

Title	Farmersville Police Department	07/05/2023
	by Jay Brock in Organized Retail Theft Prevention Grant Program	id. 41319242
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Original Submission 07/05/2023

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) **Farmersville Police Department**

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

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

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

Lead Public Agency **Farmersville Police Department**

Applicant's Physical Address **909 W. Visalia Rd.
Farmersville
California
93223
US**

Applicant's Mailing Address (if different than the physical address) **909 W. Visalia Rd.
Farmersville
California
93223
US**

Mailing Address for Payment **909 W. Visalia Rd.
Farmersville
California
93223
US**

Tax Identification Number **94-6050396**

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 **Jay
Brock**

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

Project Director's Physical Address **909 W. Visalia Rd.
Farmersville
California
93223
US**

Project Director's
Email Address **jbrock@farmersvillepd.com**

Project Director's
Phone Number **+15597471243**

Financial Officer **Steve
Huntley**

Financial Officer's
Title with
Agency/Department/Organization **Finance Director, City of Farmersville**

Financial Officer's
Physical Address **909 W. Visalia Rd.
Farmersville
California
93223
US**

Financial Officer's
Email Address **shuntley@cityoffarmersville-ca.gov**

Financial Officer's
Phone Number **+15597470458**

Day-To-Day Program
Contact **Jay
Brock**

Day-To-Day Program
Contact's Title **Chief of Police, Farmersville Police Department**

Day-To-Day Program
Contact's Physical
Address **909 W. Visalia Rd.
Farmersville
California
93223
US**

Day-To-Day Program
Contact's Email
Address **jbrock@farmersvillepd.com**

Day-To-Day Program
Contact's Phone
Number **+15597471243**

Day-To-Day Fiscal
Contact **Steve
Huntley**

Day-To-Day Fiscal
Contact's Title **Finance Director, City of Farmersville**

Day-To-Day Fiscal Contact's Physical Address	909 W. Visalia Rd. Farmersville California 93223 US
Day-To-Day Fiscal Contact's Email Address	shuntley@cityoffarmersville-ca.gov
Day-To-Day Fiscal Contact's Phone Number	+15597470458
Name of Authorized Officer	Jay Brock
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	909 W. Visalia Rd. Farmersville California 93223 US
Authorized Officer's Email Address	jbrock@farmersvillepd.com
Authorized Officer's Phone Number	+15597471243
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	Farmersville Police Department Organized Theft Prevention Program
Proposal Summary	The Farmersville Police Department (FPD) requests \$762,279 to implement a preventative and investigative program to combat organized retail and motor vehicle/motor vehicle accessory theft in Farmersville. With organized theft groups more prevalent, the FPD will hire one full-time sworn officer to conduct prevention and investigation activities, purchase and install surveillance equipment, create a task force team to assist in conducting specific prevention details, and partner with surrounding law enforcement agencies and the Tulare County District Attorney's Office to aid in investigating and apprehending organized theft groups in the central California.

**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

Introduction. The Farmersville Police Department (FPD) needs to combat rising organized retail and motor vehicle/motor vehicle accessory theft in Farmersville, California. Retail, motor vehicle/motor vehicle accessory theft have increased significantly in Farmersville over the past several years – evidently by organized theft groups.

Farmersville (population 10,397) is located two miles from the nearby metropolis of Visalia. Due to the proximity, Farmersville is often identified as a Visalia suburb rather than a rural location but the small town is an independent jurisdiction with its own police department. The FPD maintains a mutual aid agreement with the neighboring cities of Woodlake and Exeter and provides assistance to the Tulare County Sheriff's Department, California Highway Patrol, and City of Visalia, resulting in officers regularly responding to calls outside of the FPD jurisdiction.

Farmersville faces a major challenge of pass-through crimes. Criminals traveling along major highways or to big cities make stops along the highway targeting vulnerable communities that do not have the manpower or technology to combat offenders. State Route 198 runs along the northern border of the City and links to State Route 99 and Interstate 5 connecting Farmersville to major cities and travel networks. These major connectors adjacent to and running through the City make Farmersville a prime target for pass-through organized theft.

