

Title	Daly City Police Department	07/06/2023
	by Ignacio Reyes in Organized Retail Theft Prevention Grant Program	id. 41327693
	ireyes@dalcycity.org	

Original Submission 07/06/2023

The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION This section requests information about the applicant's name, location, mailing address, and tax identification number.

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department) **Daly City 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 **Yes: This is a Multi-Agency Partnership Application**

Identification of Multi-Agency Partners	San Bruno Police Department San Mateo Police Department
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	Daly City Police Department
Applicant's Physical Address	333 90th Street Daly City CA 94015 US
Applicant's Mailing Address (if different than the physical address)	<i>n/a</i>
Mailing Address for Payment	333 90th St. Daly City CA 94015 US
Tax Identification Number	94-6000318
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	Ignacio Reyes
Project Director's Title with Agency/Department/Organization	Lieutenant #107
Project Director's Physical Address	333 90th Street Daly City CA 94015 US

Project Director's
Email Address **ireyes@dalycity.org**

Project Director's
Phone Number **+16509918274**

Financial Officer **Judy
Huey**

Financial Officer's
Title with
Agency/Department/Organization **Police Management Analyst**

Financial Officer's
Physical Address **333 90th Street
Daly City
CA
94015
US**

Financial Officer's
Email Address **jhuey@dalycity.org**

Financial Officer's
Phone Number **+16507468373**

Day-To-Day Program
Contact **Ignacio
Reyes**

Day-To-Day Program
Contact's Title **Support Services Bureau**

Day-To-Day Program
Contact's Physical
Address **333 90th Street
Daly City
CA
94015
US**

Day-To-Day Program
Contact's Email
Address **ireyes@dalycity.org**

Day-To-Day Program
Contact's Phone
Number **+16504839509**

Day-To-Day Fiscal
Contact **Judy
Huey**

Day-To-Day Fiscal
Contact's Title **Police Management Analyst**

Day-To-Day Fiscal Contact's Physical Address	333 90th Street Daly City CA 94015 US
Day-To-Day Fiscal Contact's Email Address	jhuey@dalycity.org
Day-To-Day Fiscal Contact's Phone Number	+16507468373
Name of Authorized Officer	Cameron Christensen
Authorized Officer's Title	Acting Chief of Police
Authorized Officer's Physical Address	333 90th Street Daly City CA 94015 US
Authorized Officer's Email Address	cchristensen@dalycity.org
Authorized Officer's Phone Number	+16509918115
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	Daly City, San Bruno, San Mateo Police Departments Coordinating to Address ORT, MVT, MVAT
Proposal Summary	Daly City Police Department is partnering with San Bruno and San Mateo Police Departments. Together, the partner agencies will launch a coordinated and strategic effort to address and prevent retail and vehicle/accessory theft in the region. Community Service Officers, an Organized Retail Theft Task Force, DCPD MVT/MVAT Operations, Community Awareness Campaigns, and technologies such as Starchase, C3 investigative tools, and Automatic License Plate Readers will enhance efforts to protect and serve. The initiative will reduce ORT, MVT, and MVAT in partnering jurisdictions, improving the safety and security of residents and retailers alike.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

Need to be Addressed / Process to Determine Need / Related to Intent of Grant Program: Daly City Police Department conducted a comprehensive Needs Assessment to gather documentation from numerous sources to support internal data that identified intensifying challenges related to Organized Retail Theft (ORT), Motor Vehicle Theft (MVT), and Motor Vehicle Accessory Theft (MVAT) in the jurisdiction. Data was gathered from the Daly City Police Department, local retailers (Macy's, Old Navy, Victoria's Secret, Dick's Sporting Goods, Westlake Shopping Center, and Serramonte Shopping Center. The Needs Assessment process connected the Daly City Police Department to the San Mateo and San Bruno Police Departments (also referred to as partner agencies) to review each respective jurisdiction's statistics. It was quickly determined that common challenges can best be addressed through partnership. Together, the three police departments are coordinating to jointly apply for CORTP Grant Program funds. The project design aligns directly with the funding intent to prevent, respond and investigate

ORT, MVT, and MVAT.

ORT continues to skyrocket, threatening employee and customer safety and causing retailers to report massive losses. Recently, over \$1 million was stolen in an organized retail smash-and-grab theft at Serramonte Shopping Center, resulting in a high-speed chase and crash and a lengthy investigation to apprehend additional suspects. Despite efforts, only \$120K of stolen merchandise was recovered. Recent headlines include: “3 suspects steal \$2k worth of fragrances from Daly City Macy’s: police” (December 22, 2022) and “Teen arrested on suspicion of stealing \$16,000 in merchandise from Target” (December 27, 2021).

In nearby San Francisco, rising ORT led to the closures of numerous retailers, pushing crime rings to neighboring cities. ORT has become so pervasive that retailers are now locking laundry detergent, shampoos, and even Windex behind plexiglass doors that require employee assistance to open.

Vehicle theft is also a growing challenge. Partner agencies regularly issue Public Service Announcements across social media outlets encouraging drivers to protect their vehicles from theft through various methods. Vehicles are regularly relieved of parts and accessories (catalytic converter, rims/wheels, and any handheld technology). Recent headlines include: “\$18K worth of goods stolen from Daly City auto repair shop, suspects at large” (May 11, 2023); and “Police Warn San Mateo Residents of Vehicle Theft; Man Charged” (March 9, 2023).

Service Gaps / Location / Accessibility: The County of San Mateo has approximately 729,000 individuals.

The partner agencies are in the Bay Area, on the Peninsula, between San Francisco County and Santa Clara County. As stated above, San Francisco has been experiencing high ORT, MVT, and MVAT and as their retail stores close, more crime is coming, or expected to come to the partner agency jurisdictions. The growing number of theft incidents make security positions difficult to fill and maintain, as the personal risk is simply deemed too great for compensation. The cities of Daly City, San Bruno, and San Mateo have the four largest shopping malls in San Mateo County, each with over 100 stores, businesses, and restaurants, creating ample opportunities for organized theft operations. There is a desperate need for public-facing substations with dedicated police presence in large retail centers.

Vehicle theft, and vehicle accessory theft, are challenges both for unattended personal vehicles parked in lots, on streets, and for vehicles and components stored at auto retailers. MVT and MVAT goods disappear quickly into recycling facilities to be broken down for the precious metals inside catalytic converters.

Across Daly City, San Bruno, and San Mateo jurisdictions, there is a

need for fixed automated license plate readers (ALPRs) and vehicle-mounted camera systems to support the response to retail theft and motor vehicle/accessory theft. Community Service Officers can be crucial for ORT, MVT, and MVAT crime reporting and documentation; however, they are not consistently supported by existing budgets at this time. Focused on ORT, MVT, and MVAT, additional Community Service Officers – and the equipment necessary to support their efforts – are needed by the Daly City and San Mateo Police Departments. Data sharing is another critical gap, and a consistent data aggregation platform is needed to share data within Daly City, San Bruno, and San Mateo Police Departments and with neighboring agencies and counties to coordinate, investigate, and solve crimes faster.

One of the largest gaps in services at this time is appropriate staffing levels. The partner agencies desperately need funding to support overtime to enable targeted ORT, MVT, and MVAT prevention efforts and Community Service Officers assigned to Patrol to create capacity for documentation of ORT, MVT, and MVAT-related cases. At this time, when there is no known suspect or investigative leads, reports are submitted through an online system and rarely solved. Overburdened partners also lack the capacity to offer education and liaison functions for local retailers to promote best practices to identify, reduce, and report ORT crimes.

