

Title	<b>Town of Danville Police Department</b>	07/07/2023
	by <b>Allan Shields</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41334767
	ashields@danville.ca.gov	

## Original Submission 07/07/2023

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

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

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)      **Town of Danville Police Department**

Multi-Agency Partnerships Information (if applicable)      **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships      **No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

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Lead Public Agency **Danville Police Department**

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Applicant's Physical Address **500 La Gonda Way  
Danville  
CA  
94526  
US**

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

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Mailing Address for Payment **500 La Gonda Way  
Danville  
CA  
94526  
US**

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Tax Identification Number **94-2834842**

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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.**

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Project Director **Allan Shields**

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Project Director's Title with Agency/Department/Organization **Chief of Police**

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Project Director's Physical Address **500 La Gonda Way  
Danville  
CA  
94526  
US**

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Project Director's Email Address **ashields@danville.ca.gov**

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Project Director's  
Phone Number **+19253143701**

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Financial Officer **Lani  
Ha**

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

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Financial Officer's  
Physical Address **500 La Gonda Way  
Danville  
CA  
94526  
US**

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Financial Officer's  
Email Address **lha@danville.ca.gov**

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Financial Officer's  
Phone Number **+19253143701**

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Day-To-Day Program  
Contact **Veronique  
Balea**

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Day-To-Day Program  
Contact's Title **Investigations Supervisor**

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Day-To-Day Program  
Contact's Physical  
Address **500 La Gonda Way  
Danville  
CA  
94526  
US**

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Day-To-Day Program  
Contact's Email  
Address **vbalea@danville.ca.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+19253143703**

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Day-To-Day Fiscal  
Contact **Alexyz  
Lemus**

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Day-To-Day Fiscal  
Contact's Title **Administrative Assistance**

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Day-To-Day Fiscal  
Contact's Physical  
Address **500 La Gonda Way  
Danville  
CA  
94526  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>alemus@danville.ca.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19253143704</b>
Name of Authorized Officer	<b>Allan Shields</b>
Authorized Officer's Title	<b>Chief of Police</b>
Authorized Officer's Physical Address	<b>500 La Gonda Way Danville CA 94526 US</b>
Authorized Officer's Email Address	<b>ashields@danville.ca.gov</b>
Authorized Officer's Phone Number	<b>+19253143701</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Danville Police Organized Retail Theft, Vehicle Theft, and Vehicle Parts Theft Program</b>
Proposal Summary	<b>The Danville Police Department seeks grant funding for a program to combat organized retail theft, vehicle theft, and vehicle parts theft. Initiatives include video management systems, license plate readers, bait vehicles, e-bikes, specialized GPS tracking devices, and surveillance trailers. The goals are to deter theft, apprehend suspects, recover stolen property, and enhance public safety and the local economy.</b>
PROGRAM PURPOSE AREAS	<b>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.</b>

Program Purpose Areas (PPAs):	<b>PPA 1: Organized Retail Theft</b> <b>PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft</b>
Funding Category Information	<p><b>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.</b></p>
Funding Category	<b>Medium Scope (Up to \$6,125,000)</b>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<b>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</b>

**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).**

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Project Need

**Located in Contra Costa County within the vibrant San Francisco Bay Area, the Town of Danville is a delightful suburban town known for its small-town atmosphere and outstanding quality of life. Danville is often listed among the safest cities in California by various rating agencies due to its high quality of life and low total crime. With an approximate area of 18.1 square miles, the city is home to approximately 44,000 residents and includes a vibrant downtown business district.**

**Danville boasts numerous retail centers that cater to both local inhabitants and visitors. However, the Town has become a prime target for organized retail theft, particularly affecting major retailers such as Costco, Marshall's, Walgreens, CVS, Ace Hardware, Safeway, Lucky's, and many small and medium-sized retail establishments throughout the vibrant downtown corridor.**

**The negative impacts of organized retail theft on the Danville**

community are significant and diverse, including:

