Title	**Walnut Creek Police Department**	07/07/2023
	by **Jeff Slater** in **Organized Retail Theft Prevention Grant Program**	id. 41333537
	slater@walnutcreekpd.com	

Original Submission   07/07/2023

	The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.
SECTION I - BACKGROUND INFORMATION	**This section requests information about the applicant's name, location, mailing address, and tax identification number.**
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	**Walnut Creek 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	**Walnut Creek Police Department**
Applicant's Physical Address	**1666 N. Main St.** **Walnut Creek** **CA** **94596** **US**
Applicant's Mailing Address (if different than the physical address)	n/a
Mailing Address for Payment	**1666 N. Main St.** **Walnut Creek** **CA** **94596** **US**
Tax Identification Number	**94-6000450**
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	**Jamie** **Knox**
Project Director's Title with Agency/Department/Organization	**Chief of Police**
Project Director's Physical Address	**1666 N. Main St.** **Walnut Creek** **CA** **94596** **US**
Project Director's Email Address	**knox@walnutcreekpd.com**

Project Director's Phone Number	**+19259435844**
Financial Officer	**James Stone**
Financial Officer's Title with Agency/Department/Organization	**Police Business Manager**
Financial Officer's Physical Address	**1666 N. Main St. Walnut Creek CA 94596 US**
Financial Officer's Email Address	**stone@walnutcreekpd.com**
Financial Officer's Phone Number	**+19252563530**
Day-To-Day Program Contact	**Jeff Slater**
Day-To-Day Program Contact's Title	**Lieutenant**
Day-To-Day Program Contact's Physical Address	**1666 N. Main St. Walnut Creek CA 94596 US**
Day-To-Day Program Contact's Email Address	**slater@walnutcreekpd.com**
Day-To-Day Program Contact's Phone Number	**+19252563581**
Day-To-Day Fiscal Contact	**James Stone**
Day-To-Day Fiscal Contact's Title	**Police Business Manager**
Day-To-Day Fiscal Contact's Physical Address	**1666 N. Main St. Walnut Creek CA 94596 US**

Day-To-Day Fiscal Contact's Email Address	**stone@walnutcreekpd.com**
Day-To-Day Fiscal Contact's Phone Number	**+19252563530**
Name of Authorized Officer	**Andy Brown**
Authorized Officer's Title	**Captain**
Authorized Officer's Physical Address	**1666 N. Main St.** **Walnut Creek** **CA** **94596** **US**
Authorized Officer's Email Address	**abrown@walnutcreekpd.com**
Authorized Officer's Phone Number	**+19252563553**
Authorized Officer Assurances	**checked**
SECTION III - PROGRAM INFORAMTION	**This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.**
Project Title	**Walnut Creek Police Real Time Crime Center**
Proposal Summary	**The Walnut Creek Police Department seeks to create its own Real Time Crime Center (RTCC) and expand the number of public safety cameras throughout the City. The RTCC will consist of a single software platform that will securely connect all of our data sources, conduct data analysis, and provide crime mapping. The RTCC software platform will allow live connection to our CAD and public safety cameras in one source. Implementing a RTCC will greatly enhance the capabilities of our agency with new technology to help investigate crime, combat against Organized Retail Theft and overall improve public safety in our community.**
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**
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.**

Proposal Narrative Instructions	**The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).**
Project Need	**Organized Retail Thefts continue to rise, and Walnut Creek has experienced an increase in this type of criminal activity. One case, in particular, occurred in November of 2021, where approximately 80 people ransacked Nordstrom and stole large amounts of merchandise. This was a large-scale planned event that made national news. This case was extremely difficult to investigate, with limited investigative tools available to assist with identifying the responsible suspects and their associated vehicles.** **During this investigation, Walnut Creek Police identified significant gaps in coverage from our existing Automated License Plate Reading (ALPR) camera system. Our current system is outdated and in need of an upgrade, as we have dealt with multiple cameras that need to be fixed or replaced. The reasons for the replacement stem from broken cameras, power supply issues, and the recommended fix of a replacement upgrade since the cameras are so old and no longer manufactured. Technology advancements in ALPR systems allow for better image quality and are solar-powered, which avoids**

infrastructure issues where power is not accessible and avoids damage from power outages.