From 2020 to 2021, there were 75 reports of theft in Farmersville, and from 2021 to 2022, there were 108 reports. This equates to a 44% increase in theft between 2020-2022 with incidences consistently on the rise to date. In the years 2021-2022, the FPD criminal report numbers indicate 54 vehicles, 44 privately-owned catalytic converters, and 10 city-owned vehicle catalytic converters were stolen.

Need. The challenges that the FPD faces are the lack of resources (staff) to communicate with neighboring law enforcement agencies, lack of evidence (surveillance technology) to pursue and investigate perpetrators, make arrests and investigate crimes, and lack of resources to educate the public and retailers. This project aims to address these challenges with a program that encompasses manpower, equipment, technology, and public awareness.

Economic Hardships. The City of Farmersville is surrounded by some of the richest agricultural land in the country. However, agricultural prosperity has not translated to community wealth, with an average median income of \$48,262 and a per capita income of \$15,523 which is well below the state's \$84,097 median household income and \$41,276 per capita income. Worse still, Census data indicates 24.4% of individuals in Farmersville live in poverty. The entire city, comprised of 59.1% racial minorities and 89.7% Hispanic individuals, is classified as historically disadvantaged. In addition, the majority of the City faces education, linguistic isolations, poverty and unemployment burdens that are among the highest (90th percentile) in the state. Economically distressed communities such as Farmersville lack the financial capacity to implement full-reaching programs such as the proposed project.

Service Gaps. The FPD is a small department comprised of 16 sworn personnel. Staffing consists of two officers and one supervisor per shift. The minimal staffing makes it difficult for the FPD to police increased theft and patrol the City while supporting the larger mutual aid area.

According to the Federal Bureau of Investigations (FBI), the median per capita ratio of sworn law enforcement officials to civilians is 2.4 officers per 1,000 residents. Farmersville's dense population contributes to a severely low ratio of only 1.5 sworn officers per 1,000 residents. This results in the existing sworn officers being at full capacity, unable to properly respond to or investigate organized theft

in the jurisdiction.

The FPD has identified the need for a dedicated officer to develop and lead a theft prevention task force utilizing increased manpower, surveillance equipment, interactive technology, and increased coordination with surrounding agencies and the district attorney's office to address the increased theft activities.

Organized Theft. Two cases in particular demonstrate the FPD's challenge with organized theft groups. Two burglaries occurred in July 2021 at the Valley Pure Dispensary resulting in a total loss of \$249,330. Similar crimes occurred at Woodlake marijuana facilities the same month, and again in 2022. Due to the identical methods and nature of these burglaries, the FPD and surrounding agencies believe them to be tied to a large, organized theft group from Los Angeles that targets small and vulnerable communities. In the most recent instance (May 2023), Green Smart Farmer in Woodlake was 'hit' by several subjects in multiple rented or stolen vehicles with face coverings, gloves, and tools to force entry, resulting in a 1.1-million-dollar loss. Officers responded and pursued one vehicle until it crashed, and one suspect was caught. This investigation led to Oakland where another suspect was arrested. Through meticulous investigation coordinated with Exeter and Woodlake police departments and meetings with detectives from the Stanislaus County Sheriff Department, Los Angeles Police Department, Oakland Police Department, Lemoore Police Department, California Department of Justice, Bureau of Cannabis Control, and the FBI, the FPD determined the same suspects are executing these crimes based on cellular information. To date, approximately 1,500-man hours have been spent combatting this group and investigating these cases (ongoing). These incidents speak to the continually evolving methods and the changing technologies perpetrators are using for organized theft. The FPD must continually adjust and adapt to combat organized theft.

Justification for Funding. The FPD requests \$762,279 to launch the project and combat organized theft. Due to the City's economic hardships and resources being spread thin, the FPD requires strategic support and additional financial capacity to fund a project of this magnitude. Organized theft takes a crippling toll on residents and business owners in historically disadvantaged areas such as Farmersville, and these communities need mitigation the most. The FPD analyzed increases in thefts, current staffing, and quotes for equipment to determine project elements and cost estimates. The FPD is confident the program will reduce theft, enhance organizational capacity and collaboration, and improve investigations and apprehensions of perpetrators.