- 1. Financial Loss:** Organized retail theft causes substantial economic losses for retailers due to stolen merchandise and associated costs such as theft prevention measures, increased security, and insurance premiums. These losses lead to higher consumer prices, reduced profitability, and potential layoffs or store closures.
- 2. Safety Concerns:** Organized retail theft often escalates into violent situations, posing risks to employees, customers, and citizens. Confrontations between store personnel and thieves have resulted in injuries to employees and pose further risks including fatal encounters. Criminal activities also contribute to a sense of insecurity within the community, affecting residents and visitors alike.
- 3. Quality of Life:** The prevalence of organized retail theft creates awareness among community members, making such incidents more conspicuous. Video recordings often capture violent or armed confrontations during these events, causing panic and fear. This negatively impacts the overall well-being and perception of quality of life.
- 4. Increased Crime Rates:** Organized retail theft is often linked to other criminal activities like drug trafficking, money laundering, and gang involvement. The profits from stolen merchandise can fund these illegal operations, leading to increased crime rates in the community. This threatens public safety and hampers the city's development and well-being. Between January and June 2022, Catalytic converter theft represented 27% of all Part 1 reported crimes in Danville.
- 5. Increased Workload of Officers:** Investigating organized retail theft, vehicle theft, and vehicle parts theft requires significant resources, including detectives, surveillance equipment, and forensic support. Allocating these resources to combat retail theft diverts attention and resources from other essential law enforcement responsibilities.

Data collected over the past two and a half years indicate a significant number of organized retail theft incidents in Danville, particularly at prominent retail centers and retail stores like Ace Hardware, Costco, Marshall's, and Walgreens. The Town of Danville has also seen a rise in vehicle parts theft accounting for a significant portion of overall crime in the Town of Danville. Vehicle thefts in Town have more than doubled from 2020 to 2022 and are on track for 2023 to see triple the number from 2020.

These numbers do not fully capture the emotional impact on citizens and businesses. The prevalence of such incidents creates an atmosphere of fear and insecurity, negatively affecting consumer confidence and the local economy. By implementing the Danville Police Organized Retail Theft, Vehicle Theft, and Vehicle Parts Theft Program, we aim to effectively enhance our ability to combat organized retail theft, vehicle theft, and vehicle parts theft.

**the three programs:**

**1. Video Management Solution (VMS) component:** Add a video management solution that allows for the ingestion and display of privately owned video into one common operating picture, leveraging resources paid for by community members and business owners and already deployed in the field. Businesses, residents, and institutions with video feeds that show areas where organized retail theft, vehicle theft, and vehicle parts theft would be solicited for access to their feeds. These consolidated camera feeds would allow for quick access to data for the efficient monitoring of high crime areas, the quick response while a crime is afoot, and the efficient investigation and apprehension after a crime has been reported.

**2. ALPR and Sit-Cam component:** Add Automated License Plate Reader (ALPR) and situational awareness (Sit-Cam) video streaming cameras strategically to target areas where retail theft, vehicle theft, and vehicle parts thefts are known to occur. To enhance coverage in high-profile locations, we seek funding to add 15 new ALPR cameras and 10 new Sit-cams to identify and apprehend criminals committing organized retail theft, vehicle theft, and vehicle parts theft.

**3. Surveillance Trailer component:** Purchase new surveillance trailers capable of providing a live video feed for areas where organized retail thefts, vehicle thefts, and vehicle parts thefts are occurring. While providing valuable video for areas where retail theft, vehicle theft, and vehicle parts thefts are occurring, the police department-marked trailers would also act as a visual deterrent to criminals.

**4. Electronic Bicycle Component (E-Bike):** E-bikes offer increased mobility, maneuverability, and speed compared to regular bicycles or foot patrols, enabling officers to respond swiftly to theft incidents. E-bikes also enhance community engagement by making officers more visible and approachable. Qualified officers will be deployed on e-bikes where organized retail thefts, vehicle thefts, and vehicle parts thefts occur.

**The Danville Organized Retail Theft program has one essential component that is unique from the components of the Police Vehicle Theft and Vehicle Parts Theft programs:**

**1. GPS Tracker component:** Use of specialized GPS trackers for items stolen by organized retail thieves and provide the equipment to retailers. The GPS devices are secreted on commonly stolen items and provide a real-time breadcrumb trail of the thief's location after a theft has occurred aiding in the apprehension of suspects.

**The Danville Police Vehicle Theft and Vehicle Parts Theft programs have two essential components that are unique from the components of the Organized Retail Theft Program:**

**1. Bait Car component:** The Town of Danville will convert two administration vehicles into bait cars. Both cars would be equipped with surveillance and location monitoring services. One car would be equipped as a stolen vehicle bait car. The other car would have a GPS-equipped catalytic converter. The vehicles would be placed in



areas where vehicles are stolen and where vehicle parts are stolen to apprehend thieves. Funding is sought to outfit the existing vehicles into bait vehicles and then replace the two bait vehicles with new vehicles.