Data Describing Theft: Rising theft rates are plaguing retailers across Daly City, San Bruno, and San Mateo. In 2022, the local Macy's documented a loss of \$2 million, placing the Daly City location in their highest theft "Tier A" category (interview with Loss Prevention Manager). Dick's Sporting Goods in Daly City has experienced a 290% increase in theft since 2020. Daly City and San Mateo's Home Depots have lost over \$19M to theft since 2020. Victoria's Secret in San Mateo documented a 400% increase in loss between 2020 and 2022. A retailer in San Bruno reported \$2.6M in loss in 2023, a 52% increase since 2019. San Mateo's Sephora has lost 1.4M this year so far, which is a 121% increase since 2021. Overall, there have been 16,703 documented theft cases in the partner agency jurisdictions since 2018, with over \$40M of stolen merchandise (based on available retailer data). Based on all collected data from retailers in the partner agency jurisdictions, there was a 34% increase in loss in 2022 when compared to 2021. Retailer Letters of Commitment appended.

Vehicle theft is also increasing exponentially, with 4,866 MVT-reported cases and 1,525 documented cases of MVAT since 2018 for all partners. Despite etching technology to facilitate component identification and a "bait car" to address these issues, residents frequently find their vehicles relieved of parts and accessories.

Project Description

1. Addressing Needs

Activities / Services / Interventions, length and duration:

****Together, the Daly City, San Bruno, and San Mateo Police**

Departments (partner agencies) will launch a coordinated and

strategic effort to address and prevent retail and vehicle/accessory

theft in the community. Key activities will include:

****Organized Retail Theft Task Force (ORTTF) Days:** Held over eight days each quarter, from December 2023 through December 2026, grant funds will support overtime expenses for a Lieutenant, a Sergeant, and Officers to conduct Zero Theft Tolerance days across the partnering agencies jurisdictions. The ORTTF deployments will rotate among various retail locations, within partner agency jurisdictions.

****Daly City PD MVT/MVAT Operations:** Once per quarter, Daly City PD would deploy their existing bait car, outfitted with tracking devices on key accessories, throughout hotspot locations within the city in an attempt to combat MVT and MVAT. Tracking devices allow officers to safely track and apprehend suspects after committing an MVT or MVAT. Up to ten additional catalytic converters will be purchased to be used in the bait car in the event they're damaged beyond repair for use in future operations.

****Community Service Officers:** An additional CSO will be added to the San Mateo and Daly City Police Departments from January 2024 through December 2026. Fully equipped electric vehicles will be purchased for Daly City and San Mateo's CSOs, supporting prevention (through retailer training), documentation, and investigation of ORT, MVT, and MVAT-related cases.

****Community Awareness:** Advertising campaigns, including mailers, will be conducted twice a year from December 2023 through December 2026 to ensure the community is aware that the partnering agencies are cracking down on retail and vehicle/accessory theft and to better arm citizens against becoming victims. A message board trailer with ALPR cameras will also be purchased, enabling prevention warnings in hotspots, serving as a visible deterrent, and collecting ORT, MVT, and MVAT data.

****Investigative Tools:** The partnering agencies will purchase and utilize a new data aggregation tool to enhance investigations and reporting (C3.ai Law Enforcement Application) hosted by Amazon Web Services. This tool allows agencies to share data amongst each other in the county, enhancing and accelerating investigations faster than ever before since all data will be combined into one central location. Using this tool, law enforcement personnel would be better equipped to prevent (through advanced analytics and reporting) and investigate (through data sharing and timesaving) ORT, MVT, and MVAT, enhancing our communities' safety and security. Grant funds will support the development, onboarding, and enhancements of this technology from January 2024 through December 2026.

****Automatic License Plate Readers:** New ALPR cameras will be fixed throughout the partner agencies' jurisdictions to assist with preventing and investigating crimes related to ORT criminal networks, MVT, and MVAT.

****Surveillance Pole Camera Trailers:** To be deployed to hot-spot locations for ORT, MVT, and MVAT, serving as a visual deterrent and collecting evidence when crimes occur. They will benefit the community long beyond the funding period.

****Starchase:** Starchase systems will be purchased and utilized to locate and apprehend fleeing motor vehicles. The discharged projectile will broadcast relevant GPS information of a fleeing suspect

vehicle without having to engage in a pursuit that puts public safety at risk. This will serve as an investigative tool so police can follow up and hold ORT, MVT, and MVAT suspects accountable while minimizing risk to the community.

****Substation at Hillsdale Mall:** A public-facing substation will be established at Hillsdale Mall, allowing officers and/or a CSO to be onsite, facilitating walk-ins for advice, counter reports, and fast response when crimes occur. Grant funds will cover upgrading the internet connection from the Substation to the San Mateo Police Department. Also, minor upgrades to paint, flooring, and office furniture to support this important service. This resource will benefit the community beyond the funding period.

Target Area / Population:

Grant funds will serve Daly City, San Bruno, and San Mateo Police Departments, home to approximately 247,000 residents. All three Police Departments are partnering on this initiative to address shared challenges related to ORT, MVT, and MVAT. As described, the formal Needs Assessment process connected the Daly City Police Department to San Mateo and San Bruno Police Departments to review their respective jurisdiction's statistics and common challenges promoted partnership. Together, the three police departments protecting and serving their respective city jurisdictions are coordinating to jointly apply for California Organized Retail Theft Prevention Grant Program funds. Rising rates of ORT, MVT, and MVAT are detracting from the safety and overall quality of life in Daly City, San Bruno, and San Mateo as organized theft circuits expand beyond the City and County of San Francisco to our neighboring county. Efforts must be strategically coordinated.

Addressing Project Need and Intent of Grant Program:

The following grant-funded activities will directly impact rising ORT, MVT, and MVAT rates:

**** Organized Retail Theft Task Force**

****Community Service Officers**

****Substation at Hillsdale Mall**

****Community Awareness**

****Investigative Tools**

****Automatic License Plate Readers**

****Surveillance Pole Camera Trailers**

****Starchase**

****Daly City PD MVT/MVAT Operations**

(Please cross-reference the detailed descriptions above due to space constraints.)

Coordination and Collaboration:

As described, Daly City PD is the lead applicant, in coordination with San Mateo PD and San Bruno PD. C3 technology purchased with grant funds will enhance and expand partnership capabilities, facilitating data sharing and real-time communication to identify suspects across jurisdictions and prevent further crime. Signed Letters of Commitment have been secured from San Mateo Police

Department and San Bruno Police Department. A joint Letter of Impact with retailers and the District Attorney's Office is also appended.

2. Goals, Objectives, and Impact:

The overall goal of this initiative is to reduce the occurrences of ORT, MVT, and MVAT in the partner agencies jurisdictions.

Objective 1: Reported losses from retail theft will reduce when comparing 2022-2023 data to 2025-2026 data for major retailers in Daly City, San Bruno, and San Mateo.

*This relates directly to the need to reduce retail theft in the region.

Objective 2: Vehicle theft and vehicle accessory theft rates will reduce when comparing 2022-2023 data to 2025-2026 data for Daly City, San Bruno, and San Mateo.

*This relates directly to the need to reduce vehicle/vehicle accessory rates in the region.

Work Plan: The completed Project Work Plan is included as Appendix B and identifies top goals and objectives, as well as related activities, measures, and timelines.

3. Rationale:

Daly City PD and partners San Mateo PD and San Bruno PD will leverage evidence-based strategies to address rising retail and vehicle/accessory theft rates.

Data Collection: Overtime hours and increased staffing, vehicle cameras, automatic license plate readers, and C3 investigative tools will allow the partnering PDs to compile incident-based crime data, as recommended in the Evidence-Based Policing in 45 Small Bytes released by OJP in May 2020. Details crucial for spotting patterns and choosing the best responses are easy to identify in incident-based formats but get lost in aggregate form.