Project Description

Services and Activities. The proposed project will increase surveillance, investigations, collaborations, prosecutions, and public education to reduce organized retail, motor vehicle, and motor vehicle accessory theft in Farmersville. The project will encompass the following elements:

Police Presence: The FPD will hire a sworn officer designated to combat organized retail and motor vehicle/motor vehicle accessory theft. This officer will provide enhanced organizational capacity to conduct preventative and investigative services throughout Farmersville. Activities include performing patrols in areas where incidences of theft are most prevalent; using "bait cars" for possible catalytic converter theft, vehicle burglary or auto theft; and surveilling retail areas during prime shopping hours or when they are most commonly experiencing shoplifting. To provide the officer with full capabilities, the FPD will purchase a patrol vehicle, an e-bike, and all necessary equipment for performing duties.

Surveillance: The FPD will purchase and install surveillance technology as a proactive approach and effective solution to combat organized theft. In addition to increased patrols, the FPD will purchase seven Main Portable Observation Devices (Main PODs) and 21 Satellite Portable Observation Devices (SAT PODs), creating an expanded surveillance network to significantly bolster crime prevention and monitoring efforts. Cameras will be positioned at a key intersection in the town center in order to document vehicles and track pass-through criminals. The camera mounting system allows for easy relocation to address areas experiencing heightened criminal activity, utilizing a secure "band type" clamp for attachment to streetlights and on-board recording.

Public Outreach: The newly hired officer will develop and oversee public awareness campaigns to educate retailers and residents about the measures they can take to prevent or combat organized retail theft and motor vehicle/motor vehicle accessory theft. The public campaigns will initiate with the FPD reviewing retailers' existing physical security measures and security procedures. Then they will educate retailers and the public with a social media "9pm Routine" campaign. The "9pm Routine" reminds community members and retailers about best safety practices and tips such as removing valuables from vehicles, locking vehicles, turning on outdoor lights, locking homes and businesses, and clearing shrubs/obstructions that criminals can easily hide behind. The "9pm Routine" has been adopted and used by law enforcement agencies across the country providing value to communities by raising awareness in regard to theft prevention. In addition, the FPD will make public press releases to social media platforms to inform the community about occurrences of theft and potential for organized theft.

Investigation Task Force: The FPD will create a task force with the newly hired officer consisting of one supervisor and two sworn officers to conduct specific prevention details on a quarterly basis, assisting in prevention and investigation activities.

Target Population. Businesses and residents in Farmersville are the target populations to be served by this project. Businesses. Despite the City's small proximity, there are over 30 retail businesses in Farmersville. During peak shopping hours or late evenings, it is a

challenge for the existing sworn officers of the department to police the retail area while also policing the rest of Farmersville and mutual aid jurisdictions. Located a few miles east of State Route 99 and just off of State Route 198, retailers are at risk of traveling organized theft groups that will drive through and “hit” multiple stores before leaving the City. Residents. Farmersville is a very densely populated city – approximately 4,723 residents per square mile. Such a dense population puts residents at risk of being targeted for motor vehicle accessory theft as a majority of residents (80-90%) are parking their vehicles in driveways and along the street rather than in garages.

Collaboration. The FPD will collaborate with the Exeter Police Department and the Woodlake Police Department to share information and evidence that may contribute to building cases in a coordinated manner. Additionally, the FPD will continue to collaborate with the Tulare County District Attorney’s Office to effectively prosecute and deter organized crime groups. Please see the attached letters for more information.

Project Alignment. As reflected in the project’s Work Plan attachment, the three overarching goals of the project align with the identified needs and intent of the grant program as they aim to mitigate organized retail theft and organized motor vehicle and motor vehicle accessory theft. The following is a list of goals and objectives outlined in the project Work Plan:

Goal 1: Improve Local and Regional Investigations into and Prosecutions of Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts.

Objectives: Increase collaboration with surrounding law enforcement agencies; Increase collaboration with the local district attorney’s office; Increase apprehension of retail theft perpetrators by the end of the grant period; Increase apprehension of motor vehicle/motor vehicle accessory theft by the end of the grant period.

Goal 2: Reduce Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts in Farmersville.

Objectives: Decrease reports of organized retail theft; Decrease reports of motor vehicle/motor vehicle accessory theft; Increase public education and awareness; Expand public surveillance technology.

Goal 3: Enhance Organizational Capacity for Preventing, Responding, and Investigating Organized Theft.

Objectives: Hire one full-time sworn officer; Enhance investigative services; Create task force; Perform specific prevention details to retailers quarterly.

