

Title	Torrance Police Department	07/05/2023
	by Ronald Harris in Organized Retail Theft Prevention Grant Program	id. 41319972
	rharris@torranceca.gov	

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) **Torrance 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 **Torrance Police Department**

Applicant's Physical Address **3300 Civic Center Drive
Torrance
California
90503
US**

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

Mailing Address for Payment **3300 Civic Center Drive
Torrance
California
90503
US**

Tax Identification Number **95-6000803**

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 **Ronald Harris**

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

Project Director's Physical Address **3300 Civic Center
Torrance
California
90503
US**

Project Director's Email Address **rharris@torranceca.gov**

Project Director's
Phone Number **+13106185691**

Financial Officer **Jane
Chung**

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

Financial Officer's
Physical Address **3300 Civic Center Drive
Torrance
California
90503
US**

Financial Officer's
Email Address **jchung@TorranceCA.gov**

Financial Officer's
Phone Number **+13106185676**

Day-To-Day Program
Contact **Ronald
Harris**

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

Day-To-Day Program
Contact's Physical
Address **3300 Civic Center Drive
Torrance
California
90503
US**

Day-To-Day Program
Contact's Email
Address **rharris@torranceca.gov**

Day-To-Day Program
Contact's Phone
Number **+13106185691**

Day-To-Day Fiscal
Contact **Kent
Sentinella**

Day-To-Day Fiscal
Contact's Title **Senior Administrative Analyst**

Day-To-Day Fiscal
Contact's Physical
Address **3300 Civic Center Drive
Torrance
California
90503
US**

Day-To-Day Fiscal Contact's Email Address	KSENTINELLA@TorranceCA.gov
Day-To-Day Fiscal Contact's Phone Number	+13106185677
Name of Authorized Officer	Ronald Harris
Authorized Officer's Title	Lieutenant
Authorized Officer's Physical Address	3300 Civic Center Drive Torrance California 90503 US
Authorized Officer's Email Address	rharris@TorranceCA.gov
Authorized Officer's Phone Number	+13106185691
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	Torrance Police Department Strategic Plan to Address ORT
Proposal Summary	The Torrance Police Department is desirous to implement a strategic approach to organized retail theft and vehicle theft. This strategic approach will combine a year-round specialized deployment for the Del Amo Fashion Center (which is a three-level regional shopping mall with over 2.5 million square feet of retail space) and an element of technology to help conduct follow-up.
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 PPA 1: Organized Retail 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 Torrance Police Department is desirous to implement a strategic approach to organized retail theft and vehicle theft. This strategic approach will combine a year-round specialized deployment of two uniformed officers for the Del Amo Fashion Center and an element of technology, specifically Berla. Berla software is a state-of the art investigative tool designed to help law enforcement agencies conduct comprehensive and efficient investigations. It can help our department collect and analyze data from a vehicle's computer and other digital sources quickly and easily. This software can extract, decrypt and analyze data from multiple sources, including social media platforms, email accounts and messaging applications.

The Del Amo Fashion Center is a three-level regional shopping mall with over 2.5 million square feet of retail space and over 250 stores. The Torrance Police Department provides police services to the businesses and all of the citizens who visit the mall for their retail, dining, and entertainment needs. Within the past year, Torrance

Police Department Officers have been tasked with responding to a substantial increase in calls for service at the mall.

The Torrance Police Department reviewed statistics for the following crimes in and around the area of the Del Amo Fashion Center: Theft, Theft Arrests, Vehicle Burglary, Vehicle Theft, Theft from a Vehicle, Robbery, Burglary and Attempted Crimes. In 2021, 280 crimes were reported and 53 arrests were made. In 2022, 345 crimes were reported and 47 arrests were made. This is a 23% increase in reported crimes and an 11% decrease in arrests made. Further analysis indicated nearly 50% of the incidents at or near the mall in 2022 occurred between Friday and Sunday.

Many crimes related to organized retail theft as well as follow-up investigations regarding stolen vehicles require the latest technology in order to identify perpetrators. Vehicles hold a large amount of data and can be used to investigate and uncover information pertaining to an investigation to help determine what happened, where it happened and who was involved. A typical modern vehicle has 100 plus computer systems, 300 million lines of code and generates about 25 GB per hour. Vehicle systems are capable of collecting and monitoring sensor data, scanning environmental conditions and communicating with other vehicles and infrastructure. The information within the vehicle's computer system is important, valuable data which can contribute to police investigations.

