

Title	Claremont Police Department	07/03/2023
	by Garrett Earl in Organized Retail Theft Prevention Grant Program	id. 41307208
	gearl@ci.claremont.ca.us	

Original Submission 07/03/2023

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) **Claremont 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 **Claremont Police Department**

Applicant's Physical Address **570 W Bonita Ave.
Claremont
CA
91711
US**

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

Mailing Address for Payment **570 W Bonita Ave.
Claremont
CA
91711
US**

Tax Identification Number **95-6000692**

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 **Garrett
Earl**

Project Director's Title with Agency/Department/Organization **Corporal / Claremont Police Department / Specialized Services Bureau**

Project Director's Physical Address **570 W Bonita Ave.
Claremont
CA
91711
US**

Project Director's Email Address **gearl@ci.claremont.ca.us**

Project Director's
Phone Number **+19093995412**

Financial Officer **Nishil
Bali**

Financial Officer's
Title with
Agency/Department/Organization **Finance Director**

Financial Officer's
Physical Address **207 Harvard Ave
Claremont
CA
91711
US**

Financial Officer's
Email Address **nbali@ci.claremont.ca.us**

Financial Officer's
Phone Number **+19093995328**

Day-To-Day Program
Contact **Garrett
Earl**

Day-To-Day Program
Contact's Title **Specialized Services Bureau Corporal**

Day-To-Day Program
Contact's Physical
Address **570 W Bonita Ave.
Claremont
CA
91711
US**

Day-To-Day Program
Contact's Email
Address **gearl@ci.claremont.ca.us**

Day-To-Day Program
Contact's Phone
Number **+19093995412**

Day-To-Day Fiscal
Contact **Lindsey
Coe**

Day-To-Day Fiscal
Contact's Title **Admin Assistant**

Day-To-Day Fiscal
Contact's Physical
Address **570 W Bonita Ave.
Claremont
CA
91711
US**

Day-To-Day Fiscal Contact's Email Address	lcoe@ci.claremont.ca.us
Day-To-Day Fiscal Contact's Phone Number	+19093995407
Name of Authorized Officer	Garrett Earl
Authorized Officer's Title	Specialized Services Bureau Corporal
Authorized Officer's Physical Address	570 W Bonita Ave. Claremont CA 91711 US
Authorized Officer's Email Address	gearl@ci.claremont.ca.us
Authorized Officer's Phone Number	+19093995411
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	Claremont Police Department Motor Vehicle/Acessory Theft
Proposal Summary	The proposed scope of this project will include the purchase, installation and operation of automated license plate cameras in close proximity to a nearby shopping center with 36 businesses, three auto dealerships and a motel. These cameras would provide additional information that would be required to identify and prosecute suspects for vehicle theft, vehicle accessory theft and retail theft. Additionally, the information will be beneficial to surrounding agencies to identify and prosecute suspects for crimes that occur within their jurisdiction. The project would also include evaluation and monitoring to identify the effectiveness of this system.

**PROGRAM
PURPOSE AREAS**

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

**Program Purpose
Areas (PPAs):**

PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

**Funding Category
Information**

Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

Funding Category

Medium Scope (Up to \$6,125,000)

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

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

The City of Claremont is located on the eastern edge of Los Angeles County bordering the cities of Pomona, La Verne, Upland and Montclair. With a geographic area of approximately 14 sq miles and a population of approximately 37,000 people, the city is almost primarily residential. Within the city there are five colleges and two graduate schools. The Claremont Police Department is a small department with 41 sworn Police Officers. In the southern section of the city there is a retail shopping center comprised of three auto dealerships and 36 retail businesses and one 128 room motel located at the intersection of Indian Hill Blvd and Auto Center Dr.

This area is separated from the northern portion of the city by the IS-10 Freeway and has a large volume of vehicular traffic in excess of 28,000 vehicles traveling through this intersection per day. Being at the most southern portion of the city makes it difficult for the department's four officer patrol shift to provide a high-level of visibility to proactively reduce crime. This causes our officers to become more reactive in this area.