Impact. By engaging in activities that support the goals and objectives, the FPD will mitigate organized theft on a local and regional level, preventing and combatting crime that adversely impacts residents and businesses in disadvantaged and economically strained communities. By working together with

residents, business owners, surrounding communities, and the district attorney's office, the project will implement a coordinated response to reduce theft, enhance organizational capacity and collaboration, and improve investigations and apprehensions of perpetrators.

Addressing Need. The project activities will achieve the goals of the project due to the following rationales:

Police Presence: According to the U.S. Department of Justice, there is a correlation between police presence and crime deterrence. Studies show that highly visible patrols are effective deterrents to criminals while low visibility patrols result in more apprehensions. Additionally, aggressive patrol techniques such as stakeouts result in lowered crime rates. In other studies, effectiveness is enhanced through close cooperation with the community, the use of team policing, and increased patrols. Based on this information, deploying an additional officer dedicated to prevention, outreach, and investigation services with assistance from a task force will improve police presence in Farmersville, lower crime rates, and reduce risk of organized theft. Considering the nature of organized theft, it is imperative to prioritize preventative measures to ensure program effectiveness. Proper deterrents will also contribute to disrupting and dismantling organized theft groups.

Patrol and Pursuit. The implementation of an e-bike for patrol services will assist in criminal pursuits across terrain inaccessible by patrol cars, such as empty lots, parks, and fields that surround the City. E-bikes also provide better patrol capability during community events such as festivals and parades. Utilizing an e-bike for patrol will also provide better opportunity for face-to-face interaction between the FPD and community members. This positive contact will increase trust and willingness to cooperate in police investigations.

Surveillance: The FPD will acquire and install 28 public surveillance cameras to deter and investigate incidences of organized theft in Farmersville. Seven of the cameras will be Main PODs and 21 SAT PODs that wirelessly connect to the Main PODs. According to the U.S. Department of Justice, public surveillance devices can be used as an effective tool for preventing crimes, aiding in arrests, and supporting investigations and prosecutions. The presence of cameras paired with motion-activated blue lights deter individuals from proceeding with criminal activity. If the cameras are not a consistent deterrent and incidences of organized theft occur near the cameras' view, the FPD will have the ability to access the footage to quickly build a case, collaborate with surrounding agencies, and investigate crime. The International Association of Chiefs of Police reports that a survey of more than 400 law enforcement practitioners and investigators from around the world shows that 94% of respondents agree that video is a critical source of evidence in investigations, and on average, 85% of all criminal investigations now involve video evidence.

Public Outreach: Implementing a social media "9pm Routine"

campaign has proven an efficient program to prevent and fight crime across the country, with numerous law enforcement agencies attesting to the program's success. This campaign will not only inform the public but also engage them on social media, encouraging community members to do their part and contribute to the overall safety of the city. The FPD intends to expand the idea of a "9pm Routine" to engage local retailers during end-of-day routines. This will include similar checklists such as turning on outdoor lighting, locking doors, securing outdoor property before sundown, checking security cameras, etc. Once the community is educated on preventative measures they can take, the FPD expects organized theft occurrences to decrease.

Investigation: Special investigative techniques are imperative for disrupting and dismantling organized theft groups. Unlike individual theft or shoplifting incidences, organized theft is executed by sophisticated organizations, often evading arrests. Investigating criminal activity is proven to close cases and prevent new crimes from occurring.

From FPD Policy Manual: Policy 378 provides guidance for the placement and monitoring of public safety video surveillance, including storing and sharing collected images. The policy establishes that the use of technologies is meant to complement the anti-crime strategy of the department, placed strategically to detect and deter crime. The policy also establishes that use of the technologies is conducted in legal and ethical manners, protecting constitutional standards of privacy. Policy 402 provides guidance on the department's commitment to fair and objective policing, including the prohibition of biased-based policing. This policy is in accordance and compliance with state and federal laws to best protect constitutional rights.

**Project
Organizational
Capacity and
Coordination**

The FPD has 16 sworn officers and 2 civilian support staff. The staff allocated to support this project include:

Project Manager: Chief Jay Brock has 35 years of law enforcement experience, 16 with the FPD working in all capacities within the department. A graduate of California POST Command College, Chief Brock holds a bachelor's degree and master's degree in criminal justice. Chief Brock will oversee the project and provide direction and management to FPD staff during project activities.

