

Title	City of Tracy Police Department	07/06/2023
	by Timothy Bauer in Organized Retail Theft Prevention Grant Program	id. 41328524
	timothy.bauer@TracyPD.com	

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) **City of Tracy 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 **City of Tracy**

Applicant's Physical Address **1000 Civic Center
Tracy
CA
95376
US**

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

Mailing Address for Payment **1000 Civic Center
Tracy
CA
95376
US**

Tax Identification Number **94-6000442**

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 **Timothy Bauer**

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

Project Director's Physical Address **1000 Civic Center
Tracy
CA
95376
US**

Project Director's Email Address **timothy.bauer@tracypd.com**

Project Director's
Phone Number **+12098316605**

Financial Officer **Beth
Lyons-McCarthy**

Financial Officer's
Title with
Agency/Department/Organization **Police Support Operations Manager**

Financial Officer's
Physical Address **1000 Civic Center
Tracy
CA
95376
US**

Financial Officer's
Email Address **beth.lyonsmccarthy@tracypd.com**

Financial Officer's
Phone Number **+12098316594**

Day-To-Day Program
Contact **Timothy
Bauer**

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

Day-To-Day Program
Contact's Physical
Address **1000 Civic Center
Tracy
CA
95376
US**

Day-To-Day Program
Contact's Email
Address **timothy.bauer@tracypd.com**

Day-To-Day Program
Contact's Phone
Number **+12098316605**

Day-To-Day Fiscal
Contact **Beth
Lyons-McCarthy**

Day-To-Day Fiscal
Contact's Title **Police Support Operations Manager**

Day-To-Day Fiscal
Contact's Physical
Address **1000 Civic Center
Tracy
CA
95376
US**

Day-To-Day Fiscal Contact's Email Address	beth.lyonsmccarthy@tracypd.com
Day-To-Day Fiscal Contact's Phone Number	+12098316594
Name of Authorized Officer	Midori Lichtwardt
Authorized Officer's Title	Interim City Manager
Authorized Officer's Physical Address	333 Civic Center Tracy CA 95376 US
Authorized Officer's Email Address	midori.lichtwardt@cityoftracy.org
Authorized Officer's Phone Number	+12098316159
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	City of Tracy Organized Retail Theft and Motor Vehicle Prevention Project
Proposal Summary	The City of Tracy is requesting ORT Grant Funding to acquire equipment, salary funding, and complete a “Real Time Crime” Center to aid in response to motor vehicle theft and organized retail theft calls. This will include license plate readers, drone communication software, cameras, and other technology alongside increased data collection to respond and engage organized retail and motor vehicle theft counts throughout the City.
PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

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

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

Project Need

The City of Tracy is a City in San Joaquin County with a population of 98,331 residents. Located in the "Triangle", the City is a hub for retail and cargo with Interstate 205 to the North, Interstate 5 to the East, and Interstate 580 to the Southwest. This large amount of ingoing and outgoing merchandise, higher likelihood for opportunistic theft, accessibility to exit strategies and stolen vehicle markets along the interstate(s), and large warehousing facilities has resulted in an exceedingly high rate of retail and vehicle theft.

The region is also classified as disadvantaged according to several statewide metrics, with a high pollution burden (86th percentile statewide, CalEnviroScreen Tool), and median household income (7 City census block groups). Census groups in the City have MHI's as low as \$43,541 according to the Department of Water Resources Disadvantaged Community Mapping Tool. This is less than 50% of the State of California average mapping tool. Studies have shown that areas with reduced median household income are at increased

risk of criminal activity and community violence. The community is also home to a diverse community of many racial and ethnic backgrounds, with the City's non-white population accounting for over 54.1% of the population according to the US Census Bureau, exceeding the State average. This indicates a need for additional sensitivity and care in law enforcement public safety efforts as we develop our strategies for theft prevention.