Organized Retail Theft Task Force: Portland Police Department (Oregon) conducted similar activities in early 2023 and reported tremendous success. Their goal was to curb shoplifting and car thefts. Their February 2023 effort led to 40 arrests and 60 warrants serviced, 32 felony charges, 28 misdemeanor charges, and over \$2,000 of stolen merchandise recovered. The December 2022 effort resulted in 64 arrests, 70 warrants serviced, 10 recovered stolen vehicles, three firearms confiscated, and \$9,000 in stolen merchandise recovered. Portland Police report that their retail theft missions send a message that they are cracking down on all crime, from shoplifting to stealing cars.

4. Existing Policies to Govern Use of Surveillance Technology:

All partnering Police Departments have policies and procedures in place to govern the use of any agency specific surveillance technology. All partnering Police Departments comply with applicable privacy laws and regulations and secure any data that is collected or

stored to protect individual privacies.

5. Existing Policies to Limit Racial Bias:

All partnering Police Departments maintain policies to ensure that policing is fair and objective. Training supports these policies, including Peace Officer Standards Training (POST)-approved training on the subject of bias-based policing. Officers are encouraged to familiarize themselves with and consider racial and cultural differences among members of the community and approved refresher courses are taken at least every five years. Policies support the commitment to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. All partnering Police Departments maintain the policy to provide law enforcement services and to enforce the law equally, fairly, objectively, and without discrimination toward any individual or group. Bias-based policing is strictly prohibited.

Project
Organizational
Capacity and
Coordination

1. Applicant's Ability to Administer the Project:

Lead Applicant Daly City PD is led by one Chief and two supporting Captains, heading the Field Operations Bureau and the Support Services Bureau. Both Bureaus have Administration Services Divisions staffed with the personnel necessary to lead multi-faceted grant initiatives. All grant funding will be kept in a separate account, and double confirmation will be required prior to fund release, ensuring alignment with the stated grant intent. Daly City PD works closely with San Mateo PD and San Bruno PD and will ensure formal monthly communication to coordinate activities and oversee budgetary matters effectively. Daly City PD is experienced in leading efforts to enhance the safety and security of the community and has led and managed multiple Office of Traffic Safety grants to support DUI checkpoints.

Staffing Required / Qualifications:

Two full-time CSOs will be hired to support project activities (one at San Mateo and one at Daly City). All CSOs will meet the required qualifications to serve as Community Service Officers and handle ORT, MVT, and MVAT-related cases.

A part-time Management Analyst (referred to as Grant Administrator hereinafter) will be hired to manage and oversee grant activities and will be employed by the lead applicant Daly City PD. The part-time Grant Administrator will have experience managing grants.

Existing Staff Resources:

Daly City PD and San Mateo PD will dedicate ten hours each month from an existing Administrative Assistant to data compilation through C3. Existing payroll services will also be dedicated to the initiative, ensuring all project-funded staff are compensated.

Project funding will cover overtime expenses for teams of Sworn Officers to form an Organized Retail Theft Task Force to stop retail

theft. The Daly City MVT/MVAT Operations and deployments will also be supported by overtime each quarter. Teams will be comprised of a Lieutenant, a Sergeant, and Officers who will be recruited for these overtime opportunities from existing Sworn Officers.

Project Management and Oversight:

The project will be led by Project Director Ignacio Reyes, Lieutenant of the Daly City Police Department. Lieutenant Reyes is a practiced leader with the skills and qualifications necessary to lead project implementation successfully. He is the best possible candidate for this position.

Project Director Reyes will be supported by the part-time Grant Administrator.

2. Partners:

Daly City PD will coordinate with San Mateo PD and San Bruno PD. The ORTTF will rotate focus among partner jurisdictions on a non-predictable schedule based on data analysis and need. All three PDs have included budgetary items needed to support enhanced efforts focused on ORT, MVT, and MVAT. Activities will be undertaken in coordination and further supported by the C3 technology that will allow all partners to quickly and efficiently share data to identify actionable trends. Formal monthly communication will take place throughout the project to facilitate the coordination of activities; however, C3 technology will ensure real-time coordination related to crime-stopping, prevention, and investigation. San Mateo PD will hire one CSO to support project activities. San Bruno PD has the staffing in place and will focus grant funds on needed equipment. All partners will support extensive OT costs with grant funds. Letters of Commitment are attached.

3. Timeline for MOUs:

Letters of Commitment have been secured. MOUs can be drafted and signed immediately upon notification of award. Daly City PD, San Mateo PD, and San Bruno PD will be ready to “hit the ground running” within four weeks of award notification.

4. Management Structure:

Daly City PD is the Lead Applicant. Partners will be asked for input; however, Daly City PD has the final word on decision-making.

5. Sustainability:

Equipment, technology, and supplies are one-time purchases that will continue to positively impact the partner agencies’ jurisdictions beyond the funding period. Partnering police departments are prepared to absorb the subscription expenses and upkeep necessary to continue efforts beyond the funding period. Enhanced coordination and sharing of resources will allow project efforts to continue.

An External Evaluator will be secured, and initial efforts are underway to determine which local firm will best fit project needs. Daly City PD has reached out to two local colleges offering evaluation opportunities. The External Evaluator will collect baseline data at the start and monitor relevant data sets throughout the project period. Reports will be generated quarterly to showcase qualitative and quantitative data capturing movement toward goals and objectives.

2. Process Measures and Outcome Measures:

Quarterly Organized Retail Theft Task Force efforts begin Month 1.
Quarterly Daly City PD MVT/MVAT Operations efforts begin Month 1.
CSOs recruited, hired, and in training by Month 4.
Equipment and technology purchased and deployed by Month 4.
Number of retail theft arrests reviewed monthly.
Retail theft losses quantified quarterly by local retailers.
Value of merchandise recovered reviewed monthly.
Number of MVT and MVAT reports reviewed monthly.
Number of recovered vehicles and accessories reviewed monthly.
Frequency of useful evidence or leads obtained from ALPR, Dash Cameras, Tracking Devices, Starchase equipment reviewed monthly.

3. Monitoring:

The External Evaluator will generate reports quarterly showcasing qualitative and quantitative data that illustrate progress and challenges related to the goal and objective attainment. All three Police Departments will meet to review this data and decide what strategies to pursue if goals and objectives are not on track.

4. Collecting Data:

Baseline data will be utilized from 2022-2023 records. The new enhancements to the C3 system will allow all partners to display relevant data from the shared system, facilitating efforts to track trends and identify actionable patterns. Partners have already agreed to share data in the Letters of Commitment and will include this phrasing in MOUs as well. Data will be collected from receipts, training attendance logs, OT records, number of arrests/citations/vehicles recovered, the value of merchandise recovered, data from local retailers, data from officer reports, and a variety of other sources.

5. Research Design / Methodology:

Process and Outcome evaluation efforts will be conducted, utilizing a continuous improvement performance feedback loop to drive data-driven decision-making that ensures goals and objectives are met on time and within budget. Data reports will be formally reviewed quarterly to inform any needed adjustments to achieve success. Project data will include qualitative and quantitative data sets, monitored by the External Evaluator, and will determine both how the project is progressing and what the project is achieving.