A significant amount of time is spent investigating Organized Retail Theft. A large portion of that time is spent reviewing camera footage and checking ALPR data to attempt and identify suspects. Having a software program that connects all of our investigative data sources into one search engine would have been extremely helpful during the Organized Retail Theft at Nordstrom in Walnut Creek. Web-based software applications exist that offer this type of service and are Criminal Justice Information Services (CJIS) compliant.

Walnut Creek Police needs to upgrade its current LPR camera system. Walnut Creek has 30 ALPR cameras at fixed locations throughout the City. However, multiple locations in our City do not have any ALPR cameras due to infrastructure issues where fixed cameras can't be installed. In order to install cameras at these locations, solar-powered cameras operating with cellular service are needed.

In order to help monitor crimes in progress like the Nordstrom Organized Real Theft event, Walnut Creek Police needs to implement a Real Time Crime Center (RTCC). Having a single source software application program used as an RTCC will help Walnut Creek Police investigate Organized Retail Theft. The RTCC can also be used to access our City Traffic Camera System in real-time and help monitor crimes in progress as suspects flee the area in their vehicles. The newly acquired ALPR cameras would be connected to the RTCC and allow investigators to help identify involved suspects quickly.

Implementing a RTCC in Walnut Creek will help combat Organized Retail Thefts in the region. Walnut Creek is known for its retail and restaurant offerings and is a convenient place to visit as it is centrally located in Contra Costa County. The Broadway Plaza outdoor shopping malls attract thousands of shoppers, and with many stores located in a small area, retail thefts occur often. A goal of having a RTCC with new public safety cameras will help combat retail theft, help decrease the amount of crime in the area and increase public safety.

| Project Description | The Walnut Creek Police Department seeks to create its own Real Time Crime Center (RTCC). In addition to having software able to run a RTCC, Walnut Creek Police would like to update and increase the amount of Public Safety Cameras, specifically Automated License Plate Reading (ALPR) cameras in the City. These cameras are used to help identify suspects traveling in and out of the City in vehicles. ALPR camera systems also assist with locating stolen vehicles. The Walnut Creek Police Department currently has 30 fixed ALPR cameras that are at the end of their useful life and need to be replaced. There are also multiple intersections in the City where ALPR cameras were never installed due to infrastructure issues. Walnut Creek Police would like to double our ALPR coverage area and add another 30 ALPR cameras in the City. With Organized Retail Thefts |

on the rise, Walnut Creek Police needs a mobile surveillance camera system that can be strategically placed at locations in the City where crimes are occurring or are believed to occur. This information can be determined with the RTCC through Crime Analysis.

Below is a description of what a RTCC is and how it functions:

A Real Time Crime Center (RTCC) is a facility that serves as a central hub for law enforcement agencies to gather, analyze, and disseminate information related to criminal activities in real-time. It is designed to enhance the effectiveness and efficiency of law enforcement operations by leveraging advanced technology and data-driven approaches.

The primary purpose of a Real Time Crime Center is to provide law enforcement officers with up-to-the-minute information and intelligence to support their decision-making processes and response strategies. This includes monitoring and analyzing various data sources, such as surveillance cameras, emergency calls, crime reports, social media feeds, and other relevant information streams. The key components and functions planned for the Walnut Creek Police RTCC are:

1. Data Integration: RTCCs aggregate data from various sources, both internal and external to law enforcement agencies. This can include data from CCTV cameras, license plate recognition systems, crime databases, emergency call centers, and social media platforms. The integration of diverse data sources enables a comprehensive view of criminal activities across different jurisdictions.

2. Data Analysis: Advanced analytics tools and techniques are used to process and analyze the collected data. This can involve identifying patterns, trends, and correlations in criminal behavior, as well as generating predictive models to anticipate potential criminal activity. Data analysis helps law enforcement agencies allocate resources effectively and make informed decisions to prevent or respond to crimes.

3. Video Surveillance Monitoring: Many RTCCs are equipped with a large number of surveillance cameras that are strategically positioned throughout a city or jurisdiction. These cameras are monitored in real-time, allowing operators to detect and respond to criminal incidents as they unfold. Video feeds can also be reviewed and analyzed retrospectively to aid investigations.

4. Incident Response Coordination: RTCCs serve as a coordination center for law enforcement agencies, enabling effective communication and collaboration among different departments and jurisdictions. Operators in the RTCC can relay information to officers in the field, provide real-time updates during ongoing operations, and facilitate the deployment of resources to address specific incidents.