Since January of 2018, this area had 1,091 Part 1 and Part 2 crimes reported and 11,211 calls for service to the police department. Of those crimes, 31% of the crimes were auto theft, auto part theft and property theft. The crimes reported in this three-block radius account for 7% of the city's overall crime within the past five years. During that time, 79 vehicles were stolen or recovered in this area with an estimated value of \$1.7 million.

Installation of an automated license plate recognition system in this area would provide Officers with valuable information to identify suspects, vehicles and take a more proactive approach to reducing these types of crimes in the area.

Project Description

This project will include the following:

- 1. Instillation of 7 Vigilant ALPR cameras and associated infrastructure in the area of Indian Hill Blvd and Auto Center Dr.**
- 2. Camera licensing for the 7 installed cameras for the duration of the grant period to be then paid by CPD thereafter.**
- 3. Cellular service for each of the new installed camera locations for the duration of the grant period to be then paid by CPD thereafter.**

ALPR cameras provide law enforcement agencies with a powerful tool for detecting and deterring criminal activities. By scanning license plates in real-time, these cameras can quickly identify stolen vehicles, vehicles linked to criminal suspects, or vehicles associated with outstanding warrants. This technology enables law enforcement officers to locate suspects, recover stolen property, and enhance overall public safety. The City of Claremont currently operates 38 fixed automated license plate cameras within the city.

There are currently no ALPR cameras installed on Indian Hill Blvd south of the IS 10 freeway within the City of Claremont.

With approximately 28,000 vehicles traveling through this intersection, the addition of seven ALPR cameras would provide valuable information to identify and recover stolen vehicles as they enter the immediate area. Coordination and approval with the City of Pomona police department will be required to install two of the ALPR cameras on one of their traffic signal poles located at Indian Hill Blvd and Cobblestone Dr. The department currently operates other cameras on poles owned by the City of Pomona and has a good operating relationship.

The goals for this project are as follows:

- 1. Install 7 Vigilant ALPR cameras and required infrastructure by approved contractor (October 1, 2023 to April 1, 2024).**
- 2. Monitor and maintain statistical records of stolen vehicles located and crimes solved with the use of the new ALPR cameras funded by this grant (December 31, 2024 to December 31, 2026).**

The Claremont Police Department has an active ALPR use policy to comply with all applicable privacy laws/regulation and securing any data collected or stored (see attached).

The Claremont Police Department has an existing policy to limit bias-based policing.

Project Organizational Capacity and Coordination

This project requires minimal staffing with one employee to coordinate with contractors for the installation of the ALPR infrastructure. That employee will also provide any monitoring, statistics and data collection during the performance period of the grant.

Project Evaluation and Monitoring

During the performance period of this grant, crime data and ALPR data will be compiled and compared to pre-grant levels to assess the program with the overall goal of reducing the number of thefts and increasing the number of recoveries in the area. Additionally increasing the number of in-custody recoveries made to decrease the number of repeat offenders.

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

Budget Attachment

[ORT-Grant-Program-Budget-Attachment-Final.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Non-Governmental_Assurances.pdf](#)

Local Impact Letter(s) (Appendix E)

[Impact_Letter.pdf](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[ALPR_Usage_and_Privacy_Policy___City_of_Claremont.pdf](#)

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

[Cert_of_Compliance.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Decrease number of vehicles stolen and increase the number of stolen vehicles recovered with suspects in-custody.		
Objectives (A., B., etc.)	> Install 7 Vigilant Fixed ALPR cameras in the southern section of the City of Claremont near the intersections of Indian Hill Blvd and Auto Center Dr.		
Process Measures and Outcome Measures:	> Crime data and ALPR data will be compiled and compared to pre grant levels to assess the program with the overall goal of reducing the number of thefts and increasing the number of recoveries in the area. Additionally increasing the number of in-custody recoveries made to decrease the number of repeat offenders.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Motor vehicle theft/ motor vehicle accessory theft	> 1	> 10/23	> 04/24
List data and sources to be used to measure outcomes: >Claremont Police Department report records/ Part 1 and Part 2 crimes. Vigilant ALPR hit and detection data.			