Operations Manager: Commander Troy Evrett has 20 years of law enforcement experience with the FPD as an officer, detective, sergeant, and commander. Commander Eyrett holds a bachelor's degree in criminal justice. Commander Eyrett will assist Chief Brock during project oversight and management.

The following individuals will be assigned to a task force to execute project activities, including prevention details, investigations, surveillance management (evidence storage and retrieval), public outreach, and coordination with outside agencies.

Operations Supervisor: Sergeant Luis Frausto has nine years of law enforcement experience, eight with the FPD as an officer, detective, and sergeant. Sergeant Frausto has an associate degree in interdisciplinary studies.

Investigator: Detective Diego Corona has four years of law enforcement experience with the FPD as an officer and detective. He has a bachelor's degree in criminal justice.

Investigator: Detective Eduardo Carrillo has five years of law enforcement experience with the FPD as an officer, school resource officer, and detective. He has a bachelor's degree in criminal justice.

Newly Hired Full-Time Sworn Officer: The officer will be required to have two years of law enforcement experience, one year of retail theft control and prevention experience, and the following qualifications: 1) State Police Academy certification; 2) Pass a comprehensive background check; 3) Pass a medical examination; and 4) Valid driver's license. The officer's primary duties will be to prevent, respond to, and investigate organized theft. This will include leading public education initiatives, coordination with other law enforcement agencies and the district attorney's office, and surveilling at-risk areas within the community.

Collaboration. The task force will collaborate with surrounding law enforcement agencies including Exeter and Woodlake police departments to share information that contributes to building cases in a coordinated manner, and the Tulare District Attorney's Office to share information to prosecute perpetrators. Information regarding similar criminal activity in surrounding areas can indicate whether the thefts are organized and executed on a regional level. Exeter and Woodlake police departments have provided letters of commitment to the project.

Contract Timelines. No contracts are anticipated.

Project Readiness. The FPD is prepared to launch the project immediately upon entering into a grant contract with the funding agency. The estimated project timeline is shown below:

Implementation (10/01/23–4/30/24):

1. Recruit, train, and deploy a full-time sworn officer
2. Purchase and install 28 satellite cameras throughout the City
3. Purchase patrol vehicle, e-bike, and equipment
4. Plan public awareness campaign details
5. Create a task force, goals and objectives

Service Delivery (01/01/24–12/31/26):

1. Conduct prevention/investigation activities
2. Provide public and retailer education
3. Share information with collaborating agencies
4. Hold quarterly task force meetings
5. Conduct public awareness "9pm Routine" campaign

Data Evaluation and Grant Closeout (1/01/27–7/01/27):

1. Collect and analyze data and evaluate outcomes
2. Develop a report summarizing the project's outcomes

The project management structure is as follows: The Project Manager will provide executive oversight executive decision-making power in regard to the project. The Operations Manager will handle oversight of daily operations. The Operations Supervisor will direct the newly hired officer in the field. Task force members will assist with specific prevention details quarterly.

Sustaining the Project. The project lifespan is expected beyond the grant period. Once completed, findings and data proving effectiveness will be presented to City Council, who will move to include the additional expenses in the department's budget. The project is expected to be sustained permanently, pending evidence of effectiveness.

Project Evaluation
and Monitoring

Project support staff will be responsible for project evaluation and monitoring in-house. The identified staff have extensive experience in evaluation and data analysis of law enforcement activities and details similar to the project. Monitoring activities will be incorporated in all project phases.

The following process and outcome measures are identified to achieve the project's goals:

Goal 1: Improve Local and Regional Investigations into and Prosecutions of Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts.

Process Measures:

- a) Law enforcement agency partners
- b) Local district attorney office partnership
- c) Data/information collected

Outcome Measures:

- a) Change in pre-/post-crime data
- b) Increases in successful investigations and prosecutions by the end of the grant period

Goal 2: Reduce Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts in Farmersville.