The Torrance Police Department does not have a device and/or software to extract infotainment data from vehicles. The Torrance Police Department has relied on other agencies in the past in order to extract this information; however, these agencies are few in number.

Torrance Police Department previously had a Berla license about 8 years ago. At the time of this license, the software was limited and only a few vehicles were able to have data extracted. Currently, Berla has updated technology and software which can interface with a variety of vehicle makes/models in order to extract data.

The purchase of this software would provide the Torrance Police Department with a tool that can assist in solving additional crimes, bringing justice to victims and enhancing public safety. With the growing importance of digital evidence in modern investigations, this software is essential to keep pace with technological advancements. Furthermore, Berla's software can help the police department conduct investigations more efficiently by handling many of the time-consuming tasks involved in analyzing digital evidence. This allows detectives more time to focus on other tasks such as interviewing witnesses and analyzing crime scene evidence.

The Torrance Police Department is committed to provide a high level of service despite experiencing severe challenges in staffing. By creating a specialized deployment for the Del Amo Fashion Center, our Department will be equipped to better respond to crimes in progress and combat organized retail theft.

Project Description

In an effort to provide the highest level of service, the Torrance Police Department will use grant funds to staff (2) two additional officers on Saturdays and Sundays between 12:00 PM and 8:00 PM on an overtime basis. The Torrance Police Department currently implements a special overtime deployment during the winter holiday season. This proposal would provide additional staffing outside of this holiday deployment.

Regarding new technology, Berla Corporation is a company that is focused on digital forensics. Berla provides services to the Department of Defense, Homeland Security and Law Enforcement agencies. Berla supports digital media exploitation and processing of data through forensics, reverse engineering and high order analysis.

Berla software is a state-of-the-art investigative tool designed to help law enforcement agencies conduct comprehensive and efficient investigations. This technology can assist the Torrance Police Department with collecting and analyzing data from a vehicle's computer and other digital sources efficiently. This software can extract, decrypt and analyze data from multiple sources, including social media platforms, email accounts and messaging applications. Grant funds will be used to acquire Berla training and licensing fees for two investigators and associated annual fees for three years.

Project
Organizational
Capacity and
Coordination

The Torrance Police Department is budgeted for 170 officer positions and 30 sergeant positions; there are currently 39 vacancies amongst these two groups. The addition of a specialized mall deployment would consist of providing extra patrol for 47 weekends per year, amounting to 282 10-hour overtime shifts on overtime. Within the 44-month period of this grant, the Torrance Police Department will field staff eight weekends (two 10-hour shifts Friday thru Sunday) in 2023, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2024, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2025, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2026, and five weekends (two 10-hour shifts Friday thru Sunday) in 2027. This request for grant funding does not include a preexisting 5-week specialized mall deployment during the winter holidays (e.t. November 24, 2023 thru December 26, 2023).

The Torrance Police Department Detective Division currently has (6) six investigators assigned to the Crimes against Property Section, (2) two of which are directly assigned to crimes involving vehicles (i.e. vehicle theft, vehicle burglary). The Torrance Police Department would use grant funds to send (2) investigators to Berla training and obtain certifications.

The Torrance Police Department will set aside \$75,000 for an authorized consultant to coordinate data collection and evaluation efforts for quarterly progress reports and statewide evaluation.

The Torrance Police Department will track the incidents involving persons arrested for thefts from retail / department stores and vehicle related crimes. The Torrance Police Department will also track the incidents involving persons arrested who have had their vehicles impounded or stored to determine if the recovery of additional evidence from the infotainment system contributed or impacted the overall investigation. The Torrance Police Department will complete a year-over-year comparison of retail and vehicle theft crimes.

The Torrance Police Department will also track the number of Berla deployments. Deployment criteria would include: 1) investigating retail theft wherein a vehicle was involved, 2) investigating reported stolen vehicles wherein an arrest has not been made, 3) investigating organized retail theft related crimes wherein multiple unknown suspects are involved and have access to the suspect vehicle. In these scenarios, the recovery of additional evidence from the infotainment system will assist with the identification of involved perpetrators. Suspect identifications as a result of using Berla will also be tracked.