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

Budget Attachment

[Budget_07-06-2023.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.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D_-_Grantee_Assurance_for_Non-Governmental_Organizations.pdf](#)

Local Impact Letter(s) (Appendix E)

[Letter_of_Agreement_-_Local_Impact.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Letter_of_Commitment_-_San_Mateo.pdf](#)

[Letter_of_Commitment_-_San_Bruno.pdf](#)

Policies Limiting Racial Bias

[SMPD_Bias-Based_Policing.pdf](#)

[SBPD_-_Bias-Based_Policing.pdf](#)

[DCPD_Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[DCPD_Automated_License_Plate_Readers.pdf](#)

[DCPD_DRAFT_GPS_Policy.pdf](#)

[DCPD_DRAFT_StarChase_Pursuit_Management_System_Procedure.pdf](#)

[SBPD_-_StarChase_Pursuit_Management_System_Procedure.pdf](#)

[SBPD_Automated_License_Plate_Readers.pdf](#)

[SMPD_Policy_ALPRs.pdf](#)

[SMPD_Policy_Public_Safety_Video_Surveillance_System.pdf](#)

[SMPD.StarChase_Pursuit_Management_System_Procedure.pdf](#)

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

[FINAL_Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_002.docx](#)

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:	> Reduce occurrences of retail theft and vehicle/vehicle accessory theft in Daly City, San Bruno, and San Mateo
Objectives (A., B., etc.)	> A. Reported losses from retail theft will reduce when comparing 2022-2023 data to 2025-2026 data for major retailers in Daly City, San Bruno, and San Mateo police departments’ jurisdictions. > B. Vehicle theft and vehicle accessory theft rates will reduce when comparing 2022-2023 data to 2025-2026 data for Daly City, San Bruno, and San Mateo police departments’ jurisdictions.
Process Measures and Outcome Measures:	Equipment and technology purchased and deployed by Month 4. Quarterly Organized Retail Theft Task Force efforts beginning Month 1. Quarterly Daly City PD MVT/MVAT Operations efforts beginning Month 1. CSOs recruited and hired by Month 4. Number of retail theft arrests (reviewed monthly). Retail theft losses (reviewed quarterly with data collected internally by local retailers). Merchandise recovered (reviewed monthly). Motor Vehicle Theft reports (reviewed monthly). Motor Vehicle Accessory Theft reports (reviewed monthly). Recovered vehicles, recovered vehicle accessories (reviewed monthly), frequency of useful evidence or leads obtained from ALPR, Dash Cameras, Tracking Devices, Starchase equipment (reviewed monthly).

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Organized Retail Theft Task Force efforts held quarterly, rotating among three partner jurisdictions.	> Daly City PD, San Mateo PD, San Bruno PD.	> 10/01/2023	> 12/31/2026
Additional CSOs in the communities will be equipped to carry out prevention and investigative efforts.	> Daly City PD, San Mateo PD	> 1/01/2024	> 12/31/2026
The C3 Law Enforcement investigative technology enables better coordination, investigations, and data review.	> Daly City PD, San Mateo PD, San Bruno PD.	> 01/01/2024	> 12/31/2026
Additional ALPR, Dash Cameras, Tracking Devices, and Starchase equipment utilized.	> Daly City PD, San Mateo PD, San Bruno PD.	> 01/01/2024	> 12/31/2026
The Daly City PD MVT/MVAT Operations involving DCPD existing bait car to be placed in high-theft areas and monitored with trackers/surveillance.	> Daly City PD	> 12/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Equipment and technology purchased and deployed by Month 8 (Receipts, Training Attendance Logs). Quarterly ORTTF efforts implemented beginning Month 1 (OT records, Number of Arrests, Number of Citations, Number of Vehicles Recovered, Value of Merchandise Recovered). CSOs recruited and hired by Month 4 (Timesheets). Number of retail theft arrests (reviewed monthly within C3). Retail theft loses (reviewed quarterly with data collected internally by local retailers). Merchandise recovered (reviewed monthly within C3). Motor Vehicle Theft reports (reviewed monthly within C3). Motor Vehicle Accessory Theft reports (reviewed monthly within C3). Recovered vehicles, Recovered vehicle accessories (reviewed monthly within C3), Frequency of useful evidence or leads obtained from ALPR, Tracking Devices, Starchase equipment (reviewed monthly within C3 and qualitative officer reports).			

TOTAL	\$24,040.00
--------------	--------------------

2b. Services and Supplies Narrative:

Catalytic Converters will be placed in bait cars (we already have a bait car) and used in conjunction with the MVT and MVAT details to catch MVTs and MVATs in action.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
1.0 FTE CSO - San Mateo	1.0 FTE for three years	\$500,726.00
Overtime - San Mateo	FY 24: 1 Lieutenant @ \$202.21 x 80 hours, 1 Sergeant @ \$140.01 x 80 hours, 3 Officers @ \$110.40 x 240 hours = \$106,865.60 FY 25: 1 Lieutenant @ \$208.06 x 80 hours, 1 Sergeant @ \$144.20 x 80 hours, 3 Officers @ \$113.71 x 320 hours = \$137,342.40 FY 26: 1 Lieutenant @ \$214.30 x 80 hours, 1 Sergeant @ \$148.53 x 80 hours, 3 Officers @ \$117.12 x 320 hours = \$141,461.60 FY27: 1 Lieutenant @ \$220.73 x 80 hours, 1 Sergeant @ \$152.99 x 80 hours, 3 Officers @ \$120.63 x 160 hours = \$87,800.00	\$473,470.00
Overtime - San Bruno	FY 24: 1 Lieutenant @ \$118.77 x 80 hours, 1 Sergeant @ \$142.98 x 80 hours, 2 Officers @ \$117.06 x 240 hours = \$77,128.80 FY 25: 1 Lieutenant @ \$122.34 x 80 hours, 1 Sergeant @ \$147.26 x 80 hours, 2 Officers @ \$120.57 x 320 hours = \$98,732.80 FY 26: 1 Lieutenant @ \$126.02 x 160 hours, 1 Sergeant @ \$151.67 x 160 hours, 2 Officers @ \$124.19 x 320 hours = \$123,912.00 FY27: 1 Lieutenant @ \$129.84 x 0 hours, 1 Sergeant @ \$156.21 x 0 hours, 2 Officers @ \$127.92x 160 hours = \$40,934.40	\$340,708.00
Overtime - San Mateo (Data Compilation)	FY 24: 1 Admin Assistant @ \$65.61 x 70 hours=\$4,592.70 FY 25: 1 Admin Assistant @ \$67.58 x 120 hours=\$8,109.60 FY 26: 1 Admin Assistant @ \$69.60 x 120 hours=\$8,352.00 FY 27: 1 Admin Assistant @ \$71.69 x 60 hours=\$4,301.40	\$25,356.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$1,340,260.00

3b. Professional Services Narrative

Community Service Officer will support prevention (through training) and documentation/investigation of ORT, MVT, and MVAT. Overtime will support expenses for a Lieutenant, Sergeant, and Officers to conduct an Organized Retail Theft Task Force. The Hourly Admin Assistant will support projects and data collection and compilation efforts.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
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External Evaluator will be contracted to conduct quarterly reviews and ensure project is on track, enabling data-drive decision-making.	Computed at \$127,521.33/year * 3 years. (\$127.52/hour * 1000 hours annually) This is equal to 5% of the grant request total.	\$382,564.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$382,564.00

