, casing methods, target preferences, and ingress and egress. Having all this information on a reliable, retained, and easy to access system for post follow up investigations while having limited investigative and staffing resources. Effectively reducing the targeted crimes centered around in this grant program.

There is no direct collaboration with any specific agency or entity during this program. The program is simply in house. The program will be assessed, planned, implemented, coordinated, monitored and evaluated by agency personnel and Flock Safety services solely.

The goal and objectives of this program are to significantly reduce the recurrence of these specific crimes over the 3-year program time. Increasing case clearance rates by identifying and arresting suspects more often. Developing a system that provides more reliable evidence for successful prosecutions. Ultimately, providing the victims of these crimes a greater chance for property recovery and or restitution.

The rationale behind this proposed program is best explained by one of the experts:

“Less than 18% of property crime get solved. There just aren't enough leads for law enforcement to track down the evidence needed to solve crime. So, if a porch pirate steals a package off of your doorstep, she's probably going to get away with it.”

Interestingly, nearly 70% of crime involves a vehicle and license plates are public information. If you want to keep your community safe, you can use technology that identifies vehicles, tracks leads, and helps law enforcement capture the evidence to solve crime. In

fact, with the use of automated license plate readers, law enforcement officers have a better chance of decreasing the crime rate. Automatic license plate readers can read up to 900 plates per minute.” [Flock Safety]

The ALPRs proposed are a permanent solution. Best suited for smaller agencies faced with the same challenges as larger ones.

The Tehachapi Police Department has a current policy specific to ALPRs, Policy and Procedure 571. It is in compliance with Civil Codes under 1798.90 and Government Code 34090.6. The policy is conspicuously posted on the Department’s website. It outlines administrator responsibilities, access and operation, data collection and retention, accountability, data request procedures, and training.

It states that ALPR data may be shared ONLY with other law enforcement or prosecutorial agencies for official law enforcement purposes or otherwise permitted by law.

Safeguards are put in place to protect this data. Password protected access, user access logs and regular audits. Prior to access, department members are required to complete Department-approved training.

Flock System ALPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, or other areas of non-vehicle traffic, intersections.

The Tehachapi Police Department has a current policy specific to Bias-Based Policing, Policy and Procedure 502. It is in compliance with Penal Codes 13519.4, 13012, and 13020, Government Codes 12525.5 and 8310.3 and California Code of Regulations Title 11 CCR 999.226 and 999.226. The policy is conspicuously posted on the Department’s website.

It outlines definitions, prohibited policing, the state’s Religious Freedoms Act, member responsibilities, supervisor responsibilities, administrative, training and reporting to the state’s Department of Justice.

It defines bias-based policing as: “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).”

It focuses on reporting stops and documenting reasons for contact. It details supervisor responsibilities in regard to periodically reviewing MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used

to document contact between officers and the public to ensure compliance with the policy. Initiating investigations of any actual or alleged violations of this policy in a timely manner. Taking prompt and reasonable steps to address any retaliatory action taken against any member of this Department who discloses information concerning bias-based policing.

Again, Flock System ALPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, or other areas of non-vehicle traffic, intersections. They capture the rear of vehicles on the roadway. The ALPRs will not be installed in or near residential areas, but only in the business districts and Highway 58. This is the primary business district and no single demographic.

Project
Organizational
Capacity and
Coordination

This program will not require any dedicated staff. There is no formal training besides the instructional Flock Safety tutorials and reviewing pertinent department policy. Officers assigned to the Investigation's Bureau, patrol supervisors and the Chief will have full access to the Flock Safety online portal. Patrol officers and dispatchers will have limited access based on need determined by the Chief of Police, the Investigations Bureau and or patrol supervisors.

The program is primarily self-functioning. It constantly communicates with CLETS and NCIC and these systems alert an agency if there is a vehicle locate. The Flock Safety online portal will be accessed to enter vehicle information or to search the captured images database in response to criminal investigations.

Regular audits will be conducted through the agency's records management system and the Flock Safety agency database to monitor the program's implementation. The Investigations Bureau, Records and Communications Division will be assigned this responsibility.

Again, there are no partnerships with other agencies since this is a in house technology-based program.