The City of Tracy is also home to a vibrant and varied selection of retailers, that face challenges regarding organized retail theft. Additionally, the City is home to an Amazon fulfillment warehouse, promoting additional retail behavior due to the warehouse's economic impact across the whole community. Tracy's retail entities include:

1. West Valley Mall
2. Retail Centers & Plazas
3. Big-Box Retailers
5. Grocery Stores & Restaurants
6. Specialty Stores & Local Businesses

Tracy PD receives a high volume of calls regarding organized retail theft and motor vehicle theft. Over the last 24 months, these statistics include:

1. Retail Theft Cases: 243
2. Retail Dollar Loss: \$432,569.12
3. Number of Retailers Victimized: 56
4. Automobile Theft: 491
5. Automobile Parts/Catalytic Converter Theft: 310 Catalytic Converters

Due to the number in auto theft, auto parts thefts and organized retail theft, the Tracy Police Department (PD) needs to implement additional technology to assist with the reduction and suspect identification/apprehension related to these crimes. This grant proposal will allow the Tracy PD to address known service and equipment gaps to ensure an overall reduction in Organized Retail and Motor Vehicle Theft.

One reason why police officers in the City of Tracy fail to identify and apprehend individuals responsible for organized retail theft and auto theft is due to geography and service gaps. Structurally, the City of Tracy is broken up into six different beats with one officer per beat. Due to large geographical size of each beat, officers often are not able to properly patrol their beat, limiting their ability to respond adequately and proactively to instances of organized retail and motor vehicle. With the implementation of the proposed updated and expanded reach of existing technology, this proposal will properly direct a police officer in real-time to where a crime occurred and reduce an officer's response time and improve the gap in service.

A 2nd reason why law enforcement fails to identify and apprehend individuals for these crimes is the high call volume we face. Ongoing

prioritization of the highest need calls often results in instances of motor vehicle or organized retail theft investigation deferred until the resources are available to be dispatched. With the addition of this new technology, Tracy PD will be better equipped to prioritize calls and address enforcement and investigation of organized retail and motor vehicle theft.

The City has seen an increase in theft counts, with auto vehicle thefts in 2015 reported at 384 – now they are approaching 500 annual vehicle theft counts. As it has across the state, catalytic converter theft has spiked throughout the City of Tracy and continues to pose challenges to law enforcement throughout the county due to the aforementioned equipment restraints and service gaps.

The City of Tracy's annual budget provides funding for the Tracy Police Department to continue to provide law enforcement services throughout the region. In October 2022, the Tracy Police Department purchased 46 FLOCK fixed license plate readers. The police department has experienced repeated success with this tool. This tool has assisted detectives in solving criminal investigations and has increased the amount of recovered/located stolen vehicles by patrol officers.

Since November 1, 2022, Tracy Police Department have received 750 FLOCK stolen vehicle alerts, recovered no less than 40 stolen vehicles and arrested 41 individuals as a result of a Flock alert. The Tracy Police Department has recovered five firearms and assisted 11 outside law enforcement agencies regarding Flock alerts. However, general budget constraints and restrictions means that a full roll-out of the FLOCK readers throughout the department and in a comprehensive theft prevention strategy is not possible without external funding. Additional services will provide a comprehensive and efficient theft prevention strategy that would not be possible without external funding like the ORT Grant program.

Between 2008 and 2016, the Tracy Police Department underwent a reduction in authorized sworn staff, having reduced from 2008's 93 sworn officers to 90. Since 2016 and to present, the City has slowly increased our sworn allocations to 105. Through these years, the department has experienced revenue shortfalls, budget reductions, hiring freezes, and COVID pandemic constraints.

Additionally, the City of Tracy, and by extension Tracy PD, is facing a future budget shortfall because of pension expenses. In response, new expenditures are frequently unjustifiable, and the City struggles with budget cuts.

However, the City's population has grown and continued development has expanded our service area. Although positions have been recovered, there is a need to be proactive and address increased crime rates. The community has pushed for expansion and implementation of theft prevention and crime reduction strategies, encouraging Tracy PD to pursue alternative routes for external funding, like the organized retail theft prevention grant program, and develop community-driven strategies to ensure safety and protect

quality of life in our community.

Project Description

The City of Tracy is requesting \$1,688,051.26 of grant funding to carry out the proposed scope (see: Budget). The project scope of this proposal includes numerous technologies, equipment and personnel needs to meet the proposed scope of the grant program. The current need for the City of Tracy Police Department includes the following in order to accomplish the two goals set forth in this grant. The following technology items are needed to ensure success:

- a. 40 Flock “Falcon” license plate readers
- b. 30 Flock “Condor” PTZ (pan-tilt-zoom) cameras
- c. FlockOs platform
- d. Haivision video wall
- e. Amazon streaming service
- f. Live911 system
- g. Computer terminals
- h. Crime Analyst position
- i. DroneSense Software

This project will be a two-pronged approach to reducing crime by identify/locating/apprehending individuals responsible for organized retail theft and automobile theft.