Process Measures:

- a) Additional surveillance cameras purchased
- b) Surveillance cameras installed
- c) Surveillance footage utilized
- d) Social media awareness campaigns executed
- e) In-person awareness campaigns executed
- f) Retail policies/procedures/strategies reviewed and/or revised

Outcome Measures:

- a) Reduction in organized thefts within one year of implementation

Goal 3: Enhance Organizational Capacity for Preventing, Responding, and Investigating Organized Theft.

Process Measures:

- a) Officers recruited, trained, and deployed
- b) Task force created and members trained
- c) Task force deployed

Outcome Measures:

- a) Number of incidences responded to
- b) Number of reports investigated
- c) Number of arrests made
- d) Property recovered
- e) Organized theft groups disrupted/dismantled

Monitoring. Chief Brock with assistance from project support staff will review progress and compare activities with the Work Plan on a monthly basis to ensure project components are properly executed. The FPD will devise a tracking system for each measure to ensure outcomes are as expected and make adjustments to program activities as needed such as relocation of surveillance cameras within the City.

Preliminary Plan. Proposed methods to measure project success and outcomes include:

1. Employ local news outlets and social media platforms to publicize the project. This strategic publicity will effectively convey a message of constant surveillance to potential criminals. Moreover, the FPD will make public announcements whenever the project contributes to successful investigation of a criminal offense, highlighting the tangible outcomes achieved through this collaborative initiative.
2. Establish an advanced tracking system to monitor the efficacy of video technology in successfully identifying/tracking criminal offenders, thereby facilitating swift apprehension across jurisdictions.
3. Implement a method to monitor the project impact on successful organized theft investigations and prosecutions. The FPD estimates that the project will result in mitigation with the benefits extending beyond immediate jurisdiction.
4. Evaluate preliminary data. The project will be a robust theft deterrent, and it is anticipated that its implementation will contribute to a reduction in organized theft.
5. Track community participation. The FPD will develop community participation tracking methods, such as logging community partnerships, attendance lists of community meetings and public comments and feedback, and community involvement in problem solving initiatives.

Data Sharing. The FPD received letters indicating that Woodlake and Exeter police departments are willing to share information to aid in investigations and apprehensions to disrupt and dismantle organized theft groups in a coordinated effort. The Tulare County District Attorney's Office has provided a letter stating their willingness to take on additional cases and assist the FPD in prosecuting perpetrators.

Methodology. The FPD and other law enforcement agencies have crime databases that track criminal activity such as organized retail theft and motor vehicle/motor vehicle accessory theft. Reports,

investigations, apprehensions, etc. are key indicators of the success or effectiveness of projects of this nature. The FPD will utilize these resources to collect data and key indicators related to the project activities and outcomes. Tracking and evaluating the outcomes and comparing them against the intended outcomes will indicate effectiveness in project elements accomplishing the project goals and the overall impact of the program.

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

[2_Budget.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)

[3_Project_Work_Plan.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[4_Grantee_Assurance_Non-government_NA.pdf](#)

Local Impact Letter(s) (Appendix E)

[5_Impact_Letter_DA_Office_Signed.pdf](#)

Letter(s) of Commitment, (Appendix F)

[6_Letter_of_Commit_EPD_Signed.pdf](#)

[6_Letter_of_Commit_WPD_Signed.pdf](#)

Policies Limiting Racial Bias

[10_Bias_FPD_Policy402.pdf](#)

Policies on Surveillance Technology

[9_Surveillance_FPD_Policy378.pdf](#)

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

[7_Certification_Signed.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Improve Local and Regional Investigations into and Prosecutions of Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts		
Objectives (A., B., etc.)	A. Increase collaboration with surrounding law enforcement agencies; B. Increase collaboration with the Tulare County District Attorney’s Office; C. Increase apprehension of retail theft perpetrators by the end of the grant period; D. Increase apprehension of motor vehicle/motor vehicle accessory theft by the end of the grant period.		
Process Measures and Outcome Measures:	<u>Process Measures:</u> Outside law enforcement agencies partnered with; Local district attorney’s office partnered with; <u>Data/information collected.</u> <u>Outcome Measures:</u> Change in pre-/post-crime data; increases in successful investigations and prosecutions by the end of the grant period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Initiate data sharing with Woodlake Police Department; Initiate data sharing with Exeter Police Department; Collaborate with the Tulare District Attorney’s Office; Coordinate increased data sharing amongst partners.	FPD: Police Chief Jay Brock, Grant-funded new hire, Commander Troy Eyrett, Sergeant Luis Frausto, Detective Diego Corona, Detective Eduardo Carrillo	> 10/01/23	> 12/31/2026

	Partners: Woodlake Police Dept., Exeter Police Dept., Tulare District Attorney Office.		
List data and sources to be used to measure outcomes: > FPD crime database; WPD crime database; EPD crime database; Data on surveillance camera role in investigations and prosecutions on theft arrests; Data on successful theft prosecutions.			