5. Information Sharing: RTCCs often facilitate the sharing of information and intelligence with other law enforcement agencies, such as neighboring police departments, federal agencies, and intelligence organizations. Timely and accurate information exchange

helps in coordinating efforts, identifying regional crime patterns, and apprehending suspects who may operate across jurisdictional boundaries.

6. Crime Mapping and Visualization: RTCCs utilize geographical information systems (GIS) to map crime incidents, identify crime hotspots, and visualize crime data. This helps law enforcement agencies gain a better understanding of crime patterns, allocate resources strategically, and plan targeted enforcement actions.

Having a RTCC will allow our staff to use Crime Analysis to interpret data related to crime patterns, trends, and incidents. Staff will be able to examine various aspects of criminal activity as crime analysis plays a crucial role in preventing and reducing crime. Here are several ways crime analysis can help prevent crime:

1. Identifying Hotspots: Crime analysts use data analysis techniques to identify areas or "hotspots" with high concentrations of criminal activity. By pinpointing these hotspots, law enforcement agencies can allocate resources and implement targeted interventions in these areas to deter criminal behavior.
2. Predictive Analysis: Crime analysts can use historical data and statistical modeling techniques to forecast future criminal activity. By identifying patterns and trends, analysts can predict where and when crimes are likely to occur, allowing law enforcement to proactively deploy resources and implement preventive measures.
3. Intelligence-Led Policing: Crime analysis facilitates intelligence-led policing strategies by providing law enforcement agencies with actionable intelligence. Analysts can provide information on criminal networks, modus operandi, and other relevant details, enabling law enforcement to focus on high-risk individuals or groups and disrupt criminal activities before they occur.
4. Problem-Oriented Policing: Crime analysis helps identify underlying problems that contribute to criminal activity, such as specific environmental conditions, social issues, or repeat offenders. By understanding the root causes, law enforcement agencies can collaborate with other stakeholders to develop and implement targeted strategies to address these problems and prevent crime in the long term.
5. Resource Allocation: Crime analysis enables agencies to allocate resources effectively. By analyzing crime data, agencies can determine the most critical areas or types of crime that require attention. This allows them to optimize resource allocation, such as deploying patrol officers, increasing surveillance, or implementing community outreach programs, where they are most needed.
6. Evaluating Intervention Strategies: Crime analysis helps evaluate the effectiveness of crime prevention initiatives and intervention strategies. By monitoring and analyzing data before and after implementing specific interventions, analysts can assess their impact on crime rates. This information enables agencies to refine their strategies and allocate resources to the most effective interventions.
7. Collaboration and Partnerships: Crime analysis promotes collaboration among law enforcement agencies, community

organizations, and other stakeholders. By sharing information and data analysis findings, agencies can develop comprehensive crime prevention strategies, implement joint initiatives, and engage the community in crime prevention efforts.

Overall, crime analysis provides valuable insights into crime patterns, trends, and risk factors. By utilizing this information effectively, law enforcement agencies can enhance their proactive approach to crime prevention, allocate resources efficiently, and implement targeted interventions, ultimately reducing crime and enhancing public safety.

Walnut Creek Police already has some ALPR cameras in the City and we have policies in place regarding their use. All sworn members of our staff are trained on bias-based policing and would only be able to access the RTCC if trained and authorized in its use. Civilian personnel assigned to Dispatch and our Crime Analyst receive similar bias-based training and would also have access to the RTCC for monitoring purposes on a consistent basis 24 hours a day, seven days a week.

If this project is approved, our goal is to implement a RTCC within six months. The software application should be identified, purchased, installed, and staff trained on its use in that timeframe. The goal would be to have the Walnut Creek RTCC operational as early as January 2024 and immediately start measuring crime analytics and crime mapping capabilities to identify crime trends and where resources should be allocated. In time, Walnut Creek Police anticipates a reduction in crime and higher closure rates of cases with the implementation of the RTCC. The overall crime data for the entire City will be conducted on an annual basis by our Crime Analysist and public accessible in our annual police report presented to City Council every spring.

Project Organizational Capacity and Coordination

Ideally, Walnut Creek Police will acquire a RTCC from a software application that is able to connect to the platform used by other nearby law enforcement agencies. This may only be possible through the same vendor, but regardless having a RTCC capable of analyzing data and providing access to real-time data is essential.