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

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

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$5,480.00
3. Professional Services or Public Agencies	\$10,000.00
4. Non-Governmental Organization (NGO) Subcontracts	\$52,410.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$65,147.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$133,037.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
None		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

1b. Salaries & Benefits Narrative:

No salaries or benefits required.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Celular Data Connection for ALPR Cameras	4 devices at 37.99 per month for 36 months	\$5,480.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$5,480.00

2b. Services and Supplies Narrative:

Verizon celular data connection for ALPR cameras to connect to server.

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.



CITY OF CLAREMONT

Aaron Fate, Chief of Police
Police Department

570 West Bonita Avenue
Claremont, CA 91711-4626
Administrative Fax (909) 399-5439

Administration • (909) 399-5404
Administration Services Bureau • (909) 399-5409
Detective Bureau • (909) 399-5420
General Information • (909) 399-5411

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program Local Impact

Date: June 29, 2023

This letter is being submitted to document that the Claremont Police Department's involvement in this grant will not impact any other agency, retailer, or local government agency.

Signed by,

Garrett Earl,
Corporal Specialized Services Bureau
Claremont Police Department

Bias-Based Policing

401.1 PURPOSE AND SCOPE

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

All police-initiated actions, which includes all investigative detentions, traffic stops, arrests, searches and seizures of persons and/or property by officers, shall be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and statutory authority, as well as equal protection of laws required by the Fourteenth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts, circumstances and conclusions, which support probable cause or reasonable suspicion for the arrest, investigative detention, search, or traffic stop. Except as provided below, officers shall not solely consider race, ethnicity, national origin, religion, age, gender, gender identity or sexual orientation in establishing either reasonable suspicion or probable cause, or as a basis for requesting consent to search.

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.

Claremont Police Department

Policy Manual

Bias-Based Policing

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

Effective January 1, 2022

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

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

Bias-Based Policing

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.
 - (a) Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review in-car recordings, portable audio/video recordings, Mobile Data Center (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.
 - 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 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Operations Captain 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 Support Services Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

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

401.7 TRAINING

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

- (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

Claremont Police Department

Policy Manual

Bias-Based Policing

five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

ALPR Usage and Privacy Policy

Accessibility

820.1 Purpose

To set forth the procedures for use of the Automated License Plate Recognition (ALPR) system and equipment conducted in the course and scope of providing law enforcement services as well as establishing use and data retention policies.

820.2 ALPR Usage and Privacy Policy

ALPR technology provides law enforcement with the ability to capture and store digital license plate data and then compare that data almost instantly against stolen vehicle lists, the countywide warrant system, and Be On the Look Out (BOLO) vehicles. In addition to comparing license plate data against electronic lists, the data can also be searched to aid in criminal investigations.

This policy governs the Automated License Plate Recognition System (“ALPR system” or “system”) operated by the Claremont Police Department, and applies to our employees and private contractors who have access to or use our system.

The ALPR system is a searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of license plates and the characters they contain into computer-readable data.

The information contained in the system (“LPR data”) includes images of license plates, plus the date, time and location when the images were collected, as well as the license plate characters and numbers associated with the image.

The images stored in the system are collected from areas visible to the public where there is no reasonable expectation of privacy. The collection and dissemination of the information contained in the system is protected activity under the First Amendment to the U.S. Constitution. Moreover, LPR data stored in our system does not include any personally identifying information (PII), or information which relates the license plate image to the driver or registered owner of a vehicle. PII contained in vehicle registration information is protected by federal law (Driver’s Privacy Protection Act, Title 18, US Code, Section 2721 et seq.) and State laws.

Law enforcement and other users may have access to vehicle registration information, and other sources of PII, which they may correlate with LPR data stored in the system to create vehicle hot-lists in accordance with the above referenced federal law. All hot-list fields other than the license plate number itself are encrypted to protect any PII that may exist in these hot-lists.