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Project  
Organizational  
Capacity and  
Coordination

The implementation of the various components of the program will be overseen by qualified staff members within the Danville Police Department. Existing resources and staffing structures will be utilized, minimizing the need for additional personnel. The Administrative Lieutenant, Investigations Supervisor, and other relevant personnel will provide project management and oversight for each initiative.

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Project Evaluation  
and Monitoring

To evaluate the effectiveness of the implemented strategies, an evaluation committee comprising key stakeholders will be established. Internal staff or external partners with expertise in evaluation methodologies will be selected to conduct the evaluation. The committee will monitor the progress of each project phase and collect relevant data. Process and outcome measures will be established to assess the impact of the initiatives on organized retail theft, vehicle theft, and vehicle parts theft incidents, response times, community perception, and other relevant factors. A mixed-methods research design will be employed, combining quantitative analysis of crime data with qualitative assessments through interviews and focus groups. The collected data will be compared to baseline data, and the results will inform future improvements and adjustments to the program.

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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.

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Budget Attachment

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final\\_1.xlsx](#)

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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

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Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_2.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT\\_Signed.pdf](#)

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Local Impact Letter(s) (Appendix E)

[20230707\\_Signed\\_impact\\_letter.pdf](#)

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

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Policies Limiting Racial Bias

[20230707\\_Signed\\_Limiting\\_Racial\\_Bias.pdf](#)

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Policies on Surveillance Technology

[1.07.38\\_\\_Automated\\_License\\_Plate\\_Reader\\_ALPR\\_Devices.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment\\_-Fraud\\_-Theft\\_-and-Embezzlement-ORT\\_Signed.pdf](#)

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

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OPTIONAL: Bibliography n/a

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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.)**

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## 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.**

<b>(1) Goal:</b>	<b>&gt; Deter Organized Retail Theft, Vehicle Theft, and Vehicle Parts Theft</b>		
Objectives (A., B., etc.)	> A- Deploy ALPR and Sit-Cams B- Deploy Bait Cars C- Deploy surveillance trailers D-Deploy GPS trackers in merchandise commonly stolen. E- Deploy E-bike patrols in high-crime areas		
Process Measures and Outcome Measures:	> Proper deployment of all preventative and investigative equipment		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Purchase products per purchasing policy, oversee deployment strategy, and ensure all equipment is functioning	> Administrative Lieutenant, investigations supervisor, and vendors	October 1, 2023	July 1, 2024
List data and sources to be used to measure outcomes: > Physical deployment of equipment, crime stats to show a decrease in crime because of visible deployment of resources.			

<b>(2) Goal:</b>	<b>&gt; Identify and apprehend suspects who commit retail theft, vehicle theft, and vehicle parts theft</b>		
Objectives (A., B., etc.)	> Blended use of ALPR, Sit-cam, surveillance trailers, GPS and Bait trackers, and E-bike patrols to apprehend criminals committing retail theft, vehicle theft, and vehicle parts theft.		
Process Measures and Outcome Measures:	> Statistical data showing use of blended equipment and services applied for in this grant in the apprehension of criminals		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Use of deployed resources by staff after a crime is reported/committed.	> Administrative Lieutenant, Investigations Supervisor	January 1, 2024	December 31, 2026
List data and sources to be used to measure outcomes: > Arrest statistics and their correlation to the use of all the equipment and services in this grant request.			

<b>(3) Goal:</b>	<b>&gt; Recover property stolen from retail theft, vehicle theft, and vehicle parts theft</b>		
Objectives (A., B., etc.)	> A- Blended use of ALPR, Sit-cam, surveillance trailers, GPS and Bait trackers to recover property stolen during retail theft, vehicle theft, and vehicle parts theft.		
Process Measures and Outcome Measures:	> Calculation of property recovered as a result of the blended use of equipment and services funded via this grant application.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Use of deployed resources and services after property is stolen to recover the property.	> Administrative lieutenant	January 1, 2024	December 31, 2026

List data and sources to be used to measure outcomes: > reporting data on the recovery of stolen property and the correlation to the use of all equipment and services in this grant request.

