

Title	<b>Fontana Police Department</b>	07/05/2023
	by <b>Leona Kwan</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41320256
	lkwan@fontanaca.gov	

## 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)      **Fontana 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 **Fontana Police Department**

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Applicant's Physical Address **17005 Upland Ave  
Fontana  
CA  
92335  
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 **17005 Upland Ave  
Fontana  
CA  
92335  
US**

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Tax Identification Number **95-6004770**

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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 **Michelle  
Blank**

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Project Director's Title with Agency/Department/Organization **Administrative Support Services Manager**

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Project Director's Physical Address **17005 Upland Ave  
Fontana  
CA  
92335  
US**

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Project Director's Email Address **mblank@fontanaca.gov**

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Project Director's  
Phone Number **+19093567129**

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Financial Officer **Leona  
Kwan**

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Financial Officer's  
Title with  
Agency/Department/Organization **Senior Administrative Analyst**

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Financial Officer's  
Physical Address **17005 Upland Ave  
Fontana  
CA  
92335  
US**

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Financial Officer's  
Email Address **lkwan@fontanaca.gov**

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Financial Officer's  
Phone Number **+19093567169**

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Day-To-Day Program  
Contact **Leona  
Kwan**

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Day-To-Day Program  
Contact's Title **Senior Administrative Analyst**

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Day-To-Day Program  
Contact's Physical  
Address **17005 Upland Ave  
Fontana  
CA  
92335  
US**

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Day-To-Day Program  
Contact's Email  
Address **lkwan@fontanaca.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+19093567169**

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Day-To-Day Fiscal  
Contact **Leona  
Kwan**

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Day-To-Day Fiscal  
Contact's Title **Senior Administrative Analyst**

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Day-To-Day Fiscal  
Contact's Physical  
Address **17005 Upland Ave  
Fontana  
CA  
92335  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>lkwan@fontanaca.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19093567169</b>
Name of Authorized Officer	<b>Leona Kwan</b>
Authorized Officer's Title	<b>Senior Administrative Analyst</b>
Authorized Officer's Physical Address	<b>17005 Upland Ave Fontana CA 92335 US</b>
Authorized Officer's Email Address	<b>lkwan@fontanaca.gov</b>
Authorized Officer's Phone Number	<b>+19093567169</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>Fontana Police Department's Retail Theft Prevention</b>
Proposal Summary	<b>The city of Fontana has experienced an increase in organized retail thefts, cargo thefts, and catalytic converter thefts. The increases are possibly the result of several factors, including geographic location, proximity of freeways, commercial warehouse saturation, number of shopping centers with valued target locations, and value of metal in catalytic converters. The Organized Retail Theft Prevention Grant Program will assist the police department in responding to, investigating, and preventing crimes in each of the Program Purpose Areas (1 - Organized Retail Theft, 2 - Motor Vehicle Accessory Theft, and 3 – Cargo Theft.)</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):

**PPA 1: Organized Retail Theft**  
**PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**  
**PPA 3: Cargo 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).**

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Project Need

**The City of Fontana encompasses approximately 50 square miles in San Bernardino County and has a population of over 213,000 people. The city sits at the crossroads of major trade routes and is a regional hub of the trucking industry with I-10, I-15, and SR-210 freeways passing through. In addition, the Union Pacific Railroad intersects the city and has a terminal within the borders. The freeways, railroad, and proximity to Ontario and Los Angeles Airports have established Fontana as a vital commercial hub in the Inland Empire. The south end of the city is densely populated with industrial warehouses, many of which belong to major retailers such as Amazon, Target, Walmart, Black & Decker, and more. These warehouses have become targets for high value thefts with significant losses. The city has recently experienced substantial increases in the number of these thefts (and robberies) by fraudulent pick-ups and break-ins to warehouses and trucks containing the cargo. Many of these crimes are organized, large-scale, and the investigations continue outside of the city. The Union Pacific Railroad cars have also increasingly been the**

target of high dollar thefts. With such a large presence in the city, rail cars are continually parked on the tracks and left loaded with cargo. The Fontana Police Department is investigating thefts of cargo from rail cars at an increasing rate. These investigations are a result of extra patrols, undercover operations, and direct reports of crimes. Arrests have been made, but the thefts continue, and the Department is in need of additional resources to assist in solving and deterring these crimes.

Fontana has numerous shopping centers throughout, many of which are conveniently located near one or more of the freeways that traverse the city. Organized Retail Theft is an on-going problem and continues to increase in Fontana. The larger retail centers are home to popular stores that are often targeted with these types of thefts. Some of these stores include: Ulta, Bath & Body Works, Old Navy, Kohls, Burlington, several Rite Aid and CVS, Home Depot (2), Lowes, Costco, Target (2), Walmart, etc. The proximity of the freeways and desirable retail locations for theft are a two of the possible reasons why businesses in Fontana are targeted and crimes continue to increase. The thefts often occur in a matter of minutes, and suspects utilize the freeways to flee the area quickly. The City of Fontana needs additional resources to assist in investigating, arresting, and deterring these types of crime.

Fontana has seen substantial increases in thefts for over a year, most of which fall into the categories of shoplifting and theft of motor vehicle parts. The shoplifting crimes encompass the increase in organized thefts at retail stores. The theft of motor vehicle parts is experiencing increases mostly due to catalytic converter thefts. This has been an ongoing problem over the past couple of years. The city needs additional resources to help solve and deter these types of crimes.