5b. Data Collection and Evaluation Narrative

External evaluation will support the data-driven decision-making process, and ensure goals and objectives are met on time and within budget.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
3SI Tracking Devices - Daly City	12 devices, equipment and service for three years	\$19,000.00
Automatic License Plate Readers.	42 ALPR for Daly City (\$476,500); 20 ALPR cameras for San Bruno (\$303,315), 15 ALPR cameras for San Mateo (\$144,750)	\$924,565.00
ALPR Trailer - Daly City	One Trailer (\$35,000), Outfitted (\$10,000)	\$45,000.00
Electric Vehicles - Daly City and San Mateo	Daly City: Ford Vehicles, 3 Mach E computed at \$70,443.36/vehicle * 3 vehicles; San Mateo: \$50,000 for vehicle	\$263,000.00
Vehicle Outfitting - Daly City and San Mateo	Vehicle Outfitting: Daly City Computers for 3 vehicles (\$14,250); General Outfitting for 3 vehicles (\$60,000); Mobile Vehicle Radios for 3 vehicles (\$5,000); San Mateo: Computer (\$5,000); General Outfitting (\$20,000); Mobile Vehicle Radio (\$2,000)	\$106,250.00
Starchase - Daly City, San Bruno, San Mateo	Daly City: 10 vehicle systems and one handheld launcher system (\$122,000); San Bruno: 8 vehicle systems (\$93,973.94); San Mateo: 4 vehicle systems (\$31,000)	\$246,974.00
Pole Trailers - San Mateo	Pole Trailers - San Mateo. 2 Surveillance Pole Camera Trailers \$55,000 each	\$110,000.00
Remodel of Substation - San Mateo	Remodel / Retrofit for substation at Hillsdale Mall to enable high-speed internet service	\$10,000.00
TOTALS		\$1,724,789.00

6b. Equipment/Fixed Assets Narrative

3SI Tracking Devices will prevent MVT and MVAT, being placed within bait car (we already have a bait car) catalytic converters. Automatic License Plate Readers will be fixed throughout the agencies jurisdiction strategically in high ORT, MVT and MVAT areas to assist with prevention and investigations of those types of crimes. ALPR Trailer to be placed in hotspot locations as a visual deterrent, capture data of ORT, MVT, and MVAT, and assist with awareness campaigns via the message board. Electric vehicles will be used for CSOs. These vehicles must be outfitted as CSO vehicles prior to deployment (Lights, computers, radios, dash cameras, etc.). Starchase systems will discharge a projectile that broadcasts relevant GPS information of a fleeing suspect vehicle without having to engage in a pursuit that puts public safety at risk. Pole Trailers serve as a visual deterrent and help collect evidence when crimes related ORT, MVT, and MVAT occur in hotspot locations. The substation at Hillsdale Mall will provide a forward-facing dedicated space for law enforcement presence, serving as a visual deterrent and allowing immediate response in the event of an incident.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	\$8,333.33 x 3 years	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

A financial audit is required for this grant opportunity.

8a. Other (Travel, Training, etc.)		
Description	Calculation for Expense	Total
Mailing Campaign	2 per year Daly City at \$1,600/campaign (\$9,600); 2 per year at San Bruno at \$8,000 per campaign (\$48,000); 2 per year at San Mateo at \$10,000 per campaign (\$60,000)	\$117,600.00
Training - to take place in Sacramento	\$500/day * 3 days * 5 people	\$7,500.00
Amazon Web Services to host the C3 investigative tool Daly City, San Mateo, San Bruno	Daly City (\$60,000); San Bruno (\$27,000); San Mateo (\$65,000)	\$152,000.00
C3 Investigative Tool	Daly City (\$841,000); San Mateo (\$991,000); San Bruno (\$686,000)	\$2,518,000.00
Axon Dash Cameras. 3 Fleet Vehicle Cameras - Daly City	\$350/month/vehicle * 3 vehicles * 34 months (2/24 - 12/26)	\$35,700.00
Data Integration Fee	\$100,000 each partner city x 3	\$300,000.00
TOTAL		\$3,130,800.00

8b. Other (Travel, Training, etc.) Narrative:

The mailing campaigns will build community awareness that partners are cracking down on ORT, MVT, MVAT, and will better arm citizens against becoming victims. Training is required for this grant opportunity. Amazon Web Services will allow Partners to host the C3 investigative tool that will streamline data tracking amongst different jurisdictions, addressing ORT, MVT, and MVAT. The C3 investigative tool and the 3 additional source systems, 8 additional feature enhancements, and enhanced Ex-Machina reporting module will allow us to address rising rates of ORT, MVT, and MVAT, providing officers a powerful new tool to investigate and follow leads. Axon Dash Cameras will capture data in real-time related to ORT, MVT, and MVAT. Data Integration Fee: The complexity of integrating data sources may incur additional costs associated with the tool connecting with multiple APIs, databases, or third-party platforms. This line item will be needed for additional charges associated with accessing and consolidating data from each source into the C3 investigative tool.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>	TOTAL	\$0

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.



POLICE DEPARTMENT

CITY OF DALY CITY

333-90TH Street
DALY CITY, CA 94015-1895
PHONE: (650) 991-8119

ADDRESS ALL COMMUNICATIONS
TO CHIEF OF POLICE

CHIEF OF POLICE

Letter of Agreement / Local Impact

Daly City Police Department is applying for the Organized Retail Theft Prevention Grant Program.

Together, the Daly City, San Bruno, and San Mateo Police Departments (partner agencies) will launch a coordinated and strategic effort to address and prevent retail and vehicle/accessory theft in the community. Key activities will include:

- Organized Retail Theft Task Force (ORTTF) Days: Held over eight days each quarter, from December 2023 through December 2026, grant funds will support overtime expenses for a Lieutenant, a Sergeant, and Officers to conduct Zero Theft Tolerance days across the partnering agencies jurisdictions. The ORTTF deployments will rotate among various retail locations, within partner agency jurisdictions.
- Daly City PD MVT/MVAT Operations: Once per quarter, Daly City PD would deploy their existing bait car, outfitted with tracking devices on key accessories, throughout hotspot locations within the city in an attempt to combat MVT and MVAT. Tracking devices allow officers to safely track and apprehend suspects after committing an MVT or MVAT. Up to ten additional catalytic converters will be purchased to be used in the bait car in the event they're damaged beyond repair for use in future operations.
- Community Service Officers: An additional CSO will be added to the San Mateo Police Department and the Daly City Police Department from December 2023 through December 2026. Electric vehicles equipped with dash camera technologies will be purchased for Daly City and San Mateo's CSOs, enabling them to capture relevant crime data on-scene at retail locations.
- Community Awareness: An advertising campaign will be conducted from December 2023 through December 2026 to ensure the community is aware the partnering agencies are cracking down on retail and vehicle/accessory theft, and to better arm citizens against becoming victims. A message board trailer with ALPR cameras will also be purchased to share information about preventing vehicle and accessory theft.
- Investigative Tools: The partnering agencies will purchase and utilize a new data aggregation investigative tool (C3.ai Law Enforcement Application) hosted by Amazon Web Services. By leveraging data integration, analysis, collaboration, and data/intelligence sharing, law enforcement personnel would be better equipped to prevent and investigate Organized Retail Theft and motor vehicle theft/accessory theft, enhancing our communities' safety and security. Grant funds will support this technology from January 2024 through December 2026.
- Automatic License Plate Readers: New ALPR cameras will be fixed throughout the partnering agencies' jurisdictions to capture relevant data for investigations related to ORT criminal networks and stolen motor vehicles/accessory theft vehicles.

- **Surveillance Pole Camera Trailers:** To be deployed to hot-spot locations for ORT, motor vehicle/accessory theft serving as a visual deterrent and collecting evidence when crimes occur. They will benefit the community long beyond the funding period.
- **Starchase:** Starchase systems will be purchased and utilized to locate and apprehend fleeing motor vehicles. The discharged projectile will broadcast relevant GPS information of a fleeing suspect vehicle without having to engage in a pursuit that puts public safety at risk. This will serve as an investigative tool so police can follow up and hold ORT, MVT, and MVAT suspects accountable while minimizing risk to the community.
- **Substation at Hillsdale Mall:** A public-facing substation will be established at Hillsdale Mall, ensuring officers and/or a CSO will be onsite, facilitating walk-ins for advice, counter reports, and fast response when crimes occur. Grant funds will cover upgrading the internet connection from the Substation to the San Mateo Police Department. Also, minor upgrades to paint, flooring, and office furniture to support this important service. This resource will benefit the community beyond the funding period.