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

**Name of Applicant:** *Town of Danville Police Department*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$250,000.00
3. Professional Services or Public Agencies	\$340,000.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$45,000.00
6. Equipment/Fixed Assets	\$312,000.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$972,000.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**1b. Salaries & Benefits Narrative:**

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

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Video Management Software/Hardware (VMS)	cost of hardware, installation, and yearly subscription over three years	\$240,000.00
GPS Tracking devices for merchandise	cost of GPS devices and subscription to tracking site for three years	\$10,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$250,000.00</b>

**2b. Services and Supplies Narrative:**

The Video Management solution would supply hardware devices to lay over existing video systems owned by private businesses, residents, and institutions in order to stream data to one common operating picture hosted on a cloud server provided by the vendor and accessible via web-based application. The GPS tracking devices would be purchased and then provided to retailers for placement into merchandise commonly stolen by organized retail thieves. The cost also includes a three-year subscription to the web-based software service to display GPS tracking information.

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
ALPR Cameras and Service	Includes three year subscription for hardware and software to provide ALPR cameras	\$180,000.00
Sit-Cam and Service	Includes three-year subscription for hardware and software to provide Sit-Cam cameras	\$160,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$340,000.00</b>

**3b. Professional Services Narrative**

The cost will provide new ALPR (Automated License Plate Reader) and Sit-Cams (Situational Awareness Cameras) to the problem areas. The cost will pay for the hardware, installation, maintenance, communications and cloud hosting of the video and data.

**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
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

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

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

**5a. Data Collection and Evaluation**

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data collection and evaluation	cost for the crime analyst, administrative lieutenant, and investigations supervisor	\$45,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$45,000.00</b>

**5b. Data Collection and Evaluation Narrative**

*The cost will cover the staff time needed to development of a Local Evaluation Plan and a Final Local Evaluation plan.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Bait Cars	cost to convert existing cars into bait cars, and purchase of replacement vehicles	\$200,000.00
Surveillance trailers	cost to purchase fully equipped surveillance trailers with cameras and communication capabilities	\$100,000.00
Electric Bicycles	Cost to purchase three electric bicycles	\$12,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$312,000.00</b>

**6b. Equipment/Fixed Assets Narrative**

*The bait cars would be outfitted with video monitoring equipment, GPS tracking, and GPS tracking in a catalytic converter. Existing administration fleet vehicles would be used as they fit the year, make, and model of frequently stolen vehicles and vehicles that have frequently stolen parts. New fleet vehicles would be bought to replace the bait vehicles. Surveillance trailers would be equipped with multiple camera pods capable of transmitting data directly back to a cloud server for viewing via a web-based application. Electric bicycles and associated safety equipment to be used with the bicycles would be used in high crime areas to provide enhanced response and visibility.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial Audit	Cost for a financial audit by a third party	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**7b. Financial Audit) Narrative:**

*A third party would be used to provide a financial audit to avoid any material misstatement based on upon the application of generally accepted accounting practices.*

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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



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

**9a. Indirect Costs**

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

**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.**



*"Small Town Atmosphere  
Outstanding Quality of Life"*



July 7, 2023

To: Board of State and Community Corrections

Re: Organized Retail Theft, Vehicle Theft, and Vehicle Parts Theft Prevention Grant Programs

The Danville Police Department is the Lead Public Agency for the organized retail theft prevention grant program. The Danville Police Department is requesting grant funding from BSCC to combat organized retail theft, vehicle theft, and vehicle parts theft and its impact on the community. The Danville Police Department has concluded that the project will not impact any other agencies because the requested equipment and services will be deployed within the Police Department's jurisdiction.

Sincerely,

Allan Shields, Chief of Police  
Danville Police  
500 La Gonda Way  
Danville, CA 94526  
925-314-3701

510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration  
(925) 314-3388

Building  
(925) 314-3330

Engineering & Planning  
(925) 314-3310

Transportation  
(925) 314-3310

Maintenance  
(925) 314-3450

Police  
(925) 314-3700

Parks and Recreation  
(925) 314-3400



*"Small Town Atmosphere  
Outstanding Quality of Life"*



July 7, 2023

To: Board of State and Community Corrections

Re: Policies Limiting Racial Bias

The Danville Police Department is committed to providing consistent and equitable services to the public. Danville Police Department is also committed to ensuring equality in law enforcement. The obligation to deliver services without discrimination is crucial in upholding fairness and justice. All Danville Police services will be delivered without discrimination for race, color, nationality, ancestry, physical handicap, medical condition, marital status, sex, gender, gender identity, gender expression, sexual orientation, or age.