Being able to connect other agencies data will allow better collaboration and coordination of investigative efforts between agencies especially when investigating similar crimes involving the same suspects. Once a suspect is apprehended; this coordination will aid with the prosecution efforts for suspects responsible for crimes in multiple jurisdictions. The sharing of information between agencies will require this data to be CJIS compliant and several vendors offer platforms that are compliance.

Using crime analysis to identify crime trends will help our staff better utilize our resources at combating crime. This information can be used to strategize where and when police resources should be deployed so our chances of identifying and apprehending criminals increase. The police resources to be deployed can be patrol officers, plainclothes officers or the strategic placement of the mobile trailer surveillance cameras.

Crime analysis data will be shared with our neighboring agencies to help them deploy resources appropriately, especially in situations where large scale retail thefts are believed to occur. All of these efforts have the potential to deter crime or help apprehend criminals.

The Walnut Creek Downtown area has an outdoor shopping mall called Broadway Plaza. Broadway Plaza has approximately 80 specialty shops including Nordstrom, Macy's, Apple, and lululemon, plus multiple restaurants. Having a RTCC within the police department will help identify crime trends that may affect these businesses and allow us to share appropriate information with them to help with reporting crimes and deter retail theft.

This project will be managed on a regular basis by the Project Manager who will report to the Administration Services Captain. The overall effectiveness of the RTCC will be demonstrated through Crime Analysis with a reduction in crime throughout the City. The Project Manager will work with the Police Department Crime Analyst and Police Department Records Division to check statistics for reduced crime rates and evaluate police report closure rates. All findings will be reported to the Project Manager (Chief of Police) on a quarterly basis.

At the conclusion of this project, Walnut Creek Police plan to continue with our subscription service agreements based on the data acquired that shows crime has been reduced and the continued use of the RTCC and Public Safety Cameras will be worthwhile. Funds for the continuation of the software agreements would be budgeted appropriately during the annual Fiscal Budget review process.

Project Evaluation and Monitoring

Project evaluation and monitoring are essential processes in project management that help assess the progress, effectiveness, and outcomes of a project. They involve systematic and ongoing assessment of project activities, outputs, and impacts to ensure that the project is on track and meeting its objectives. Project monitoring involves the continuous tracking and measurement of project activities, resources, and outputs during the implementation phase. The key objectives of this project monitoring are:

1. Tracking Progress: Monitoring helps to ensure that project activities are being executed according to the planned schedule. It involves regularly collecting data on project activities, milestones, deliverables, and resources used.

2. Resource Management: Monitoring allows project managers to assess the allocation and utilization of resources which will be the newly acquired equipment.

3. Issue Identification: Monitoring facilitates the early detection of issues, risks, or challenges that may arise during project implementation. This will

4. Quality Assurance: Monitoring includes assessing the quality and accuracy of project outputs against predefined standards and specifications. It ensures that the project is meeting the desired level of quality and enables necessary adjustments or improvements.

Project evaluation is a systematic assessment of the project's overall performance, effectiveness, and impact. The evaluation of the system and newly acquired cameras will be based on their use and crime statistics. The primary objectives of this project evaluation are:

1. Outcome Assessment: Evaluation examines the outcomes and impacts of the project to determine whether it has achieved its intended objectives and produced the desired results. It involves analyzing the extent to which the project has created positive changes, addressed the identified needs, and met stakeholder expectations.

2. Effectiveness Evaluation: Evaluation assesses the effectiveness of project strategies, approaches, and interventions in achieving the desired outcomes. It examines whether the selected methods and activities were appropriate, efficient, and successful in producing the intended results.

3. Lessons Learned: Evaluation provides an opportunity to identify and document lessons learned from the project. This involves capturing both successes and failures, analyzing the factors that contributed to them, and deriving recommendations for future projects.

4. Accountability and Transparency: Evaluation ensures transparency and accountability by examining project performance in terms of budget utilization, adherence to project plans, and compliance with regulations and guidelines. It helps to demonstrate the responsible use of resources and informs decision-making. Project evaluation and monitoring methods may include various techniques such as surveys, interviews, data analysis, site visits, progress reports, and performance indicators. The results of these processes provide valuable insights and feedback to project stakeholders, enabling them to make informed decisions, improve

project implementation, and enhance future project planning and management.