In order to accomplish these two goals, Tracy PD will increase its’ current technology where it already utilizes FLOCK “Falcon” fixed license plate readers in the City of Tracy. One of the most effective ways to reduce organized retail crime and auto theft related crimes is to implement a Real Time Crime Center policing model managed by a Crime Analyst. The RTCC will utilize the FlockOs and DroneSense platforms to integrate the technology mentioned above for the Crime Analyst who then shares the necessary information with police officers.

The mission of a Real Time Crime Center (RTCC) is to provide a law enforcement agency with the ability to capitalize on a wide and expanding range of technologies for efficient and effective policing. Such efforts may allow law enforcement officers to respond quickly, or even immediately, to crimes in progress or to those that recently occurred. The technologies available allow law enforcement agencies and officers to respond to crime events more efficiently, more deliberately, with improved operational intelligence, and with a proactive emphasis on officer, citizen, and community safety. However, the increasingly vast amount of data, information, and intelligence can be difficult to manage. Agencies may struggle with filtering out what is immediately important versus what can be useful later (e.g., at an investigative stage or in the court system) and delivering more critical and timely information to the appropriate stakeholders (the officers or detectives, commanders in the field, law enforcement executives, private citizens, etc.).

The mission of an RTCC would centralize a broad range of current and evolving technologies, coordinate sworn and/or non-sworn human resources, and direct the attention of both to high-crime

areas, active crimes in progress, large-scale public events that may require law enforcement presence or response, and/or high-profile or highly recidivistic offenders in the community. In short, an RTCC would maximize the likelihood that law enforcement can respond to crimes occurring in real time and do so effectively.

Currently, the Tracy Police Department has 46 fixed FLOCK license plate readers in the City of Tracy. These LPRs assist the police department with identifying and locating stolen vehicles. This technology is also used in locating suspect vehicles after a crime has occurred. For example, if an individual was involved in organized retail crime and stole items from a box store (i.e., Costco, Boot Barn, Home Depot, Target, Walmart) the LPR, if properly placed, can immediately assist law enforcement personnel with locating the suspect vehicle which could lead to the apprehension of the suspect and recovery of the stolen goods for the business owner.

If the Tracy Police Department utilized a Real Time Crime Center with the necessary technology, they could combat organized retail theft crime and automobile theft crime immediately. As the responsible individuals are identified, located and apprehended, the police department and business owners should see an immediate reduction in crime since the involved parties would be in custody. Along the same point, as prolific organized retail crime suspects become aware of the technology being utilized by law enforcement, their desire to commit the same crimes at the same business in the same city should decrease.

Lastly, grant funding will be used to acquire a DroneSense license. Tracy PD deploys our current Drones to locate suspect(s) and evidence involved crimes to include organized retail theft and automobile theft. DroneSense is the application that is integrated into the FlockOs platform we plan to use in our Real Time Crime Center.

The technology and Real Time Crime Center operates as follows:

Step 1 - The 9-1-1 call comes into the dispatch center and at the same time is captured on the Live911 system in the officer's patrol vehicles. The Live911 system allows the officers to hear the 9-1-1 call at the exact same time as a dispatcher which allows the officer to immediately respond to the stolen vehicle or retail theft call instead of waiting to get dispatched by a police dispatcher.

Step 2 - At the same time, the Crime Analyst in the Real Time Crime Center (which is located inside the police department) will hear the call via the Live911 system. The Crime Analyst inside the RTCC views the technology (Flock LPRs and Flock "Condor PTZ cameras) which is streamed to the Haivision video wall with the assistance of the Amazon streaming service.

Step 3 - The Crime Analyst immediately collects, processes and disseminates the data to police officers in the field who respond to these crimes.

To note, the Haivision Video Wall located inside the RTCC (a wall of eight large screens 16' by 8' in size) will display the entire city on a

map along with the integrated technology.

