Organized Retail Theft Prevention Grant Program
Quarterly Progress Reports: Frequently Asked Questions
April 2024

SECTION B: Inputs & Implementation

1. **Question:** Our department was awarded a multi-agency grant, does each agency need to report their statuses for Inputs and Implementations?

   Answer: Each formal partner, as awarded through the grant, should track their individual inputs and implementations to report to the lead grant recipient. The lead grant recipient should turn in one QPR to BSCC, where a single status of the implementation activity should be selected based on the average status of all partners. If you are unaware if you have been awarded as a multi-agency partnership for the purposes of reporting, please contact BSCC for clarification.

SECTION C: Goals and Objectives

1. **Question:** We want to modify one of our goals and its objectives after running the project for five months. What steps do we need to change our documentation?

   Answer: Please reach out the Field Representative Eddie Escobar (eddie.escobar@bscc.ca.gov ; ORT@bscc.ca.gov) to discuss any project or budget modifications. He will outline the steps needed to request a modification(s), if a meeting is necessary to discuss the proposed changes and what documentation is required.

SECTION D: Activities

Formal Agreements or Partnerships

1. **Question**: We have letters of commitments from several retailers, should those be reported in the Formal Agreements section?

   Answer: If the letters of commitment have been signed and are executed during that quarter and are to work directly with your department, share data, contact you about incidents, etc., then those should be included in the Formal Agreements sections. Please describe their nature in the description box. If the letters are more supportive in nature, of the department's efforts to apply for the grant, "moral support" but not practical support, then exclude them.

Activities to Address ORT, MVT, MVAT, or Cargo Theft

1. **Question:** Our department runs pre-planned task force operations (formal) and unplanned task force operations (informal). Are both counted in the Activities Section?

    Answer: Yes, included both formal and informal activities as long as they are addressing ORT, MVT/MVAT, or cargo theft during the reporting period.

Equipment and Technology in Operation

1. **Question**: We purchased and put into operation equipment prior to the start of the grant. Additionally, we have recently purchased new equipment and technology using grant funds, but they have not yet been made operational. All equipment is used in conjunction with ORT-related activities. How do we report this?

    Answer: On the Baseline Survey, under the Activities Section, report the specific types of equipment and technology within questions #13-#20. Provide a description of those items in the corresponding column. This equipment and technology must have been put into operation during the Baseline timeframe of October 1, 2022, through September 30, 2023.

    On the QPR, do not report any equipment and technology in Section D: activities, as it was not yet put into operation. In the following quarter(s), once put into operation, report those items in the appropriate rows and columns within questions #13-#20. If the equipment and technology was not related to ORT, MVT/MVAT and/or Cargo theft activities, do no report in either the Baseline or QPR.

2. **Question:** Our department purchased and put into operation twenty (20) automatic license plate readers (ALPRs) before the start of the grant, and we will continue to use them during the grant period. We will also be purchasing fifteen (15) additional ALPRs to be used. Should we report thirty-five (35) in Quarter 1's data?

    Answer: Do not include or "rollover" the equipment/technology purchased and put into operation prior to the grant into the totals for Quarter 1 or subsequent quarters. The twenty (20) ALPRs should be reported only in the Baseline Report, assuming they were put into operation between October 1, 2022 and September 30, 2023. The additional fifteen (15) ALPRs should be reported in the quarter that they were put into operation. If they were purchased in Quarter 3 but put into operation in Quarter 4, report them only in Quarter 4 and not in subsequent quarters.

SECTION E: Metrics

1. **Question**: If we have a single person who enters a store, and took item(s), do we exclude them from the data in the ORT section because it was not the person's intent to sell, exchange, or return the merchandise for value? For example, if a person goes into the store, takes alcohol and runs out the store without paying, would this be documented that under the ORT Metrics section?

   Answer: No, do not report them in the ORT Metrics data, as this type of incident is more theft for personal use-related than ORT-related. As the focus of this grant is ORT-related crimes, this example does not fit. While we recognize that Penal Code section 490.4 may make it hard to specifically itemize incidents in advance, BSCC asks departments to report incidents as best as they can given the penal code parameters and remain consistent across the reporting periods. Incidents reported should be consistent with the definition of ORT that is being used (see Section A, question 1).

2. **Question:** We have a detective that works on ORT-related cases while on overtime. The overtime is funded through the grant. Are they included in the FTE calculation?

   Answer: Yes, include the percentage of FTE attributed to overtime in Metrics for ORT section, question #3 of the QPR, under the Quantity utilizing Grants Funds column.