Budget Instructions

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

Budget Attachment

[ORT-Grant-Program-Budget-Attachment-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)

[Project-Work-Plan-ORT.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[NGO_Assurances_.pdf](#)

Local Impact Letter(s) (Appendix E)

[Local_Impact_Letter.pdf](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Information_Technology_Use.pdf](#)

[Investigation_and_Prosecution.pdf](#)

[Mobile_Digital_Computer_Use.pdf](#)

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

[Facial_Recognition.pdf](#)

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

[Certification_of_Compliance.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> To reduce occurrences of organized retail theft at the Del Amo Fashion Center		
Objectives (A., B., etc.)	> To utilize grant funding to staff two overtime positions on Fridays, Saturdays and Sundays for uniformed patrol officers to address vehicle crime and crimes related to organized retail theft.		
Process Measures and Outcome Measures:	> The Torrance Police Department will track the amount of personnel staffed during the project including time-keeping and payroll documentation.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The Torrance Police Department will manage overtime rosters for two positions at the Del Amo Fashion Center.	> Lt. Ronald Harris	> 10/1/23	> 6/1/27
List data and sources to be used to measure outcomes: > Overtime rosters, time-keeping records and payroll documentation.			

(2) Goal:	> Acquire and deploy Berla technology.		
Objectives (A., B., etc.)	> To utilize grant funding to deploy Berla technology in order to increase the Torrance Police Department's ability to identify suspects involved with vehicle theft and organized retail theft.		
Process Measures and Outcome Measures:	> Procurement of Berla user-training and technology. The Torrance will track the frequency of deployment.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The Torrance Police Department will record whether evidence is seized via Berla and if the evidence was used to support a criminal filing.	> Lt. R. Harris	> 10/1/23	> 6/1/27
List data and sources to be used to measure outcomes: > Departmental reports, purchase orders and invoicing.			

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

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

Name of Applicant: Ronald Harris (Torrance 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	\$1,069,754.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$29,250.00
7. Financial Audit (Up to \$25,000)	\$4,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$1,178,004.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer composite overtime rate \$89.61 - 513 shifts	513 shifts x 10 hours per shift x \$89.61	\$460,000.00
Police Sergeant composite overtime rate \$115.88 - 513 shifts	513 shifts x 10 hours per shift x \$115.88	\$594,464.00
Medicare benefit - 1.45% of overtime wage for Police Officer.	\$460,000.00 x .0145	\$6,670.00
Medicare benefit - 1.45% of overtime wage for Police Sergeant.	\$594,464.00 x .0145	\$8,620.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$1,069,754.00

1b. Salaries & Benefits Narrative:

Police officer overtime is based on a composite rate, and will be charged to the grant based on actual pay incurred by the grant funded officers. Within the 44-month period, the Torrance Police Department will staff eight weekends (two 10-hour shifts Friday thru Sunday) in 2023, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2024, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2025, 47 weekends (two 10-hour shifts Friday thru Sunday) in 2026, and 22 weekends (two 10-hour shifts Friday thru Sunday) in 2027. This request for grant funding does not include a preexisting 5-week specialized mall deployment during the winter holidays. Grant monies will also fund medicare benefits calculated at 1.45 percent of overtime rates.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

2b. Services and Supplies Narrative:

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

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

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

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
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
		\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

The Torrance Police Department will set aside \$75,000 for an authorized consultant to coordinate data collection and evaluation efforts for quarterly progress reports and statewide evaluation.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Berla Technology - iVe Toolkit: (This includes all necessary hardware and software to perform	This is a one-time expense.	\$10,500.00
Berla Technology - iVe Training	Training amounts to \$4,500.00 per student x 2.	\$9,000.00
Berla Technology - annual renewal (includes software updates and new hardware when applicable)	annual renewal (amount to \$3,250.00 per year) are due 12 months after purchase. Grant funds will be used to renew this subscription for 2024, 2025, and 2026.	\$9,750.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$29,250.00

6b. Equipment/Fixed Assets Narrative

Grant funds will be utilized to obtain Berla technology via the prices set forth by the company.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Review of past financial audits produced this projection.	\$4,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,000.00

7b. Financial Audit) Narrative:

Grant funds will be utilized to obtain a required financial audit.