How the Project Might Impact Retailers: There will be increased law enforcement presence in retail spaces. Community Service Officers will be responding to ORT theft-related incidents and liaising with local retailers to ensure they are aware of best and emerging practices to identify, reduce, and report ORT crimes.

How the Project Might Impact Local Governmental Agencies: A crackdown on theft will increase the number of individuals arrested, served warrants, standing trial, and appearing before the San Mateo County District Attorney's Office.

Working Together to Address Impacts for Retailers: The benefits of the proposed activities outweigh the potential negatives. At this time, theft rates are so high in local stores that retailers report struggling to find staff willing to work. Collaboration enables crime prevention, enhances investigation capabilities, ensures swift response, facilitates intelligence sharing, promotes public safety, and fosters community trust. By joining forces, law enforcement and retailers can create a safer retail environment and mitigate the risks associated with criminal activities, benefiting both businesses and the communities they serve.

Working Together to Address Impacts for Local Governmental Agencies: An increase in arrests, warrants, and appearances will increase the workload for the San Mateo County District Attorney's Office; however, in the long run, these measures will ultimately reduce theft and crime in the community. This is a worthy endeavor.




POLICE DEPARTMENT
CITY OF DALY CITY

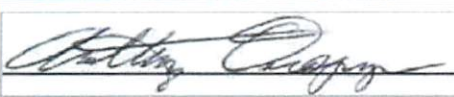
333-90TH Street
DALY CITY, CA 94015-1895
PHONE: (650) 991-8119

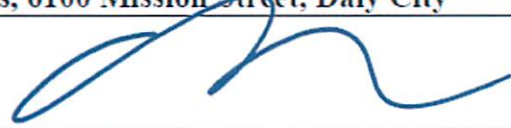
CHIEF OF POLICE


ADDRESS ALL COMMUNICATIONS
TO CHIEF OF POLICE


Signature Page:

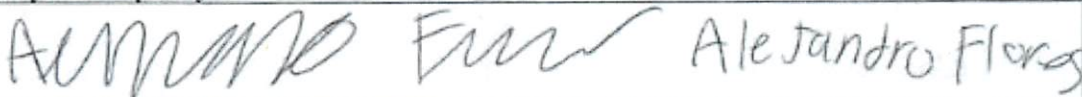
Daly City Police Department	
	
Title: Acting Chief of Police	Date: 06/27/2023


Victoria's Secret – Daly City	
	
Title: Manager, Organized Retail Crime	Date: 06/29/2023

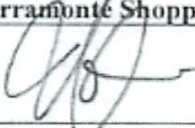
Walgreens, 6100 Mission Street, Daly City	
	
Title: District Manager, Retail and Pharmacy Operation	Date: 6/28/23


Walgreens, 216 Westlake Center, Daly City	
	
Title: District Manager, Retail and Pharmacy Operation	Date: 6/28/23


Walgreens, 22 San Pedro Road, Daly City	
	
Title: District Manager, Retail and Pharmacy Operation	Date: 6/28/23



Macy's - Daly City	
	
Title: Asset Protection Captain	Date: 6/30/23

Dick's Sporting Goods - Daly City	
	
Title: Loss Prevention Manager	Date: 6/28/23

Serramonte Shopping Center - Daly City	
	
Title: ASST. Account Manager	Date: 6/29/23

Victoria's Secret - Daly City	
	
Title: TAP Supervisor	Date: 6/30/23

Target Serramonte Center - Daly City	
	
Title: Asset Protection	Date: 06/30/23

Target Westlake Shopping Center - Daly City	
 	
Title: ASSET PROTECTION TEAM LEAD	Date: 06/30/2023

Old Navy - Daly City	
Orlando Torres	
Title: External Investigations Manager	Date: 06/29/2023

San Mateo County District Attorney's Office

Stephen M. Wagstaff

Title: District Attorney

Date: June ~~28~~ 2023

30

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 28, 2023

This letter is being submitted to document that Serramonte Center agrees to the following in connection with the Organized Retail Theft Prevention Grant Program proposal being submitted by the Daly City Police Department.

As a part of this grant, Serramonte Center agrees to support project efforts by responding to requests from the Daly City Police Department to share theft statistics data, if any, that Serramonte Center may have available to provide with respect to the Serramonte Shopping Center, located at 3 Serramonte Center, Daly City, CA. 94015

Signed by,



John Colucci
General Manager

June 29, 2023

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

**Re: The Organized Retail Theft
Prevention Grant Program**

To Whom It May Concern:

This letter is being submitted to confirm that HSC Property Owners as the owners of Hillsdale Shopping Center, are aware of and hereby agree to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the San Mateo Police Department.

As a part of this grant HSC Property Owners, through its ownership and management of Hillsdale Shopping Center, agrees to partner with the San Mateo Police Department in working to reduce organized retail theft. Through partnership with management on Community Policing through Environmental Design best practices, engagement and information sharing with Mall Security, and coordination with individual mall tenants and retailers, HSC Property Owners eagerly welcomes the chance to join with the San Mateo Police Department in improving public safety in this area.

Respectfully,



Larry Litch

Senior Vice President/ General Manager
Hillsdale Shopping Center



151 E. 3rd Avenue San Mateo, CA 94401

June 29, 2023

Daly City Police Department
333 90th St.
Daly City, CA 94015

Subject: Partnership Request to Combat Organized Retail Crime (ORC)

Dear Daly City Police Department,

I am writing on behalf of Walgreens to express our commitment to supporting local law enforcement departments in their efforts to combat Organized Retail Crime (ORC) in Daly City, CA. We recognize the importance of collaboration between law enforcement agencies and retailers like us to address this growing challenge effectively.

At Walgreens, we take ORC seriously, and we are actively working to mitigate its impact on our operations and the safety of our team members, patients and customers. We understand the crucial role law enforcement plays in investigating and apprehending those responsible for these criminal activities. In line with our commitment, we would like to extend our support to your department by assisting in obtaining grants dedicated to fighting ORC.

Our data reveals that Walgreens loses 12% of profits due to product shrink across our 539 stores in California. The retail value of our total annual losses in California is higher than any other state in the country with CA stores losing 2.6 times more than the average store in the chain. Our rate of internally reported incidents of criminal activity in CA is 2.4 times more than our national per store average. This significant financial burden not only affects our profitability but more importantly, negatively impacts our team members' safety, job satisfaction, and overall customer/patient experience. This grant funding will increase Daly City Police Department's resources which will reduce retail losses and create a safer environment for our team members, patients and customers.

It is crucial that we address this issue collectively, pooling our resources, expertise, and strategies. By joining forces, we can develop proactive measures to prevent ORC, identify and apprehend offenders, and create a deterrent effect that will ultimately protect our businesses and communities we serve. We firmly believe that grant funding and a strong partnership between Walgreens and The Daly City Police Department will be instrumental in achieving this shared goal.

Thank You,

Jose Barreto

Jose Barreto
Major Crimes Investigations Manager
Walgreen Co.



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 28, 2023

This letter is being submitted to document that San Bruno Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Daly City Police Department.

As a part of this grant, San Bruno Police Department agrees to heighten efforts to address retail and vehicle theft across partnering agencies' jurisdictions, sharing data with Daly City Police Department and San Mateo Police Department to better coordinate efforts. San Bruno PD will participate in retail Zero Tolerance Days identified by Daly City Police Department and work to coordinate responses to retail and vehicle/accessory theft.

The San Bruno Police Department is not debarred in participating in BSCC grants.

The San Bruno Police Department enthusiastically supports these efforts to reduce retail and vehicle theft in the community, where rising rates continue to threaten the safety and well-being of residents.

Signed by,

A handwritten signature in black ink, appearing to read "BS", is written over a horizontal line.