   For example: The detective is assigned homicide-related activities, working 40 hours per week straight time and an additional 10 hours during the week of overtime specifically on ORT-related activities. Therefore, this staff member has a FTE value of 1.25. Since the overtime hours are ORT-related and funded by the grant, report .25 FTE in column two. Exclude the 1.0 FTE as it is unrelated to the grant.

   If the detective was working .25 FTE on ORT-related activities during the Baseline period (October 1, 2022, through September 30, 2023), report them in the BASELINE Survey as well, under Metrics for ORT section, question #3.

3. **Question:** We have staff paid for by the grant who work on IT systems that allow for ORT-related activities to be tracked, program staff who run the administrative portions of the grant, collecting data, training staff and reporting out. Should they be counted in the FTE data?

   Answer: Yes, include those staff and their associated FTEs in the appropriate metrics (ORT, MVT/MVAT, and/or Cargo Theft), under the "Quantity utilizing Grant Funds" column.

4. **Question:** Our grant only supports overtime hours for ORT-related activities. Since FTE is based on the 40-hour work week how would we calculate the OT hours?

   Answer: The overtime hours will be a fraction of a FTE. Calculate using the 40 hours fulltime work week to determine the fraction of a FTE (ex: 10 overtime hours is

.25 FTE for a 40 hour week), then add all staff members' fractions together to get a sum total FTE for each column.

If a staff member(s) full-time hours are not grant funded, but are related to ORT activities, report 1.0 FTE in column three and if the overtime hours are grant funded report .25 FTE in column two. If full-time hours are not grant related, report only the overtime FTE within the metrics of either column two or three.

5. **Question:** Prior to the grant we participated in Cargo Theft and MVT/MVAT-related activities but our grant only funds MVT/MVAT. How do we report this data?

    Answer: In the Baseline Survey, report all data under the Activities Section within Metrics for Cargo Theft and Metrics for MVT/MVAT. Skip Metrics for ORT since the department did not participate in those specific activities. In the QPR, report all data under Section E: Metrics within Metrics for MVT/MVAT (items #5-8) under the "Quantity utilizing Grant Funds" column. If the department does not participate in Cargo Theft or ORT-related activities utilizing grant funds, do not report under data under the "Quantity utilizing Grant Funds" for those items. If the department does participate in Cargo Theft or ORT-related activities utilizing other funds, report data within "Quantity utilizing Other Funds" for those items.

6. **Question:** For items E.4, E.8 and E.12, the "Number of cases referred to the DA for prosecution related to (ORT, MVT/MVAT, Cargo) (*formerly "Number of Referrals sent to the DA related to"*), do you count the number of people or cases? What if a single case has multiple people being charged?

    Answer: Count the number of unique cases being referred for prosecution, regardless of the number of people or number of charges.

7. **Question:** Do we need to provide a list of cases (by case #) to BSCC that are associated with the QPR and Baseline metrics submitted?

    Answer: No. Please only report the metrics requested. We do not need or will accept case-level data or data that personally identifies suspects, defendants, or people who have been convicted.

8. **Question:** Our department has 50+ officers working patrol, who may respond to ORT-related incidents but are not paid through the grant. The number of officers and hours per incidents varies per quarter. How do we calculate their FTE?

    Answer: Please only include FTE staff positions directly assigned to ORT, MVT/MVAT, and/or cargo theft-related activities. Exclude those staff, like patrol officers, that are responding to related activities as a part of their daily duties. In speaking with a variety of grantees, it has been noted that obtaining FTE data across numerous responding patrol officers not directly assigned is extremely difficult and often unreliable. Hours and staffing attributed to incidents and arrests vary greatly and can cause difficulties in estimating FTEs across the department. As such, report only those specifically assigned to related activities and not those who

generally respond. If patrol officers are directly assigned to task forces, or other related activities (see Section D), do include their FTEs within these calculations.

9. **Question:** Should the "Number of cases referred to the DA for prosecution related to" (ORT, MVT/MVAT, Cargo) (*formerly "Number of Referrals sent to the DA related to"*) include arrest reports and warrant requests? Or only warrant requests? Even if arrest reports also go to the DA for their review?

   Answer: For the number of cases referred to the District Attorney for prosecution related to (ORT, MVT/MVAT, Cargo) metrics, report only the cases referred to the District Attorney's Office to determine if charges will be filed for prosecution.

   If, after an incident, a physical arrest or citation arrest is made and the case is referred to the DA for prosecution, report it in the corresponding metrics. If an incident occurs with no initial arrest(s) occurring, but a case is established, investigated and a suspect is subsequently identified and their case is referred to the DA for prosecution (to be arrested at a later time or by another jurisdiction), report it in the corresponding metrics.

   We recognize that departments may automatically file with the District Attorney's Office once an arrest is made, therefore, their arrest and referral counts will match.

   Please do not include search warrant requests.