Step 4 – Police officers immediately respond to a theft call and the last suspect vehicle’s known location in attempt to locate the vehicle. If the vehicle is located by officers and probable cause exists, a traffic stop is conducted for further investigation of either the stolen vehicle crime or organized retail theft crime.

Alongside the Real Time Crime Center, the Tracy Police Department will add forty additional license plate readers and thirty Flock “Condor” cameras. The existing 46 FLOCK license plate readers that have been deployed resulted in great success throughout the City. The following success stories depict the positive increased impact an expanded FLOCK readers would have on the City’s organized retail and motor vehicle theft counts throughout the City.

1. Tracy PD Case #22-05526

On 11/19/22, Tracy PD received a Flock LPR “hit” on a stolen vehicle that was taken from the victim at gunpoint. The vehicle was located by Tracy police officers and a vehicle pursuit ensued from the City of Tracy to Stockton, California. With the assistance of the California Highway Patrol, the stolen vehicle was stopped, the vehicle was recovered, and the suspect was arrested.

2. Tracy PD Case #22- 06165

On 12/30/22, The Tracy PD received a Flock LPR “hit” on a stolen vehicle from San Jose, California that was taken from the victim at gunpoint. Officers located the vehicle in Tracy and attempted a traffic stop on the stolen vehicle. The vehicle fled and a short pursuit ensued. The stolen vehicle ended up crashing in a neighborhood and three juveniles were taken into custody.

3. Tracy PD Case #23-00518

On 1/31/23, the Tracy PD received a Flock LPR “hit” on a stolen vehicle from Santa Clara, California that was taken from the victim at gunpoint. Tracy PD also learned this same vehicle was involved in two other assaults involving a firearm and may have a hostage inside the vehicle. The stolen vehicle was located by officers and a pursuit ensued. The stolen vehicle ended up crashing in the area of 11th Street and East Street. Officers immediately rescued the hostage that was inside the vehicle and took the suspect into custody.

4. Tracy PD Case #23-01681

On 4/11/23, The Tracy PD received a Flock LPR “hit” on a stolen vehicle in the city. Tracy PD officers located the stolen vehicle on Grantline Road. A vehicle stop was conducted, and three individuals were contacted. The driver was arrested for being in possession of the stolen vehicle and a loaded handgun was located on the driver.

5. Tracy PD Case #23-02850

On 6/7/23, the Tracy PD received a Flock LPR “hit” on a stolen vehicle in the city. Tracy PD officers located the stolen vehicle on Grantline Road. A vehicle stop was conducted, and two individuals were contacted. The driver was arrested for being in possession of a stolen vehicle. Additionally, two ounces of fentanyl was located inside the stolen vehicle.

These cases provide a snapshot of the broad success of the FLOCK

pilot deployment. Widespread FLOCK deployment alongside the additional proposed strategies, will prove widely beneficial and important to the City of Tracy to better our policing strategies and practices.

As a result, drone technology in the search and recovery activities, a broader roll-out of the Flock LPRs and Flock “Condor” PTZ cameras, a full-time crime analyst targeting motor vehicle and organized retail theft, and the additional proposed equipment for the Real Time Crime Center will synthesize to a comprehensive action plan that pinpoints and deploys officers effectively and efficiently in the field to better target and respond to motor vehicle and organized retail theft. This will significantly contribute to addressing ongoing service gaps and other causal factors (see: Project Need) that account for much of the ongoing theft rates throughout the City.

Please refer to the program work plan for additional objectives and goals surrounding the proposed implementation strategy and equipment measures.

The DroneSense software will be governed under the applicable privacy laws and regulations as ordained by the State of California, San Joaquin County, and the City of Tracy. Likewise, data processing and analysis will conform to statewide and regional regulations and standards.

The Department implements Bias-Based Policing and Racial Equity measures in accordance with the Department policies to continue to work towards equitable, community-based policing. These procedures include annual administrative reports, bias-based policing training, including racial and cultural sensitivity training with a 5-year mandatory refresher course for all sworn members, and supervisor overview and review of policy enactment and potential violations.