(2) Goal:	> Reduce Organized Retail and Motor Vehicle/Motor Vehicle Accessory Thefts in Farmersville		
Objectives (A., B., etc.)	A. Decrease reports of organized retail theft; B. Decrease reports of motor vehicle/motor vehicle accessory theft; C. Increase public education and awareness; D. Expand public surveillance technology		
Process Measures and Outcome Measures:	<u>Process Measures:</u> Additional surveillance cameras purchased; Surveillance cameras installed; Surveillance footage utilized; Social media awareness campaigns executed; In-person awareness campaigns executed; Retail policies/procedures/strategies reviewed; Retail policies/procedures/strategies revised. <u>Outcome Measures:</u> Reduction in organized retail and motor vehicle/motor vehicle accessory thefts within one year of implementation.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Purchase and install 28 satellite surveillance cameras; Conduct public awareness campaigns quarterly; Conduct daily social media campaign; Increase police presence and surveillance; Review local retailers' surveillance policies and procedures; Review local retailer's prevention strategies	FPD: Police Chief Jay Brock, Grant-funded new hire, Commander Troy Eyrett, Sergeant Luis Frausto, Detective Diego Corona, Detective Eduardo Carrillo; City of Farmersville	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > FPD crime database; Local retailers' policies and procedures; Surveillance camera data and usage; Public meeting agendas and comments; Social media campaigns and comments.			

(3) Goal:	> Enhance Organizational Capacity for Preventing, Responding, and Investigating Organized Theft		
Objectives (A., B., etc.)	A. Increase the Department's staff by hiring one full-time sworn officer; B. Enhance investigative services; C. Create task force; D. Perform specific prevention details to retailers quarterly.		
Process Measures and Outcome Measures:	<u>Process Measures:</u> Officer recruited; Officers trained; Officer deployed; Task force created; Task force trained; Task force deployed. <u>Outcome Measures:</u> Number of incidences of theft responded to; Number of reports of theft investigated; Number of organized theft arrests made; Property recovered; Organized theft groups disrupted/dismantled.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Hire one full-time sworn officer to the Farmersville Police Department; Create a task force comprised of one new full-time sworn; officer, and three additional staff members (two officers and one sergeant) to perform specific prevention details quarterly; Respond to incidences of theft; Execute investigations and arrests	FPD: Police Chief Jay Brock, Grant-funded new hire, Commander Troy Eyrett, Sergeant Luis Frausto, Detective Diego Corona, Detective Eduardo Carrillo; City of Farmersville	> 01/01/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > FPD crime database; Prevention detail reports; Task force meeting agendas and comments.			

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

Name of Applicant: *Farmersville 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	\$433,670.00
2. Services and Supplies	\$3,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$223,768.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$1,841.00
9. Indirect Costs	\$0.00
TOTAL	\$762,279.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
FPD New Hire Sworn Officer Salary (1)	\$78,160 x 1 year (year 1) (1 FTE)	\$78,160.00
FPD New Hire Sworn Officer Salary (1)	\$82,068 x 1 year (year 2) (1 FTE)	\$82,068.00
FPD New Hire Sworn Officer Salary (1)	\$86,171 x 1 year (year 3) (1 FTE)	\$86,171.00
Fringe Benefits (1)	\$52,687 x 3 years (period of performance)	\$158,061.00
Sergeant Hourly Rate (overtime) Quarterly Enforcement Details	\$122.61/hour x 24 hours (6 hours quarterly) x 3 years (period of performance) = \$8,830	\$8,828.00
Officer Hourly Rate (overtime) Quarterly Enforcement Details	5 officers x \$94.36/hour x 24 hours (6 hours each quarterly) x 3 years (period of performance) = \$20,382	\$20,382.00
		\$0.00
		\$0.00
TOTAL		\$433,670.00