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

Description	Calculation for Expense	Total
		\$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>		
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.**



POLICE DEPARTMENT

**CITY OF
TORRANCE**

June 26, 2023

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

To Whom it may concern:

The Torrance Police Department has analyzed this grant proposal to determine if the implementation of its strategic plan could reasonably be expected to impact the many local retailers at the Del Amo Fashion Center. Upon careful consideration, the Organized Retail Theft Prevention Grant Program project is not expected to impact the community and area surrounding the Del Amo Fashion Center.

Sincerely,

Lieutenant Ronald Harris
Detective Division Commander

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Torrance 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 Torrance 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.

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

Commencing April 1, 2023, 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 Torrance Police Department is the primary agency, the Torrance 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.
- (b) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (c) 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.

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Bias-Based Policing

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Personnel Division Commander 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 Administrator 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 Administrator for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Government Code 12525.5 requires this collection of data for agencies with sworn officers between 1-333 beginning in January of 2022. The first report shall be issued by April 1, 2023.

401.7 TRAINING

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

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST) approved training on the subject of racial profiling.
- (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 racial profiling training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Automated License Plate Readers (ALPRs)

424.1 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.

424.2 POLICY

The policy of the Torrance 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.

424.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Torrance 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 Communications Division Commander. The Communications Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

424.3.1 ALPR ADMINISTRATOR

The Communications Division 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.

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Automated License Plate Readers (ALPRs)

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

424.4 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. For report writing purposes, officers shall indicate the fact that their attention was originally drawn to the vehicle via the use of ALPR.

424.5 DATA COLLECTION AND RETENTION

The Communications Division 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 a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data shall be purged within five years from the date of capture 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 into Spillman.

424.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Torrance 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.

424.7 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.

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).

424.8 TRAINING

The Professional Standards Division Commander 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).

Facial Recognition

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the acceptable use of the images (probe and candidate), information and tools within the facial recognition system. Facial Recognition shall only be used when there is reasonable suspicion that such use will provide information relevant to an active investigation, to prevent an imminent threat to health or safety ("at-risk"), or to help in the identification of deceased persons or persons unable to identify themselves. This policy applies to all law enforcement personnel who are granted direct access to the face recognition system as well as personnel who are permitted to request face recognition searches.

609.2 DEFINITIONS & TERMS AS DEFINED BY LACRIS

Digital Mugshot System (DMS) – DMS is the repository of all criminal booking photos (mugshots) and includes a Facial Recognition application.

Facial Recognition – The automated searching of a facial image (probe) against a known database(s) resulting in a list of candidates ranked by computer-evaluated similarity score. This is commonly referred to as a one-to-many comparison.

Facial Reviewer- A person who successfully completed training by the FBI or LACRIS in facial comparison.

Los Angeles County Regional Identification System (LACRIS) - The California Department of Justice's CAL-ID program responsible for providing biometric identification services to Los Angeles County law enforcement agencies.

Probe- The facial image or template searched against a known mugshot database in a Facial Recognition System.

Surveillance- Lawful close watch kept over someone or something.

609.3 POLICY

This policy of the Torrance Police Department is to solely utilize face recognition technology as an investigative tool during investigations, while recognizing the established privacy rights of the public.

609.4 PROHIBITIVE USES

1. Members shall not use face recognition to actively surveil members of the public through any camera or video device unless the person(s) are under an active criminal investigation or the surveillance is in response to an imminent threat to health or safety.

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Facial Recognition

2. Members shall not use face recognition on live stream video unless there is an imminent threat to life or involves at risk individuals (as defined under Penal Code 14215).

3. Members shall not use facial recognition in connection with images captured between January 1, 2020 and January 1, 2023 by portable recorders, including but not limited to officer body-worn cameras or similar devices that record or transmit images or sound.

4. Members shall not use facial recognition for predicting future crime(s) or criminality.

609.5 FIRST AMENDMENT ACTIVITY

Facial recognition must be used in accordance with all federal and state laws, and all Torrance Police Departmental policies.

The Torrance Police Department and its personnel will not perform or request facial recognition searches about individuals or organizations that will violate the First, Fourth, and Fourteenth Amendments of the US Constitution and based solely on any of the following:

1. Their religious, political, or social views or activities.
2. Their participation in a particular noncriminal organization.
3. Their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identification, sexual orientation, or other protected classification.