The City of Tracy Police Department has a demonstrated track record of successfully integration of theft prevention strategies throughout their tenure as the City's law enforcement agency. The grant will hire an additional analyst to work alongside the City's trained sworn personnel in the field. This position will coordinate grant implementation, equipment use, Real Time Crime center management, and data collection to ensure the grant proposal scope is carried out as proposed and coordinated effectively alongside Tracy PD's existing operations. Alongside the analyst, the grant scope will be overseen by Police Support Operations Manager Beth Lyons-McCarthy, who oversees numerous other Tracy PD grants to completion, Lieutenant Timothy Bauer, who will provide day-to-day oversight of full grant operations and ensure the proposal scope is carried out, and Interim City Manager Midori Lichtwardt and the City Manager's Office Staff, as the Authorized Representative of the grant, will ensure that the City will abide by the policies and procedures laid out.

This grant program will be carried out alongside the efforts of the San Joaquin District Attorney's Office, who is in full support of the project and the City's efforts to reduce organized retail theft and motor vehicle theft. A signed letter of commitment is included alongside this application. Their involvement in the project will be minor as a partner, and their signature on the impact letter is more as a comprehensive party in the activities, data collection, and legal elements of enforcement once suspects are brought into custody and other legal purview emerges within the project scope. The City will be the sole overseer of the grant scope. The proposal will be ready to proceed without additional MOU's or other partner documentation upon execution of a grant agreement.

The project's management structure will be overseen by Lieutenant Bauer and the Real Time Crime Analyst, with Beth Lyons-McCarthy overseeing the fiscal administration of the grant management. Additional project scope items that require additional reporting and oversight within the department will be in accordance with the typical management and reporting structure of the Tracy Police Department, with Chief Sekou Millington providing the ultimate oversight of the Department, and Interim City Manager Midori Lichtwardt ensuring department budget and City management needs are also met. This is all in accordance with the Tracy City Council.

The Tracy Police Department is committed to maintain the project scope beyond the lifetime of the grant funding. The proposed equipment will continue to function throughout the technology's lifetime and the department will continue to implement the proposed strategies and costs as part of ongoing budget efforts in the wake of the grant scope.

Monitoring activities will be conducted and incorporated throughout the project period to ensure full, successful project implementation. This will be conducted in various ways throughout the different stages of project implementation. Firstly, the early stages of the grant are straightforward – equipment procurement, analyst hiring, and installation are all straightforward and will be monitored through the grant overseers (Lt. Bauer and Beth McCarthy) ensuring full implementation. As the equipment is deployed and implemented, the analyst, under grant overseer observation and frequent reporting requirements, will monitor vehicle theft and organized retail theft incident cases and determine success rates, investigative factors, and overall crime rates to determine program success measures. This will occur alongside implementation of the Real Time Crime Center, and will monitor both departmental, interdepartmental, and community on officer involvement in these cases. It is the hope of the department that overall retail and motor vehicle theft rates will decrease throughout the lifetime of the grant and that successful investigations, evidence collection, suspect apprehension, and other law enforcement program implementation metrics will increase throughout the duration of the project scope. These will be quantifiable and align the proposed activities in the work plan. Data will be collected and reported to regional, state, and federal monitoring entities throughout the process, and program assessment throughout the duration and upon project close will include robust data analysis, sworn officer feedback, monitoring of the Real Time Crime Center effectiveness, and other qualitative data to adapt the program and maximize the project's success and City/grant resources. The City and Tracy PD is dedicated to a successful and comprehensive project roll-out that includes regular monitoring to ensure grant success and adapt to community and officer needs for an effective project scope.

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

[Budget_Worksheet_-_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_D2.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee_Assurance_-_Not_Applicable.docx](#)

Local Impact Letter(s) (Appendix E)

[Letter_of_Agreement_1.pdf](#)

Letter(s) of Commitment,
(Appendix F)

n/a

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Public_Safety_Video_Surveillance_System.pdf](#)

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

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

[Certification-of-Compliance_with_BSCC_Policies_on_Debarment.pdf](#)