The Walnut Creek Police Business Manager will be responsible for tracking our finances regarding the purchases and software subscription agreements. The Project Manager will be responsible for providing feedback to the Administration Captain and Project Director (Chief of Police) with statistical data where suspects were identified in reported crimes and arrests were made. This information will be used to prove the overall effectiveness of the RTCC.

With a RTCC in place, the goal will be to show a decrease in crime, specifically in our downtown area, where most of our retail thefts occur. Our Crime Statistics are calculated on a monthly basis and will be monitored by our Crime Analyst and RTCC Project Manager. The data gathered will be reviewed and evaluated throughout this project on a quarterly basis to ensure the RTCC is functioning as intended and the newly acquired equipment is helping identify suspects. Lastly any lessons learned on how to better use the RTCC will be shared among staff members to improve its overall effectiveness.

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

Budget Attachment

Copy_of_ORT-Grant-Program-Budget-Attachment-Final_3.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_2.docx

Grantee Assurance for Non-Governmental Organizations (Appendix D)

Appendix_D.pdf

Local Impact Letter(s) (Appendix E)

Appendix_E.pdf

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

Policies Limiting Racial Bias

WCPD_Bias-Based_Policing.pdf

Policies on Surveillance Technology

WCPD_Public_Safety_Video_Surveillance_System.pdf

WC_Technology_Use_Policy.pdf

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

Appendix_G.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.)**

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:	> **Acquire Software Subscription Service & Public Safety Cameras for a Real Time Crime Center**		
Objectives (A., B., etc.)	> Purchase software subscription service to implement a Real Time Crime Center		
Process Measures and Outcome Measures:	Acquire a software application that is CJIS compliant will be a single source platform to connect multiple data sources into one search platform capable of providing Crime Analysis and Crime Mapping. Software application will be purchased within six (6) months of receiving the grant.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Software application must be CJIS compliant and allow connectivity via real-time.	> Lt. Jeff Slater & PD Business Manager James Stone	> Oct 1, 2023	April 1, 2024
List data and sources to be used to measure outcomes: Crimes reported where the suspects were identified from use of the RTCC will be tracked to prove its effectiveness is helping solve crimes.			

(2) Goal:	> **Increase Public Safety Cameras throughout the City that will work with RTCC**		
Objectives (A., B., etc.)	A. Upgrade existing LPR Public Safety Cameras with new technology and more reliable cameras. This also included adding LPR cameras in the City. B. Acquire new Portable Surveillance Trailers for the City to offer surveillance capabilities of different areas when needed.		
Process Measures and Outcome Measures:	> Purchase and installation of the cameras will be completed within six months. Data collected and used to ID suspects will be tracked to demonstrate their effectiveness.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Public Safety and Portable Surveillance cameras must be solar powered to avoid infrastructure issues.	> Lt. Jeff Slater and PD Business Manager James Stone	> Oct 1, 2023	April 1, 2024
List data and sources to be used to measure outcomes: > Crimes reported where the suspects were identified from use of the Public Safety Cameras will be tracked to show the benefits of the equipment.			

(3) Goal:	> **Decrease Crimes associated with Organized Retail Theft.**		
Objectives (A., B., etc.)	> Decrease the Police Department's Crime Rate pertaining to crimes associated with Organized Retail Theft.		
Process Measures and Outcome Measures:	> Crime Statistics will be taken and compared an annual basis.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Implementation of the RTCC and installation of the new Public Safety Cameras.	> Lt. Jeff Slater & PD Crime Analyst	> Jan 1, 2024	July 1, 2027
List data and sources to be used to measure outcomes: > Crime Data will be compared annually to when the RTCC is activated to show the decrease.			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative	
Name of Applicant: *(i.e., County Sheriff's Office, County Probation Department, or City Police Department)*	*Walnut Creek 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	$0.00
2. Services and Supplies	$0.00
3. Professional Services or Public Agencies	$450,000.00
4. Non-Governmental Organization (NGO) Subcontracts	$0.00
5. Data Collection and Evaluation	$75,000.00
6. Equipment/Fixed Assets	$645,000.00
7. Financial Audit (Up to $25,000)	$25,000.00
8. Other (Travel, Training, etc.)	$0.00
9. Indirect Costs	$0.00
TOTAL	**$1,195,000.00**

1a. Salaries & Benefits		
Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
N/A		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$0.00**

1b. Salaries & Benefits Narrative:

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

2a. Services and Supplies		
Description of Services or Supplies	Calculation for Expenditure	Total
N/A		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$0.00**

2b. Services and Supplies Narrative:

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Real Time Crime Center Sofware	Annual subscription of $150,000 for a three (3) year contact agreement.	$450,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTAL		**$450,000.00**

3b. Professional Services Narrative

A Software services company would be used to provide the single source platform for the Real Time Crime Center. This is subscrition based and estimated to be $150,000 a year under a three (3) year contract agreement.

