**Organized Retail Theft (ORT) Vertical Prosecution Grant Program**

**Quarterly Progress Report**

 **PLEASE REVIEW CAREFULLY**

Before completing this report, please review the [*Data Reporting Guide*](https://drive.google.com/file/d/1mbIuWr1DLhgmxguMiUXEzPR_p7c2Bj10/view?usp=drive_link) which provides due dates, reporting periods, a description of the progress reports, and data definitions with data compilation guidance, when necessary.

# Grantee and Report Information

1. **Grantee:** Click or tap here to enter text.
2. **Award Number:** Click or tap here to enter text.
3. **Reporting Period:** Choose a reporting period.

# Section A: Definitions of Key Terms

For each key term below, identify whether the specific definition provided (see the *Data Reporting Guide*) or a department specific definition was used. If a department specific definition was used, please use the text box provided to report the definition.

**Theft-Related Property Crime**

1. Which theft-related property crime definition was used?

[ ]  Theft-related property crime definition provided.

[ ]  Department specific theft-related property crime definition. Please provide below and indicate how it differs from the definition provided:

Use this text box to provide the definition.

**Organized Retail Theft (ORT)**

1. Which ORT definition was used?

[ ]  ORT definition provided (PC section 490.4).

[ ]  Department specific ORT definition. Please provide below and indicate how it differs from Penal Code (PC) section 490.4:

Use this text box to provide the definition.

# SECTION B: Inputs and Implementation

Indicate the status of each of the project implementation activities below by using the dropdown menu provided and the status definitions below. Select “N/A” for any activity that does not apply to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Started**Have not yet been able to focus on project activity. | **Planning**Started preparations and plans to begin implementing activity. | **Implementation Started** Initiated implementing this component but may not be fully developed or needs refinement. | **Complete/Established** Project activity is fully in place/completed and supporting project goals. | **N/A**Does not apply to the project. |

For each activity provide a narrative description of progress, accomplishments, and/or challenges the project encountered in the reporting period. *Note:* *when all applicable components are “complete/established,” document the quarter in which that occurred. For the subsequent quarters note the date of completion for the activity.*

1. **Partnerships.** Formal relationships between agencies, retailers, online marketplaces, and/or other entities to support project goals. Include descriptions of MOUs with established and new partners.

Select the status of this implementation activity.

**Description:** Use this text box to describe progress, accomplishments, and/or challenges.

1. **Staffing.** Hiring/retaining people for positions needed to complete the project.

Select the status of this implementation activity.

**Description:** Use this text box to describe progress, accomplishments, and/or challenges.

1. **Training.** Training provided to staff, personnel, and/or external collaborators to support project goals.

Select the status of this implementation activity.

**Description:** Use this text box to describe progress, accomplishments, and/or challenges.

1. **Data Collection/Evaluation.** Systematic, ongoing data collection for the local and statewide evaluation. This includes the Local Evaluation Plan (LEP) for the BSCC, the securing of evaluator(s) if applicable, and the data collection method(s) for the QPR and Local Evaluation Report (LER).

Select the status of this implementation activity.

**Description:** Use this text box to describe progress, accomplishments, and/or challenges.

1. **Quality Assurance.** Methods in place to ensure the project is being delivered as intended, and with fidelity to the proposed model(s).

Select the status of this implementation activity.

**Description:** Use this text box to describe progress, accomplishments, and/or challenges.

# SECTION C: Goals and Objectives

Enter the goals and objectives identified in the Project Work Plan (see grant contract) and are part of the Local Evaluation Plan. Describe the progress toward the goals and objectives the project was intended to address. Provide updates for each goal ***and*** its objectives related to the reporting period. Use as much space as needed within each of the tables to provide details about progress (the reporting boxes will expand as necessary).

| **Goal #1:** Input the goal here.**Objectives:**  Input the associated objectives here. |
| --- |

**1.a. Progress.** Describe progress toward this goal ***and*** its objectives during this reporting period.

**Description:** Use this text box to describe progress toward the goal and its objectives.

**1.b. Challenges.** Describe any challenges encountered while working toward this goal ***and*** its objectives, as well as any efforts to address the challenges.

|  |  |
| --- | --- |
| ***Challenges:*** | ***How Addressed:*** |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |

| **Goal #2:** Input the goal here.**Objectives:**  Input the associated objectives here. |
| --- |

**2.a. Progress.** Describe progress toward this goal ***and*** its objectives during this reporting period.

**Description:** Use this text box to describe progress toward the goal and its objectives.

**2.b. Challenges.** Describe any challenges encountered while working toward this goal ***and*** its objectives, as well as any efforts to address the challenges.

|  |  |
| --- | --- |
| ***Challenges:*** | ***How Addressed:*** |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |

| **Goal #3:** Input the goal here.**Objectives:**  Input the associated objectives here. |
| --- |

**3.a. Progress.** Describe progress toward this goal ***and*** its objectives during this reporting period.

**Description:** Use this text box to describe progress toward the goal and its objectives.

**3.b. Challenges.** Describe any challenges encountered while working toward this goal ***and*** its objectives, as well as any efforts to address the challenges.

|  |  |
| --- | --- |
| ***Challenges:*** | ***How Addressed:*** |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |

| **Goal #4:** Input the goal here.**Objectives:**  Input the associated objectives here. |
| --- |

**4.a. Progress.** Describe progress toward this goal ***and*** its objectives during this reporting period.

**Description:** Use this text box to describe progress toward the goal and its objectives.

**4.b. Challenges.** Describe any challenges encountered while working toward this goal ***and*** its objectives, as well as any efforts to address the challenges.