OPTIONAL:
Governing Board
Resolution (Appendix
H)

n/a

OPTIONAL:
Bibliography

n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Reduce Counts of Organized Retail Theft throughout the City of Tracy		
Objectives (A., B., etc.)	> Reduce Counts of Organized Retail Theft > Implement RealTimeCrime Center > Hire fulltime Analyst to monitor and staff RealTimeCrime Center > Install additional 30 FLOCK License Plate Readers > Implement DroneSense Technology		
Process Measures and Outcome Measures:	Monitor and analyze ongoing organized retail crime theft counts and causal factors to adjust project scope to effectively target service gaps and other factors behind the relevant theft counts.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Implementation of License Plate Readers, Flock “Condor” Pan-Tilt-Zoom cameras, Real Time Crime Center equipment, quarterly meetings between retail businesses and law enforcement on how to properly secure inventory at businesses	> Lt Timothy Bauer	> 11/01/2023	> 11/01/2026
List data and sources to be used to measure outcomes: > Call Volume, Crime Rates (\$ merchandise lost, etc.)			

--

(2) Goal:	> Reduce Counts of Motor Vehicle Theft throughout the City of Tracy		
Objectives (A., B., etc.)	> Reduce Counts of Motor Vehicle and Motor Vehicle parts theft > Implement RealTimeCrime Center > Hire fulltime Analyst to monitor and staff RealTimeCrime Center > Install additional 30 FLOCK License Plate Readers > Implement DroneSense Technology		
Process Measures and Outcome Measures:	> Monitor and analyze ongoing vehicle theft and vehicle part's theft counts and casual factors to adjust project scope to effectively target service gaps and other factors behind the relevant theft counts.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Implementation of License Plate Readers, Flock "Condor" Pan-Tilt-Zoom cameras, Real Time Crime Center equipment, quarterly Public Service Announcements (PSA) to citizens on how to properly secure vehicles and vehicle accessories via social media	> Lt. Timothy Bauer	> 11/01/2023	> 11/01/2026
List data and sources to be used to measure outcomes: > Call Volume, Crime Rates (# of stolen vehicles and thefts of vehicle parts)			

(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: *City of Tracy*

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	\$494,898.00
2. Services and Supplies	\$168,000.00
3. Professional Services or Public Agencies	\$63,738.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$894,424.26
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$1,621,060.26

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Crime Analyst	\$79.31/hourly rate including benefits	\$494,898.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$494,898.00

1b. Salaries & Benefits Narrative:

The total cost for a crime analyst annually is \$164,966 which includes the employee's benefits package. This was costed at a top step crime analyst pay which is \$92,295.00 annually. The remaining amount of \$72,671.00 is the employee's benefit package with includes healthcare and pension costs. The total cost for a crime analyst for three years is \$494,889.00.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
DroneSense Software	License \$19,000 annually over 3-year grant program term	\$57,000.00
Flock OS Platform	License is \$37,000 annually over a three year grant performance period	\$111,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$168,000.00

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
Live 911 System Installation	purchase and installation of server (one time cost)	\$15,238.00
Flock "Falcon" license plate readers installation	Installation (one time cost)	\$26,000.00
Flock "Condor" PTZ cameras installation	Installation (one time cost)	\$22,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$63,738.00

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
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative
 Enter narrative here. You may expand cell height if needed.

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

5b. Data Collection and Evaluation Narrative
 Enter narrative here. You may expand cell height if needed.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Live911 system	annual fee over a three-year grant period	\$22,140.00

RealTimeCrime Computer Terminals	Equipment Acquisition and Installation - 3 each	\$4,993.00
Amazon web streaming service	annual fee over a three-year grant period	\$15,000.00
Flock "Falcon" license plate readers	annual fee over a three-year grant period, and maintenance	\$360,000.00
Flock "Condor" PTZ cameras	annual fee over a three-year grant period, and maintenance	\$247,500.00
Haivision Video Wall	acquisition and maintenance	\$244,791.26
TOTALS		\$894,424.26

6b. Equipment/Fixed Assets Narrative

Another cost is computer terminals for the Real Time Crime Center. Three computer terminals are needed for a total cost of \$4,993.00. This is a one time cost. The total equipment cost for year one (including installation) is \$580,402.26. The ongoing cost per year is \$266,880.00. The grand total for equipment for three years is \$1,114,162.26. total budget should be around 1.688 million

7a. Financial Audit

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

7b. Financial Audit) Narrative:

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

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
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 <u>one</u> 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	

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

TOTAL

\$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.