820.3 Use and Collection of LPR Data

The Claremont Police Department authorizes collection of LPR data for the use of the department consistent with this policy. Authorized use of the ALPR system shall be searching and utilizing LPR data for law enforcement purposes only and may not be used for any other purpose.

820.4 Users and Training

The ALPR system shall only be accessed or used by sworn Police Officers, communications staff, City technology staff, or independent contractors hired to maintain the system, and all must be CLETS certified prior to access of the system.

Independent contractors shall at a minimum have been Livescanned and be free of any criminal convictions, and shall be required to sign a waiver acknowledging that they will not utilize LPR data other than for the work they have been contracted to perform.

All sworn personnel shall be provided training in the use of the ALPR system during the Field Training Officer Program. Communications staff shall be provided initial training in the use of the equipment and this ALPR policy.

Accessibility

This ALPR policy shall be reviewed by all sworn and non-sworn personnel with access to the system on an annual basis. No department personnel shall be given a username or password to access LPR data without being trained and having read the ALPR policy.

820.5 Monitoring and Compliance

LPR data is not subject to disclosure under the California Public Records Act and shall be treated as confidential information. The following measures shall be taken to monitor the use of ALPR data and identify if data has been accessed by unauthorized individuals:

- The date and time LPR data is accessed.
- The IP address from which the LPR data is accessed.
- The license plate number or other data elements used to query the system.
- The username of the person who accessed the information and, as applicable, the organization or entity with whom the person is affiliated.
- The purpose for accessing the information.

LPR database audits shall be conducted on a regular basis.

820.6 Sale, Sharing or Transfer of LPR Data

ALPR data may be shared with other law enforcement agencies, but this data is confidential and shall not be shared or open to the public for review. Agencies requesting ALPR data shall only be shared for official law enforcement purposes.

The agency requesting the data must make a written request that includes the agency, name of the person requesting the data, and the reason for the request. The request may be approved by the Watch Commander, Detective Bureau Lieutenant or a division Commander.

All ALPR data requests shall be forwarded to the Chief of Police's Administrative Assistant who shall maintain a file of the requests. Requests shall be maintained in the file based on the department's Records Retention and Management Policy.

The Claremont Police Department does NOT make the ALPR system or data it contains available to individuals for personal or commercial purposes.

820.7 Custodian or Owner of the ALPR System

The Claremont Police Department is both owner and custodian of the LPR data it has collected. A third party has been introduced in 2016, Vigilant. They are also custodians of the LPR data.

820.8 Accuracy of LPR Data

The department maintains both a mobile and fixed ALPR system. All LPR data access requires a username and password for access. When there is a return or match to a stolen vehicle, wanted person, or other database that license plate information is queried against, it is referred to as a "hit."

Fixed and mobile system hits are displayed in the Communications Center and on vehicle devices that are logged into the ALPR system. If a "hit" on a vehicle license plate occurs at a fixed ALPR location, the dispatcher shall confirm that the plate is not a misread and then immediately broadcast the nature of the hit, the vehicle and license plate, and the fixed ALPR location to patrol officers. The dispatcher shall then run the "hit" through the

California Law Enforcement Telecommunications System (CLETS), and broadcast the results to responding officers.

Officers utilizing a mobile ALPR system that receives a “hit” shall visually verify the license plate number and confirm its status through CLETS (unless already confirmed by the Communications Personnel). The ALPR database is not in real-time, and this step is necessary to confirm the current status in CLETS and that the plate was read properly. Accessibility

820.9 Retention

LPR data shall be retained for a period of two-years, at which time the LPR data shall be purged unless it is evidence in a criminal or civil action, or there is a reasonable likelihood that it will become evidence. In those situations, the data shall only be retained as long as it is necessary in the criminal or civil action. In those instances, consideration should be given to downloading the data onto a DVD and booking the DVD into evidence.