The contract with Flock Safety will not occur until this proposal is granted. Once the contract is made, Flock Safety will require approximately 4 months to obtain the necessary permits and to install the ALPRs. The projected date for program operation is January or February of 2024.

The Records and Communications Division will be responsible for implementing any features needed to be added to the agency's records management system in order to properly document, monitor and audit the program. The Investigations Bureau will be responsible for all data collection and reporting requirements. Regular meetings will be held between patrol supervisors, the Investigations Bureau and the Communications Division in order to identify any issues with the program and program modifications based on agency need. Flock Safety will be responsible for the ALPR devices and management of the ALPR systems. The Chief of Police will be responsible for final approval of anything related to the program.

The proposed Flock Safety ALPR system is priced at \$3000.00 per camera annually with services per camera included. The program will cost an estimated \$48,000.00 a year to operate. If the program is proven effective, there are options to continue funding the program beyond the expiration date of this grant fund.

In 2022, a public safety tax, Measure S, was passed for the City of Tehachapi. This measure creates an ordinance to establish a 1¢ sales tax providing approximately \$4,000,000 annually. The tax will assist in funding general City services such as fire protection, local 9-1-1 response, crime prevention; protect drinking water; prepare for/respond to natural disasters, earthquakes/fires.

Policies and procedures can be implemented to submit for restitution in criminal court proceedings against any suspect(s) apprehended by information obtained by the Flock Safety ALPR system. If granted, this restitution can help offset the annual costs of the ALPR program.

The agency currently has a nonprofit foundation run by a Board of Trustees comprised of local business leaders, community members, faith and other nonprofit community representatives, legal and financial professionals. The foundation's primary purpose is to fundraise in order to bridge any funding gaps in the agency. A proposal can be made with the foundation to assist in annually funding the ALPR program.

Project Evaluation and Monitoring

Monitoring activities will be incorporated during the various phases of the project, including start-up, implementation, and the service delivery period. Defining the criteria for selecting the evaluation team, including their experience in law enforcement technology, data analysis, program evaluation, and privacy considerations.

Monitoring activities should be integrated throughout the different phases of the ALPR program to track progress, identify challenges, and ensure compliance with objectives and performance standards.

During the start-up phase, focus on the following monitoring activities: Develop performance metrics aligned with program objectives, establish baseline data on key performance and implement regular reporting mechanisms to track progress and identify any early challenges or issues.

During the implementation phase, monitoring activities should focus on: continuously collect relevant data on performance metrics to track progress, conduct periodic performance reviews to assess progress against established metrics and objectives, and seek feedback from stakeholders.

During the service delivery period, monitoring activities should

include: continuous data monitoring, compliance audits and periodic performance evaluations.

Process Measures will be: Data capture rate, as a higher data capture rate indicates a more reliable and efficient ALPR system. Data quality, as a higher data quality indicates that the ALPR system is generating more reliable data for investigative purposes. System Uptime, as a higher system uptime ensures continuous data collection, allowing law enforcement to leverage the ALPR system effectively.

Outcome Measures will be: Reduction in organized retail crime, vehicle thefts and catalytic converter thefts. It can be assessed by comparing the number of pre-implementation crime incidents with those that occur after implementing the ALPR system. A reduction in these indicates the program's success in deterring and addressing such criminal activities. Thus, a robust crime analytics plan and mapping will be implemented.

A comprehensive data collection and evaluation plan requires the following : Key process measures such as data capture rate, data quality and system downtime. The ability to identify outcome measures such as case clearance rates, response times, and crime rates.

The preliminary monitoring plan should include the ability to assess adherence to program guidelines and policies. The plan should include effective data collection mechanisms to ensure the ALPR system is properly capturing each plate read. That the mechanisms allow officers to properly document all ALPR related incidents, system malfunctions, data breaches or privacy rights.

The methodology that will allow a successful assessment of the intended outcomes is as follows: Developing a hypothesis that links the program strategies to specific outcomes such increased detection, improved response times or notable statistical changes. Create a sample selection for study from agencies or jurisdictions that have implemented ALPR programs. Then create a control group consisting of other agencies that have not and compare statistical data. This helps isolate the impact of the program from other factors that might influence the outcomes.