1b. Salaries & Benefits Narrative:

As part of the project, the FPD will hire one full-time sworn officer that will be dedicated to organized theft prevention, responses, and investigations. Additionally, one sergeant and three officers will assist the newly hired officer for approximately 6 hours on a quarterly bases throughout the lifetime of the project to conduct specific prevention details. These individuals will also assist the newly hired officer with public education and outreach but these activities will be performed during regular business hours and contributed to the project in-kind by the FPD.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Public Education Supplies	\$1,000 per year x 3 years (period of performance)	\$3,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$3,000.00

2b. Services and Supplies Narrative:

The FPD will provide printed literature in addition to social media outreach during public awareness campaigns, including the "9 P.M. Routine." Public education and outreach will be conducted quarterly throughout the lifetime of the project. Supplies will include paper, printer toner, staples, paper clips, etc. to provide handouts to residents and businesses throughout Farmersville.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00



OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF TULARE

Tim Ward, *District Attorney*

June 27, 2023

Mr. Riccardo Goodridge, CPGP Director
Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Dear Mr. Goodridge:

On behalf of the Tulare County District Attorney's Office, I submit this local impact letter regarding the Farmersville Police Department's Organized Theft Prevention Project to demonstrate the potential negative impact that the project may have on our office.

The mission of the Tulare County District Attorney's Office is to represent the people of the State of California in an efficient, effective, and ethical manner as an administrator of justice and a protector of the guarantees set forth in the Constitution of the State of California and the United States of America. We actively protect the citizens of Tulare County from violence and exploitation through aggressive investigation, prosecution, and enforcement of all criminal and civil laws.

The project will enhance investigative services and increase arrests in Farmersville ***that will result in increased referrals to our office and an increased workload on our lawyers.*** With that said, I lead a staff of nearly 200 individuals including 65 attorneys that are prepared to mitigate the impact that this grant project will have on our office. Chief Jay Brock of the Farmersville Police Department has briefed my office of the extent to which the program could impact us and it should be emphasized that the potential negative impact will be properly mitigated by our experienced staff and we look forward to administer justice in Tulare County.

Sincerely,

Tim Ward
District Attorney



Exeter Police Department

*100 N. C Street
Exeter, CA 93221
(559) 592-3103*

*John Hall
Chief of Police*

June 25, 2023

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

This letter is being submitted to document that the Exeter Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Farmersville Police Department.

As a part of this grant, the Exeter Police Department agrees to assist the Farmersville Police Department in investigative services by providing relevant information regarding organized theft occurrences in Exeter that may help build cases in Farmersville to combat criminal activity.

Sincerely,

A handwritten signature in blue ink, appearing to be 'J. Hall', written over a white background.

John Hall, Chief of Police
Exeter Police Department



CITY OF WOODLAKE POLICE DEPARTMENT

350 N. Valencia Blvd., Woodlake, CA 93286-1297 | PH: (559) 564-3346 | FX: (559) 564-5611

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 30th, 2023

This letter is being submitted to document that the Woodlake Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Farmersville Police Department.

As a part of this grant, the Woodlake Police Department agrees to assist the Farmersville Police Department in investigative services by providing relevant information regarding organized theft occurrences in Woodlake that may help build cases in Farmersville to combat criminal activity.

Signed by,

A handwritten signature in blue ink, appearing to read 'Mike Marquez'.

Mike Marquez, Chief of Police

Woodlake Police Department

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Farmersville Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 POLICY

The Farmersville 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.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

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Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

402.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.4.2 REPORTING OF STOPS

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

If multiple agencies are involved in a stop and the Farmersville Police Department is the primary agency, the Farmersville Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

402.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 1. Supervisors should document these periodic reviews.

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Bias-Based Policing

2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
 - (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
 - (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

Each year, the Patrol Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

402.7 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 will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Unit 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 Technical Services Bureau Policy.

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

Public Safety Video Surveillance System

378.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

378.2 POLICY

The Farmersville Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

378.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

378.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending, and prosecuting offenders.

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Public Safety Video Surveillance System

- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Supervisor or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

378.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

378.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

378.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

378.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have

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Public Safety Video Surveillance System

been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

378.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

378.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

378.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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Public Safety Video Surveillance System

378.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Farmersville Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

378.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

378.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.