Brent Schimek, Police Captain
San Bruno Police Department

San Mateo Police Department



200 Franklin Parkway
San Mateo, CA 94403-1921
Telephone: 650-522-7710
FAX: 650-522-7601

June 29th, 2023

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that San Mateo Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Daly City Police Department.

As a part of this grant, San Mateo Police Department agrees to heighten efforts to address retail and vehicle theft across partnering agencies' jurisdictions, sharing data with Daly City Police Department and San Bruno Police Department to better coordinate efforts. San Mateo PD will participate in retail Zero Tolerance Days identified by Daly City Police Department and work to coordinate responses to retail and vehicle / accessory theft.

The San Mateo Police Department is not barred from participating in BSCC grants, and it enthusiastically supports these efforts to reduce retail and vehicle theft in the community, where rising rates continue to threaten the safety and well-being of residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Barberini", is written over a horizontal dashed line.

Ed Barberini
Chief of Police
San Mateo Police Department
200 Franklin Pkwy
San Mateo, CA 94403
(650) 522-7600

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to Daly City Police Department members that affirms the Daly City 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 Daly City Police Department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.2 POLICY

The Daly City 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.

The Daly City Police Department expressly prohibits racial and identity profiling.

The Daly City Police Department is committed to providing services and enforcing laws in a professional, non-discriminatory, fair, and equitable manner that keeps both the community and officers safe and protected.

The Daly City Police Department recognizes that explicit and implicit bias can occur at both an individual and an institutional level and is committed to addressing and eradicating both.

The intent of this policy is to increase the Daly City Police Department's effectiveness as a law enforcement agency and to build mutual trust and respect with the city's diverse groups and communities.

A fundamental right guaranteed by the Constitution of the United States is equal protection under the law guaranteed by the Fourteenth Amendment. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents as guaranteed by the Fourth Amendment.

The Daly City Police Department is charged with protecting these rights. Police action that is biased is unlawful and alienates the public, fosters distrust of police, and undermines legitimate law enforcement efforts.

All employees of the Daly City Police Department are prohibited from taking actions based on actual or perceived personal characteristics, including but not limited to race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability, except when engaging in the investigation of appropriate suspect-specific activity to identify a particular person or group.

Daly City Police personnel must not delay or deny policing services based on an individual's actual or perceived personally-identifying characteristics.

Bias-Based Policing

402.3 DEFINITIONS

Racial or Identity Profiling: the consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description. Such activities include, but are not limited to, traffic or pedestrian stops, or actions taken during a stop, such as asking questions, frisks, consensual and nonconsensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest.

Bias-Based Policing: conduct by peace officers motivated, implicitly or explicitly, by the officer's beliefs about someone based on the person's actual or perceived personal characteristics, i.e., race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability.

Implicit Bias: the attitudes or stereotypes that affect a person's understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control. Implicit biases are different from known biases that individuals may choose to conceal.

Bias by Proxy: when an individual calls/contacts the police and makes false or ill-informed claims of misconduct about persons they dislike or are biased against based on explicit racial and identity profiling or implicit bias. When the police act on a request for service based in unlawful bias, they risk perpetuating the caller's bias. Members should use their critical decision-making skills, drawing upon their training to assess whether there is criminal conduct.

Reasonable Suspicion to Detain: reasonable suspicion is a set of specific facts that would lead a reasonable person to believe that a crime is occurring, had occurred in the past or is about to occur. Reasonable suspicion to detain is also established whenever there is any violation of law. Reasonable suspicion cannot be based solely on a hunch or instinct.

Detention: a seizure of a person by an officer that results from physical restraint, unequivocal verbal commands, or words or conduct by an officer that would result in a reasonable person believing that he or she is not free to leave or otherwise disregard the officer.

Reasonable Suspicion to Conduct a Pat Search: officers are justified in conducting a pat search if officers have a factual basis to suspect that a person is carrying a weapon, dangerous instrument, or an object that can be used as a weapon, or if the person poses a danger to the safety of the officer or others. Officers must be able to articulate specific facts that support an objectively reasonable apprehension of danger under the circumstances and not base their decision to conduct a pat search on any perceived individual characteristics. Reasonable suspicion to conduct a pat search is different than reasonable suspicion to detain. The scope of the pat search is limited

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only to a cursory or pat-down search of the outer clothing to locate possible weapons. Once an officer realizes an object is not a weapon or an object that can be used as a weapon, the officer must move on.

Probable Cause to Arrest: under the Fourth Amendment to the United States Constitution, arrests must be supported by probable cause. Probable cause to arrest is a set of specific facts that would lead a reasonable person to objectively believe and strongly suspect that a crime was committed by the person to be arrested.

402.4 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited. Any employee of the Daly City Police Department who has knowledge of, or has any information about, conduct that would amount to a violation of this policy shall immediately report that information to a supervisor.

During a contact, misunderstandings may occur from an officer's failure to explain why contact was made. The officer should inform the subject of the reason for the contact if it will not compromise the safety of officers or other persons or an investigation.

Nothing in this policy shall limit an officer's ability to interview witnesses or discourage routine conversations or consensual contacts with citizens.

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.

402.4.1 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.

402.5 COMMUNITY ENCOUNTERS

To cultivate and foster transparency and trust with all communities, each [agency] member should do the following when conducting pedestrian or vehicle stops or otherwise interacting with members of the public, unless circumstances indicate it would be unsafe to do so:

1. Be courteous, professional, and respectful.
2. Introduce themselves to the community member.

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3. State the reason for the stop as soon as practicable, unless providing this information will compromise officer or public safety or a criminal investigation.
4. Answer questions that the individual may have about the stop/contact.
5. Ensure that detention is no longer than necessary to take appropriate action for the known or suspected offense and [agency] member convey the purpose of any reasonable delays.
6. All Daly City personnel, including non-sworn staff, shall not use harassing, intimidating, derogatory, or prejudiced language, including profanity or slurs, particularly when related to an individual's actual or perceived individual characteristics.
7. Sworn personnel shall be aware of and take steps to curb the potential for bias by proxy in a call for service.
8. Officers should draw upon their training and use their critical decision-making skills to assess whether there is criminal conduct and to be aware of implicit bias and bias by proxy when carrying out their duties.
9. All Daly City personnel, including non-sworn personnel, shall aim to build community trust through all actions they take.

402.6 SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for monitoring and examining all areas of police actions and activities under their command to ensure that employees comply with this policy and to ensure that bias-based policing and racial profiling are not practiced.

Supervisors who fail to respond to, document, or review allegations of bias-based policing will be subject to remedial action.

402.7 COMPLAINTS

All reports or complaints of bias-based policing or racial profiling will be documented and investigated.

402.8 TRAINING

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

- (a) All sworn members of this [department/office] 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/office] are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this [department/office] who received initial bias-based policing training will thereafter be required to complete an approved refresher course every

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

- (d) The Daly City Police Department will ensure that, at a minimum, all officers and employees are compliant with requirements regarding bias-free policing training.
- (e) Daly City Officers should be mindful of their training on implicit bias and regularly reflect on specific ways their decision-making may be vulnerable to implicit bias.

402.9 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Management Control and Audit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

Automated License Plate Readers (ALPRs)

457.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

457.2 ADMINISTRATION OF ALPR DATA

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

All data collected by ALPR technology is downloaded to a server housed and maintained by the Northern California Regional Intelligence Center (NCRIC). In compliance with SB 34 refer to the attached policy of the NCRIC:

http://www.dalycity.org/City_Hall/Departments/police_department/Automated_License_Plate_Reader.htm

457.2.1 ALPR ADMINISTRATOR

The Operations Support Bureau Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

457.3 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.