The need to acknowledge and address potential ethical concerns associated with ALPR programs, such as privacy rights, data retention and potential biases. Ensuring that the data collection and analysis adheres to legal and ethical guidelines. It shall be noted the Flock Safety ALPR system by design is presumed to be non biased based on the fact the systems only function is to capture still photographs of vehicle license plates and the rear/side profile of vehicles.

The final goal is to present the research findings to external review by experts and stake holders by providing a clear description of the design, methodology and statistical analysis of the program.

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

[Copy_of_ORT-Grant-Program-Budget-Attachment-Final_Sue_Wier_Draft.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)

[app_b.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[23-07-0799_app_d_signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[signed_grant_letter_of_impact.doc](#)

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

Policies Limiting Racial Bias

[Bias_policing_policy.pdf](#)

Policies on Surveillance Technology

[ALPR_policy.pdf](#)

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

[23-07-0799_app_g_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:	>		
Objectives (A., B., etc.)	> To reduce organized retail crimes.		
Process Measures and Outcome Measures:	> Utilize Automatic License Plate Reader (ALPR) systems to capture, identify and locate suspect vehicles while entering and fleeing the scene. This vehicle can assist in identifying suspects, locating evidence and making arrests. Compare statistical data before and after the program to determine if crime has gone down while case clearances and arrests have gone up.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> ALPRs assist officers in identifying suspect vehicles. ALPRs alert officers to the presence of known wanted vehicles. Patrol officers respond to the area of an ALPR locate, in the attempt to apprehend the occupants. Investigators utilize the Flock database to investigate past occurred crimes in search of new evidence.	>Patrol, Detective Bureau, Communications/Records Division, Flock Safety Services.	> 02/01/2024	12/31/2026
List data and sources to be used to measure outcomes: > Crime statistics, arrest statistics, case clearances %, stop data. The Agency’s CAD records management systems, and the Flock Safety Online Services portal.			

(2) Goal:	>		
Objectives (A., B., etc.)	> To reduce vehicle theft.		
Process Measures and Outcome Measures:	> Utilize Automatic License Plate Reader (ALPR) systems to capture, identify and locate suspect vehicles while entering and fleeing the scene. This vehicle can assist in identifying suspects, locating evidence and making arrests. Compare statistical data before and after the program to determine if crime has gone down while case clearances and arrests have gone up.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> ALPRs assist officers in identifying suspect vehicles. ALPRs alert officers to the presence of known wanted vehicles. Patrol officers respond to the area of an ALPR locate, in the attempt to apprehend the occupants. Investigators utilize the Flock database to investigate past occurred crimes in search of new evidence.	> Patrol, Detective Bureau, Communications/Records Division, Flock Safety Services.	> 02/01/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > Crime statistics, arrest statistics, case clearances %, stop data. The Agency's CAD records management systems, and the Flock Safety Online Services portal.			

(3) Goal:	>		
Objectives (A., B., etc.)	> To reduce catalytic converter theft.		
Process Measures and Outcome Measures:	> Utilize Automatic License Plate Reader (ALPR) systems to capture, identify and locate suspect vehicles while entering and fleeing the scene. This vehicle can assist in identifying suspects, locating evidence and making arrests. Compare statistical data before and after the program to determine if crime has gone down while case clearances and arrests have gone up.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> ALPRs assist officers in identifying suspect vehicles. ALPRs alert officers to the presence of known wanted vehicles. Patrol officers respond to the area of an ALPR locate, in the attempt to apprehend	> Patrol, Detective Bureau, Communications/Records Division, Flock Safety Services.	> 02/01/2024	> 12/31/2026

<p>the occupants. Investigators utilize the Flock database to investigate past occurred crimes in search of new evidence.</p>			
<p>List data and sources to be used to measure outcomes: > Crime statistics, arrest statistics, case clearances %, stop data. The Agency's CAD records management systems, and the Flock Safety Online Services portal.</p>			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$12,578.00
2. Services and Supplies	\$133,900.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$197,680.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$5,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$34,416.00
TOTAL	\$383,574.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Detective/Officer	77.44 per hour including benefits (estimated 130 hours)	\$10,062.00
Finance Analyst	58.52 per hour including benefits (estimated 43 hours)	\$2,516.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$12,578.00