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
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
Data Collection and Evaluation Costs	Minimum expense allocated	$75,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTALS		**$75,000.00**

5b. Data Collection and Evaluation Narrative

Minimum amount set aside for Data Collection and Evaluation efforts which will include the Local Evaluation Plan and the Final Local Evaluation Report.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Public Safety Cameras	$2,500 a year for each camera on a three (3) year contract. A one time fee of $500 is required for installation. 60 cameras total are requested.	$480,000.00
Two Portable Trailer Surveillance Cameras	One surveillance trailer is $37,500.	$75,000.00
Software Subscription for the Portable Trailers	$1,250 a month per trailer. Contract would be three (3) years for two (2) Trailers.	$90,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTALS		**$645,000.00**

6b. Equipment/Fixed Assets Narrative

Due to potential Infastructure issues, solar powered cameras are be required. Rough estimates were taken from companies that offer solar powered cameras. A single camera is estimated to cost $2,500 annually on a subscription service plus an additional one time fee of $500 per camera for installation. 60 Public Safety cameras are being requested to double our coverage areas throughout the City. Half of this request is to replace our existing/outdated LPR cameras that need to be upgraded. Two (2) portable trailer surveilance cameras are being requested to be available to be stragetically placed for Special and/or Unplanned events downtown where Organized Retail Theft is occurring. These portable surveillance trailers will help deter Organized Retail Thefts and will provide evidence that will help identify and prosecute criminals.

7a.Financial Audit

Description	Calculation for Expense	Total
Financial Audit Expenses		$25,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTAL		**$25,000.00**

7b. Financial Audit) Narrative:

Up to $25,000 is allocated for the required financial audit. The audit will confirm the prepared financial statements are free of misstatements based upon the application of generally accepted accounting principles.

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

Description	Calculation for Expense	Total
N/A		$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

	Grant Funds	Total
For this grant program, indirect costs may be charged using only **one** of the two options below:		
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
If using Option 1) grant funds allocated to Indirect Costs may not exceed:	*$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
If using Option 2) grant funds allocated to Indirect Costs may not exceed:	*$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:

July 6, 2023

To the Board of State and Community Corrections (BSCC):

The Walnut Creek Police Department plans to integrate a Real Time Crime Center (RTCC) with additional public safety cameras to be installed throughout the City. Funding for this project will come from the Organized Retail Theft Prevention Grant Program. This project will not impact any other agencies as all of the public safety cameras will be installed on City Property within our jurisdiction.

Sincerely,

Lt. Jeff Slater

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Walnut Creek 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 Walnut Creek 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.

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 Walnut Creek Police Department is the primary agency, the Walnut Creek 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 Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
    1. Supervisors should document these periodic reviews.

2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

Each year, the Operations Division 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 Unit.

(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

(b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Unit Lieutenant 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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). (See Records Bureau Policy).

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

officers

Public Safety Video Surveillance System

346.1 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.

346.2 POLICY

The Walnut Creek 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.

346.3 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.

346.3.1 PLACEMENT AND MONITORING

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

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

(a) To prevent, deter, and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

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

(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 the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in the Communications Center are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

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

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

346.3.2   TRAINING
Personnel involved in video monitoring will be appropriately trained and supervised.

346.3.3   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.

346.4   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.

346.4.1   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.

346.5   REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current departmental evidence procedures.

346.5.1   PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Custodian of Records, who will promptly research the request and submit the results of such search through the Chief of Police to the City Attorney's office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the City Attorney's office.

Video images captured by the CCTV camera system are considered a Police work product and they are surveillance videos, therefore subject to the exemption for disclosure under Govt. Code Section 6254(f).

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public.

346.6   RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Walnut Creek 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.

346.7   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.