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

457.4 DATA COLLECTION AND RETENTION

The Operations Support Bureau Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

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

457.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Daly City Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

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- (c) ALPR system audits should be conducted on a regular basis.

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

457.6 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Operations Support Bureau Commander or the authorized designee and approved before the request is fulfilled.
- (c) Forwarded to NCRIC for review.

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

457.7 POLICE ASSISTANT USE

(a) The primary use for Police Assistants will be using the LPR vehicle to detect and process scofflaw vehicles -or- vehicles with 5 or more delinquent parking citations on file.

(b) The vehicle(s) equipped with an LPR system can be used by any police assistant when that vehicle is not being driven by its assigned driver(s).

(c) The driver(s) of the LPR equipped vehicle(s) must alert the designated boot team of the day whenever they get a hit on a vehicle with 5 or more parking citations. The driver will take note of the location of the hit and the vehicle description, and send it to the boot team promptly via messaging or a phone call; this should be done right away and not held until the end of shift. Although the system tracks all hits/locations throughout the day, the report is not available until the following day from a computer at the station.

(d) A secondary function of the LPR system is that it will detect 10851 stolen vehicles that are in the Stolen Vehicle System database. Police Assistants will follow normal protocol as if they had manually run the license plate via the computer or police radio.

(e) Selection of the LPR equipped vehicle(s) will be done by seniority during the semi-annual watch change, per standard practice.

(f) The LPR equipped vehicle(s) should not be used for Court Officer duties and other details that involve sitting idle for extended periods of time. Maximum exposure is important to ensure that the department is taking full advantage of this resource.

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(g) The LPR vehicle(s) should also be taken to DUI checkpoints where having such a vehicle scanning license plates passing through the screening lane(s) would be beneficial.

457.8 TRAINING

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

Global Positioning System (GPS) Devices

604.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the for the use and deployment of GPS tracking devices.

604.2 DEFINITIONS

GPS tracking device- Any device that utilizes Global Positioning System technology to track the location of an entity or object remotely

Electronic Surveillance- (for the purpose of this policy)-surveillance or the gathering of information by surreptitious use of electronic devices.

604.3 POLICY

It is the policy of the Daly City Police Department to utilize GPS tracking devices in a manner that will assist in criminal investigations and prosecutions, by providing investigative leads and information deemed necessary for the prosecution of offenders.

604.4 OPERATIONAL USE

The Daly City Police Department will utilize GPS tracking devices for the purpose of remotely tracking and locating known and unknown suspects. Legal justification for the use and deployment of GPS tracking devices is required before any such use.

The surreptitious deployment of GPS tracking devices in the field should be done with at least one other officer to mitigate safety concerns, when practicable.

A supervisor should be noted, when feasible, before any in field GPS tracking device deployment.

604.5 TRAINING

Any officer utilizing or deploying a GPS tracking device shall be trained in the use, deployment and safety concerns related to deployment, prior to the use of GPS tracking devices.

604.6 STORAGE AND MAINTENANCE

All storage and maintenance of GPS tracking devices shall be coordinated through the Investigations Division. The Investigations Division Sergeant is responsible for maintaining a log of the GPS tracking devices in use, the purpose of their use, and the name of the officer utilizing the device.

StarChase Pursuit Management System Procedure

405.1 PURPOSE AND SCOPE

This procedure provides direction and operational guidelines for the use of the StarChase Pursuit Management System. The StarChase system allows an officer to remotely affix a GPS tracking device to a pursued (or about to be pursued) vehicle using an air pressure system to discharge the tracker from the front of the StarChase equipped patrol car. Once the tracker is affixed to the vehicle in question, its location can be tracked by an employee (StarChase Monitor) using a computer with an internet connection.

405.2 OPERATIONAL GUIDELINES

The StarChase system should be used in conjunction with all rules and guidelines as outlined in the Daly City Police Department (DCPD) Policy Manual. The StarChase system shall only be used in situations where it is reasonable to believe that a suspect has committed, is about to commit, or is threatening to commit either:

- (a) A felony or
- (b) A misdemeanor violation involving a weapon, violence, or risk of serious harm independent of a vehicle pursuit.

For the purpose of clarity of communications, radio traffic should identify the device as "StarChase".

StarChase equipment will only be operated by officers who have been trained in its use. StarChase equipped vehicles will not be assigned to officers who are not trained on its use unless required by exigent circumstances.

When feasible, Officers should receive permission from a supervisor prior to deploying the StarChase tag on a pursued vehicle.

All safety decisions related to the discharge of a StarChase tag shall be evaluated by the operator prior to deployment. While supervisors may direct or approve the deployment of a StarChase equipped patrol car in a pursuit and/or the discharge of a tag, safety decisions related to passing other involved vehicles and the actual discharge of the device will be evaluated by the operator prior to deployment. In accordance with policy, the safety of officers, uninvolved persons, and persons inside the pursued vehicle shall be considered. The following decisions are specifically included:

- (a) Whether the officer can safely maneuver close enough to the suspect vehicle to come within targeting range.
- (b) Whether the officer can safely pass any other vehicle involved in the pursuit.
- (c) Whether any circumstance would indicate the device would not work (e.g. weather conditions, suspect vehicle weaving, etc.)

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StarChase equipped patrol cars, with approval from a supervisor, are authorized to respond Code 3 to join a pursuit for the potential use of the device.

Unless directed otherwise, the StarChase equipped vehicle will join the pursuit at the rear of authorized pursuing vehicles until cleared to pass.

Once a StarChase equipped vehicle joins a pursuit, it becomes an authorized unit related to the number of authorized pursuing vehicles.

StarChase equipped vehicles may pass other pursuing vehicles only when deemed safe and only with specific permission from the unit to be passed.

Permission is to be sought and acknowledged one passing at a time. Officers driving the StarChase equipped vehicle will identify which side of the overtaken vehicle they will pass.

StarChase tags will be deployed in accordance with training.

Once the StarChase tag has been successfully deployed, pursuing vehicles should normally drop back significantly from the suspect vehicle.

The StarChase Monitor will be a Dispatcher or StarChase trained operator/supervisor.

Officers will maintain constant communication with the StarChase Monitor for speed/ direction/ location updates of the suspect vehicle.

The Supervisor will coordinate with the StarChase Monitor to direct resources and officers to appropriate locations to apprehend the suspect. The patrol supervisor will dictate who the monitor is based on resources, 'know how', etc...

No officer who is driving a moving patrol car will access the StarChase Monitor data as this creates an unnecessary hazard.

405.3 TACTICAL CONSIDERATIONS

The StarChase tag will not normally be deployed in the following situations unless the suspect poses a substantial risk to the public:

- During heavy rain
- While driving on exceptionally rough terrain
- On a motorcycle
- When pedestrians are between or very near the suspect vehicle and the StarChase equipped vehicle

In addition to the normal pursuit reporting procedures required by policy, Officers who use the StarChase system will report all tag deployments.

405.4 DOCUMENTATION

All deployments of the StarChase system shall be appropriately documented by the officer in the incident report and/or supplemental narrative reports (to include selecting the "STARCHASER"

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StarChase Pursuit Management System Procedure

special circumstance drop-down option in RIMS). The sergeant shall complete the StarChase Deployment Review Form. The form, with all supporting documentation, shall be forwarded to the Field Operations Bureau Captain for review. Once approved, it will be retained in IApro. The form will not be attached to any associated crime report, incident report, or documentation in RIMS.

405.5 PROGRAM OVERSIGHT

The StarChase Pursuit Management System program is managed by the Field Operations Bureau Captain or their designee. The Field Operations Bureau Captain, or their designee, should conduct annual audits of the program to assess its use, effectiveness, and potential improvements to the program and this procedure. Training on this program should be provided to appropriate personnel on an annual basis.