TRACY POLICE DEPARTMENT

June 26, 2023

Board of State and Community Corrections
C/O Organized Retail Theft Prevention Grant

To whom it may concern,

The Tracy Police Department's proposal for assistance in implementing a Real Time Crime Center, adding 40 additional License Plate Readers to the department's existing 42 readers, adding 30 zoom optic cameras to high traffic intersections, and funding a new Crime Analyst position over the next three (3) years would greatly support the police department's initiatives for intelligence driven police work and crime reduction strategies.

As reported by the Bureau of Justice, the mission of a Real Time Information Center (RTIC) is to "provide a law enforcement agency with the ability to capitalize on a wide and expanding range of technologies for efficient and effective policing. Such efforts may allow law enforcement officers to respond quickly, or even immediately, to crimes in progress or to those that recently occurred. The technologies available allow law enforcement agencies and officers to respond to crime events more efficiently, more deliberately, with improved operational intelligence, and with a proactive emphasis on officer, citizen, and community safety."

This project would support crime reduction and crime solving strategies as the City of Tracy continues to grow and supports the City of Tracy's Councils strategic priorities in the areas of public safety, governance, and quality of life. This project would be of significant value to the Tracy community and can be an opportunity for future partnerships with other law enforcement agencies in San Joaquin County and other adjacent areas.

Program funding would greatly assist in their efforts to employ the four tenets of procedural justice which are voice, neutrality, respectful treatment, and trustworthiness, and the department's goals to increase police legitimacy in the community, build partnerships, address crime, and engage with the citizens of Tracy.

We acknowledge the implementation of a Real Time Information Center and technology/intelligence enhancements will increase crime solvability and has the potential to increase case filings for the San Joaquin District Attorney's Office; however, the submission of strong evidence supported cases will lead to increased successful prosecution and reduced recidivism.

Tracy Police Department and San Joaquin District Attorney's Office agree that this project will be a benefit to our crime reduction strategies.

Sekou Millington

Sekou Millington
Chief of Police
Tracy Police Department

Ron Freitas

Ron Freitas
District Attorney
San Joaquin County

SERVICE ♦ INTEGRITY ♦ EXCELLENCE

1000 Civic Center Drive ♦ Tracy, Ca. 95376 ♦ Voice: 209.831.6550 ♦ Fax: 209.831.4017

Bias-Based Policing

401.1 PURPOSE AND SCOPE

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

Tracy Police Department

Tracy PD Policy Manual

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

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 Tracy Police Department is the primary agency, the Tracy Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

401.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital 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.

Tracy Police Department

Tracy PD Policy Manual

Bias-Based Policing

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

401.6 ADMINISTRATION

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

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

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

401.7 TRAINING

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

401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards and Training 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 Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit 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)

439.1 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.

439.2 POLICY

The policy of the Tracy 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.

439.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Tracy 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 assist officers in a criminal investigation.

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

439.3.1 ALPR ADMINISTRATOR

The Bureau of Investigations 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 Bureau of Support Services Manager on the retention and destruction of ALPR data.

Tracy Police Department

Tracy PD Policy Manual

Automated License Plate Readers (ALPRs)

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

439.4 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.

439.5 DATA COLLECTION AND RETENTION

The Bureau of Investigations 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 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.

439.6 ACCOUNTABILITY

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

Tracy Police Department

Tracy PD Policy Manual

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 administrative action.
- (c) ALPR system audits should be conducted on a regular basis by the Bureau of Investigations Commander or his/her designee.

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

439.7 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 request through official channels (e.g. verified email, confirmed phone contact) 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 Watch Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

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

439.8 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).

Public Safety Video Surveillance System

339.1 PURPOSE AND SCOPE

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

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

339.2 POLICY

The Tracy Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

339.3 OPERATIONAL GUIDELINES

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

339.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

Tracy Police Department

Tracy PD Policy Manual

Public Safety Video Surveillance System

- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

339.3.2 CAMERA MARKINGS

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

339.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

339.4 VIDEO SUPERVISION

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

Tracy Police Department

Tracy PD Policy Manual

Public Safety Video Surveillance System

339.4.1 VIDEO LOG

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

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

339.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

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

339.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

339.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve

Tracy Police Department

Tracy PD Policy Manual

Public Safety Video Surveillance System

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

339.6 RELEASE OF VIDEO IMAGES

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

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

339.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

339.8 TRAINING

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