1b. Salaries & Benefits Narrative:

The Detective is responsible for the research and development of the program. Providing recommendations to the Sergeant overseeing program development. The financial analyst will oversee day-to-day finances, booking keeping, invoicing and act as lead for the final financial audit.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Safety Automatic License Plate Reader (ALPR)	16 @ Flock Safety Flacon ALPR devices, installation and 3 years 24/7 service.	\$113,900.00
Unforeseen operational costs	Device relocation, repair and or replacement. Jurisdictional permits, etc.	\$20,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$133,900.00

2b. Services and Supplies Narrative:

Flock Safety will supply, install the Safety Automatic License Plate Readers (ALPR) and provide 24/7 service for 3 years. Flock Safety will apply for all permits for the installation of the devices. They will provide relocation, maintenance and repair services of the devices in the 3 year period. Flock Safety will provide online portal access in order for the department to access it's database of image captured vehicles in any specified area where other ALPRs are installed. Flock Safety connects to CLETS and NCIC and alerts the agency if a wanted vehicle is captured by ALPRs in the area.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative

N/A

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

N/A

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Sergeant	188.71 per hour including benefits (estimated 580 hours)	\$109,452.00
Detective/Officer	77.44 per hour including benefits (estimated 701 hours)	\$54,257.00
Communications/Records Supervisor	58.57 per hour including benefits (estimated 580 hours)	\$33,971.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$197,680.00

N/A

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.	\$34,416	\$34,416
<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>	\$34,416	\$34,416
TOTAL		

9b. Indirect Costs Narrative:

The City of Tehachapi meets the eligibility requirements to use a 10% de minimus indirect cost rate for State of California Department of Transportation grants. Since we are utilizing the same financial management system for this proposed grant, the City is estimating indirect costs at that rate.



LOCAL IMPACT LETTER

DATE: 07/06/2023

FROM: Investigations Sergeant Jason Dunam

TO: BSSC California

SUBJECT: Grant Local Impact letter

The Tehachapi Police Department grant proposal is not focused on personnel operations. It will not involve other agencies nor affect them. It will not require any special arrangements be made with the surrounding agencies or the District Attorney's Office nor have any on effect on them. There won't be any coordination with retail stores and other businesses nor the will they be directly affected. There are no known agencies, businesses, organizations, or any other entities that are foreseen to be directly affected by this project.

The program is centered around an in-house monitoring technology discreetly installed on public property. It is simply an internal tool that will be utilized to locate wanted persons and investigate past occurred crimes that occur in our jurisdiction. The only impact we believe will occur is a reduction in crimes.

Respectfully, Sergeant Jason Dunham

A handwritten signature in blue ink, consisting of a stylized 'JD' followed by a large, loopy flourish that ends in a long horizontal line.

Bias-Based Policing

502.1 PURPOSE AND SCOPE

This policy provides guidance to Department members that affirms the Tehachapi 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).

502.1.1 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).

502.2 POLICY

The Tehachapi 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.

502.3 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.

502.3.1 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.

Bias-Based Policing

502.4 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.

502.4.1 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.

502.4.2 REPORTING OF STOPS

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

If multiple agencies are involved in a stop and the Tehachapi Police Department is the primary agency, the Tehachapi 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).

502.5 SUPERVISOR RESPONSIBILITIES

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

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

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

502.6 ADMINISTRATION

Each year, the Field Operations Lieutenant 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.

502.7 TRAINING

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

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

502.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Office of the Chief 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 Division 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)

571.1 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.

571.2 POLICY

The policy of the Tehachapi 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.

571.3 ADMINISTRATION

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

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

571.3.1 ALPR ADMINISTRATOR

The Administration Chief of Police 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.

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Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the Department's website.

571.4 OPERATIONS

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

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

571.5 DATA COLLECTION AND RETENTION

The Administration Chief of Police is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with Department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

571.6 ACCOUNTABILITY

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

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Automated License Plate Readers (ALPRs)

- (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.

571.7 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Chief of Police 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).

571.8 TRAINING

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