|  |  |
| --- | --- |
| ***Challenges:*** | ***How Addressed:*** |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |

| **Goal #5:** Input the goal here.**Objectives:**  Input the associated objectives here. |
| --- |

**5.a. Progress.** Describe progress toward this goal ***and*** its objectives during this reporting period.

**Description:** Use this text box to describe progress toward the goal and its objectives.

**5.b. Challenges.** Describe any challenges encountered while working toward this goal ***and*** its objectives, as well as any efforts to address the challenges.

|  |  |
| --- | --- |
| ***Challenges:*** | ***How Addressed:*** |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |
| 1. Describe a challenge here.
 | Describe how addressed here. |

# SECTION D: Staffing

In this section, information is requested to understand the staff assigned to the prosecution of ORT cases during the reporting period. Refer to the *Data Reporting Guide* for definitions. See Section A for the applicable definition of ORT.

1. **Staffing:** For each position category listed below, two metrics are requested. Specifically, the number of full-time equivalent (FTE) positions assigned to the prosecution of ORT cases during the reporting period:
* utilizing *any* funding source *but* using a vertical prosecution model (column two).
* utilizing *any* funding source and *any* prosecution model, excluding vertical prosecution (column three).

|  |  |  |
| --- | --- | --- |
| **Position Category** | **Total FTE Vertical Prosecution Model** | **Total FTE any Prosecution Model** |
| 1. Number of FTE Deputy District Attorney positions assigned to ORT cases
 | Enter here | Enter here |
| 1. Number of FTE District Attorney Investigator positions assigned to ORT cases
 | Enter here | Enter here |
| 1. Number of FTE Other staff positions assigned to ORT cases (please describe)
 | Enter here | Enter here |

**If Other staff are utilized, describe the position type(s):** Use this text box to provide the description.

# SECTION E: Metrics

For questions 1 through 18, report the requested metrics for the reporting period. For each metric, report the number utilizing vertical prosecution (column two) and NOT utilizing vertical prosecution (column three). Refer to the *Data Reporting Guide* for definitions.

|  |  |  |
| --- | --- | --- |
| **Cases Filed and Convictions** | **Total Number utilizing Vertical Prosecution**  | **Total Number *not utilizing* Vertical Prosecution** |
| Theft-related Property Crimes |
| 1. Number of theft-related property crime cases filed
 | Enter here | Enter here |
| 1. Number of charges within the theft-related property crimes cases filed (within E.1 above)
 | Enter here | Enter here |
| 1. Number of people charged within the theft-related property crimes cases filed (count of unique number of people within E.1 above)
 | Enter here | Enter here |
| 1. Number of theft-related property crime charges for which a conviction was obtained
 | Enter here | Enter here |
| 1. Number of people convicted of the theft-related property crime charges (count of unique number of people within E.4)
 | Enter here | Enter here |
| ORT Crimes |
| 1. Number of ORT cases filed (subset of E.1 above that meet the ORT definition used (A.2).)
 | Enter here | Enter here |
| 1. Number of charges within the ORT cases filed (within E.6 above)
 | Enter here | Enter here |
| 1. Number of people charged within the ORT cases filed (within E.6 above)
 | Enter here | Enter here |
| 1. Number of ORT charges for which a conviction was obtained
 | Enter here | Enter here |
| 1. Number of people convicted of the ORT charges (count of unique number of people within E.9 above)
 | Enter here | Enter here |

|  |  |  |
| --- | --- | --- |
| **Sentence Type for People Convicted of an ORT Charge***(of those in E.10 above)* | **Total Number utilizing Vertical Prosecution**  | **Total Number *not utilizing* Vertical Prosecution** |
| 1. Prison
 | Enter here | Enter here |
| 1. Jail
 | Enter here | Enter here |
| 1. Probation
 | Enter here | Enter here |
| 1. Probation with Jail
 | Enter here | Enter here |
| 1. Fine
 | Enter here | Enter here |
| 1. Other
 | Enter here | Enter here |
| Total (sum down each column should equal the respective column in E.10) | Enter here | Enter here |

|  |  |  |
| --- | --- | --- |
| **Offense Type for the People Convicted of an ORT Charge** *(of those in E.10 above)* | **Total Number utilizing Vertical Prosecution Model** | **Total Number *not utilizing* Vertical Prosecution Model** |
| 1. Number of people convicted of misdemeanor charges
 | Enter here | Enter here |
| 1. Number of people convicted of felony charges
 | Enter here | Enter here |
| Total (sum down each column should equal the respective column in E.10) | Enter here | Enter here |

1. **Context for Metrics:** Use the text box below to provide any information necessary to appropriately interpret any or all the metrics provided for questions 1 through 18 in this section. This may include pertinent information about the calculations, other events, programs, departmental policies, or circumstances in the county which may impact the metrics.

**Description:** Use this text box to provide the description.

# SECTION F: Challenges and Highlights

**1. Challenges:** Describe the challenges encountered during the reporting period, as well as efforts to overcome the challenges.

**Description:** Use this text box to provide the description.

**2. Highlights.** Describe any highlights and/or accomplishments that occurred during the current reporting period.

**Description:** Use this text box to provide the description.

# SECTION G: Additional Narrative

1. **Additional Narrative.** Please provide any additional narrative necessary to detail project’s progress during the current reporting period. Any additional data that are project specific, which may help inform project progress, may be included here. If providing additional details in reference to a section within this report, please cite relevant section numbers.

**Description:** Use this text box to provide the description.