609.6 DATABASE AND DATA LIMITATIONS

1. In the event that the Torrance Police Department uses any facial recognition system other than LACRIS DMS, such use will be in compliance with these policies. In addition, the LACRIS DMS system and its data will be kept separate from any other facial recognition system.

2. No non-mugshot databases, such as the California driver's license photo database, or open source photo databases, are linked to or accessible via the LACRIS DMS.

3. Potential matches returned by the facial recognition system are to be considered investigative leads only and cannot be used as the sole basis for an arrest or identification of a suspect, witness, victim or person of interest.

609.7 DOCUMENTATION

With any possible match where an investigative lead is generated on the facial recognition software, the facial reviewer and/or investigator should write a detailed report on the information they have obtained.

Facial Recognition

609.8 INVESTIGATIVE SEARCHES

1. Probe images will only be used from legally obtained sources.
2. Facial reviewers will determine if probe images are suitable for facial recognition searches and if all requirements are met, may conduct a facial recognition search.
3. Investigative searches shall only be conducted by trained facial reviewers. Reviewers are qualified to assess image quality, determine if suitable for facial recognition searches and to perform one-to-many and one-to-one facial image comparisons.

609.9 TRAINING

Torrance Police Department personnel accessing the facial recognition system shall have successfully completed training provided by the Federal Bureau of Investigations (FBI) or LACRIS, which shall meet the Criminal Justice Information Services (CJIS) minimum training criteria for usage of facial recognition systems.

609.10 AUDITS

The use of the LACRIS facial recognition system is controlled by state law pertaining to Criminal Offender Record Information (CORI). All use(s) of the LACRIS facial recognition system will be performed on a need to know and right to know basis per CORI regulations. All use(s) of the LACRIS facial recognition system and search requests are subject to audit by the FBI, DOJ, and LACRIS. In the event of an audit, the user will be required to provide appropriate justification for the use or request of a facial recognition search.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available.

Information Technology Use

320.1 PURPOSE AND SCOPE

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

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Torrance Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

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

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

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

320.2 POLICY

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

320.3 PRIVACY EXPECTATION

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

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

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

320.4 RESTRICTED USE

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

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

320.4.1 SOFTWARE

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

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

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

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

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

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

320.4.2 HARDWARE

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

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Information Technology Use

320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

320.5 PROTECTION OF AGENCY SYSTEMS AND FILES

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

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

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

320.6 INSPECTION OR REVIEW

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

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

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

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Information Technology Use

320.7 ELECTRONIC MAIL & SPILLMAN RECORDS MANAGEMENT SYSTEM (RMS) MESSAGE CENTER EMPLOYEE RESPONSIBILITY

Electronic Mail: It is the responsibility of every employee to view their e-mail regularly and to respond in a timely manner. E-mail users should delete any unexpected or unknown e-mails especially with attachments, or report them to ITS immediately to prevent computer virus attacks. E-mail users should review and delete their obsolete messages periodically.

Spillman: It is the responsibility of every employee that uses the Spillman Records Management System to check their Spillman RMS Message Center daily or upon commencement of their return to work. Employees shall forward completed reports for approval to supervision in a timely manner. It is also the responsibility of the employee to correct and forward any returned report back to supervision.

Mobile Digital Computer Use

420.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications.

420.2 POLICY

Best Practice

Torrance Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

420.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

420.4 RESTRICTED ACCESS AND USE

Best Practice **MODIFIED**

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor or the Records Division Manager.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

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Mobile Digital Computer Use

420.4.1 USE WHILE DRIVING

Best Practice **MODIFIED**

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

420.5 DOCUMENTATION OF ACTIVITY

Best Practice **MODIFIED**

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a public safety dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact or as soon as practicable.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a public safety dispatcher.

420.5.1 STATUS CHANGES

Best Practice **MODIFIED**

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio.

420.5.2 EMERGENCY ACTIVATION

Best Practice **MODIFIED**

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Code Three Responses Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

420.6 EQUIPMENT CONSIDERATIONS

Best Practice **MODIFIED**

420.6.1 MALFUNCTIONING MDC

Best Practice

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Communications.

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Mobile Digital Computer Use

It shall be the responsibility of the public safety dispatcher to document all information that will then be transmitted verbally over the police radio.

420.6.2 BOMB CALLS

Best Practice

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.