By emphasizing fair and impartial conduct while utilizing grant-funded equipment, Danville Police Department employees are expected to adhere to these principles in their interactions with the community. This commitment helps foster trust, respect, and equal treatment for all individuals, regardless of their personal characteristics or circumstances.

It's important for public service agencies like the Danville Police Department to actively promote and enforce policies that address and prevent discrimination. By doing so, they contribute to building inclusive and diverse communities and promote a sense of safety and security for everyone they serve.

Sincerely,

Allan Shields, Chief of Police  
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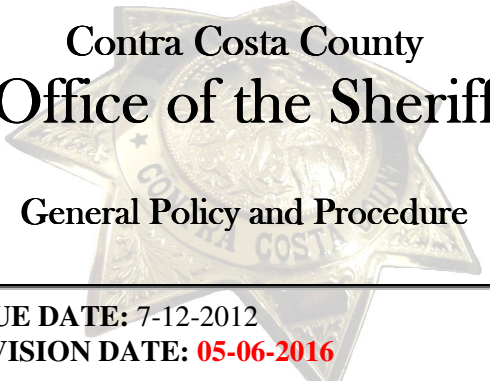
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 <p><b>Contra Costa County Office of the Sheriff</b></p> <p><b>General Policy and Procedure</b></p>	<b>CCCSO</b>	<b>NUMBER: 1.07.38</b>
	<b>RELATED ORDERS:</b> None.	
<b>ISSUE DATE:</b> 7-12-2012 <b>REVISION DATE:</b> 05-06-2016	<b>CLEARANCE:</b> <b>Office of the Sheriff</b>	
<b>CHAPTER:</b> <b>Equipment and Property Management</b>	<b>SUBJECT:</b> <b>Automated License Plate Reader (ALPR) Devices</b>	

**I. POLICY.**

- A. It is the policy of the Sheriff to enhance patrol and investigatory capabilities by utilizing the latest technologies for crime prevention and the apprehension of criminals, while being cognizant of legitimate privacy concerns of law abiding citizens. By deploying Automated License Plate Readers (ALPRs), members of the Sheriff's Office can utilize this technology to scan, detect, and identify license plate numbers which appear on various "Hot Lists."

**II. GENERAL.**

- A. The use of ALPR devices enhances productivity, effectiveness, and officer safety by alerting officers to the presence of vehicles that appear on the "Hot List." ALPR Devices are typically used to identify stolen vehicles, wanted vehicles, stolen license plates, missing persons, and persons of interest. ALPR devices can also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and the recovery of stolen property. Authorized ALPR devices may be deployed as mobile units, as fixed units, or as hand-held devices. ALPR equipment may be operated by employees and qualified volunteers, who have been trained in its operation. ALPR data will be safeguarded and used for official business only.

**III. DEFINITIONS**

- A. **ALERT.** A visual and/or auditory notice that is triggered when the ALPR system receives a potential "Hit" on a license plate.
- B. **AUTOMATED LICENSE PLATE READER (ALPR).** A device that uses cameras and computer technology to compare digital images to lists of known plates of interest.
- C. **HOT LIST.** License plates associated with vehicles of interest from an associated database, including but not limited to NCIC, CLETS, JAWS, BOLOs, etc. These lists serve an officer safety and investigatory purpose. The list provides a source for creating an alert when a specific license plate number is "read" by the ALPR device.
- D. **HIT.** A read matched to a plate that has previously been registered to an agency "Hot List" of vehicle plates related to stolen vehicles, wanted vehicles, or other

factors supporting investigation, or which has been manually registered by a user for further investigation.

#### **IV. PROCEDURE**

##### **A. ALPR PROGRAM MANAGEMENT.**

1. Management of the serviceability and deployment of ALPR equipment is the responsibility of the Patrol Division Commander. The Patrol Division Commander is responsible for:
  - a. Identifying and training personnel in the operation of ALPR equipment.
  - b. Identifying and training personnel in the function and proper alignment of ALPR equipment.
  - c. Assist Fleet Services with coordinating necessary system repairs, hardware, or software, with authorized sources.
2. Management of ALPR data and the publishing of a daily "Hot List" to the ALPR devices are the responsibility of the Technical Services Division Commander. The Technical Services Division Commander is responsible for:
  - a. Establishing protocols for access, collection, storage and retention of ALPR data and associated media files.
  - b. Establishing protocols to preserve ALPR reads and data for conducting criminal prosecutions.
  - c. Establishing protocols and procedures to ensure the safety and security of the ALPR data that is collected and retained.
  - d. Establishing a procedure for documenting the successful use of ALPR devices in supporting law enforcement operations.
3. Management of ALPR training and record keeping from this training is the responsibility of the Training Division Commander. The Training Division Commander is responsible for:
  - a. Developing a course of instruction on the operation and functions of ALPR devices. This course will include a review of this policy, the operation of the ALPR devices, the legal concerns regarding the operation of ALPR devices.

##### **B. ALPR DEPLOYMENT.**

1. Only trained employees and volunteers will deploy ALPR devices.
2. Only ALPR devices authorized by the Technical Services Division will be used by employees and volunteers to collect ALPR data.
3. ALPR devices will only be used to scan license plates of vehicles that are in places that are within public view.
4. ALPR devices may be used during normal patrol operations or while conducting criminal investigations. Reasonable suspicion or probable cause is not required to utilize the equipment.

5. ALPR devices should be considered to canvass the surrounding area of a serious incident or a terrorist incident to collect the license plate numbers of vehicles in the area.
6. ALPR devices may be deployed as part of a mutual aid request when approved by the Station Commander or the Watch Commander.

C. ALPR DEVICE INSPECTION / MAINTENANCE.

1. Prior to deployment, ALPR cameras will be inspected by the operator for damage and serviceability. Damage to cameras or other ALPR equipment will immediately be reported to a supervisor.
2. Prior to deployment, operators will ensure that the ALPR device is uploaded with the current "Hot List."
3. Vehicles equipped with ALPR devices will only be washed using brushless or hand-washing techniques. Taking the vehicle through a standard brush-equipped car wash may damage the ALPR cameras.
4. Only personnel who have been properly trained will perform adjustments to the alignment of ALPR devices.
5. Maintenance of ALPR devices will be coordinated through the Patrol Division Commander or his/her designee.

D. ALPR ALERTS / HITS

1. Once an Alert is received, the operator should confirm that the observed license plate matches the license plate of the observed vehicle.
2. **Before any law enforcement action is taken as a result of an ALPR Alert, the Alert will be verified through a CLETS inquiry via MDC or through Dispatch. Employees will not take any police action that restricts the freedom of any individual based solely on an ALPR Alert, unless it is validated.**
3. Because the ALPR Alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop, or should have another legal basis for making the stop.)

E. ALPR DATA MANAGEMENT / STORAGE.

1. All personnel are responsible for the security of ALPR data and may only access, use, release, and/or disseminate Hot List and file data for official and legitimate law enforcement purposes. Employees will safeguard ALPR data obtained from other law enforcement agencies and sources in the same manner.
2. ALPR data, when combined with Personal Identifying Information (PII) becomes intelligence data that must be provided additional safeguards. ALPR data will be stored separately from PII Data. These data sources may be combined when conducting analysis, but will not be stored on the

same drive as raw ALPR data. When ALPR and PII data are combined, they will be treated in accordance with current law.

3. ALPR data may be shared with other law enforcement agencies through the ARIES program, which is responsible for establishing safeguards regarding the contributed data.
4. ALPR data will be consolidated to a central storage device from field units. ALPR data will not be stored in field units nor on mobile collection devices for more than twenty-four hours. ALPR data will be shared with allied law enforcement agencies through the ARIES program.
5. ALPR data will be stored by the Office of the Sheriff for a period of one year. ALPR data that is stored will include photos and all data elements transmitted by the ALPR device. Data retention time periods may be shortened to meet data storage capabilities upon the direction of the Commander of the Technical Services Division.
6. Audits for the access of ALPR data will be conducted by the Technical Services Division. Employees who utilize ALPR data for non-official business will be subject to discipline under the County's Personnel Management Regulations.
7. In addition to administrative discipline, employees who misuse or unlawfully release ALPR data may be subject to civil, criminal and disciplinary action.

F. ALPR TRAINING.

1. ALPR operator training will be offered to both employees and volunteers.
2. ALPR training will follow the recommended training outline of the equipment vendor and will include:
  - a. Training on current ALPR case law.
  - b. This policy.
  - c. Understanding the privacy concerns surrounding ALPR.
  - d. Setup and maintenance procedures.
  - e. Proper use guidelines.
3. Training courses and scheduling will be implemented by the Patrol Division in consultation with Technical Services.
4. Annual ALPR system training will be conducted via Six Minute Line Up training.