In summary, the city of Fontana has experienced an increase in organized retail thefts, cargo thefts, and catalytic converter thefts. The increases are possibly the result of several factors, including geographic location, proximity of freeways, commercial warehouse saturation, number of shopping centers with valued target locations, and value of metal in catalytic converters. The Organized Retail Theft Prevention Grant Program will assist the police department in responding to, investigating, and preventing crimes in each of the Program Purpose Areas (1 - Organized Retail Theft, 2 - Motor Vehicle Accessory Theft, and 3 – Cargo Theft.)

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## Project Description

### 1. Automated License Plate Reader (ALPR):

The city of Fontana currently uses ALPR cameras and has a policy regarding their use in place. The current cameras are located in several of the busier intersections as well as some of the main entry and exit roads to neighboring jurisdictions. The city is looking to expand the current usage of ALPR by adding cameras to the entrances and exits of the main shopping centers; on streets throughout the south end of the city where there is a high concentration of commercial warehouses; and in areas currently

without ALPR technology. The addition of ALPR cameras in these areas will assist in investigating and deterring organized retail and cargo thefts.

**Organized Retail Theft:** In many retail theft crimes, there is limited suspect information and the crimes happen in just a matter of minutes. Video surveillance and ALPR cameras continue to be the best leads for investigating, arresting suspects, and collaborating with other agencies. Since many of these crimes happen near the freeways, allowing for quick exit from the city, it is often difficult to obtain leads once the suspects leave the store. The intention is to place cameras near the entrances and exits to these shopping centers, to assist in identifying suspect vehicles when dealing with limited information. Also, placing additional cameras in areas that currently are without will assist in these investigations.

**Cargo Theft:** As stated previously, Fontana contains a large presence of commercial warehouses, with very large distribution warehouses like Amazon, Target, Black and Decker, etc. The city (including county area) contains over 880 industrial buildings per Costar Industrial Report. The city also includes a railroad terminal with train cars consistently parked with cargo. This creates a prime area for cargo theft, which continues to be on the rise. The addition of ALPR cameras in this area of the city will help to establish additional leads in these crimes, identify suspect vehicles and criminal groups, and increase the number of arrests made and cargo located and returned.

**Motor Vehicle Accessory Theft:** The addition of ALPR cameras throughout the city allows for a greater opportunity to investigate, arrest suspects, and deter future crimes when dealing with the increase in catalytic converter thefts throughout the city. These types of crimes are often committed by the same suspect(s) in the same vehicle(s). With more ALPR cameras, crimes can be solved, linked, and prosecuted together. This in turn should have a positive impact on crime rates and deterrence.

In addition, at the end of 2023, the Fontana police department is set to lose courtesy access to Flock systems, which is an ALPR company that is used by many surrounding agencies. Losing search access to this system would negatively impact investigations, collaborations with other agencies, and linking similar crimes together. These negative impacts will lower the department's ability to investigate, solve, and prevent both organized retail thefts and cargo thefts. In order to maintain access to the system, the city must become a client of the company, which is what is intended with adding additional ALPR cameras throughout the city, likely through Flock Systems.

**Projected Costs:** \$105,000 per year for 30 cameras with Advanced Search in Flock OS, plus additional install fees in year one between \$4,500-\$19,000 depending on install location.

## **2. Tracking Devices:**

The Fontana Police Department currently uses tracking devices in various types of investigations. There is a policy in place regarding their use. The devices are used by multiple units throughout the department. Organized retail theft and cargo theft crimes are often large scale involving multiple suspects and vehicles. Also, although some catalytic converter thefts are smaller scale, there are investigations with repeat offenders to track where and to whom they are selling the stolen property. In order to have additional resources dedicated to the Investigations Division, the police department has identified a need for more tracking devices. With additional devices, the division will not be limited on which vehicles, or how many, they can track as it relates to the individual cases. Additional tracking devices will assist with suspect and vehicle identification, locating the larger criminal network, making arrests, and potentially retrieving stolen retail items, cargo, and / or catalytic converters.

Projected Costs: \$3,749.70 initial purchase for 10 devices and \$4,794 annual service price (\$39.95 per device per month.) Replacement rate is approximately 60% per year, therefore years two and three would include \$4,794 service price for 10 devices, plus \$2,249.82 replacement for approximately 6 devices. Summary of costs: Year 1 = \$8,543.70, Years 2 & 3 each = \$7,043.82

## **3. LInX Data Integration and Access:**

LInX is a government data sharing program run by the Naval Criminal Investigative Service (NCIS). The program is for law enforcement agencies only and is available to local, state, and federal agencies. There are currently over 2,000 participating agencies and 1.6 billion records. Gaining access to the system would assist in the investigations of all three Project Purpose Areas by aiding suspect identification, identifying series across jurisdictions, and other agency collaboration. The Fontana Police Department is one of only two local jurisdictions that does not have access to or share data with the LInX program.

Projected Costs: \$23,656 in the first year only. There are no annual fees for access to this program, only the one time cost to map our data for submission to the database.

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The Fontana Police Department has the necessary resources to administer and operate the project.

**1. ALPR:** The company contracted, such as Flock Safety or Vigilant Solutions, is responsible for the installation and maintenance of the ALPR devices. Departmental resources, such as staffing, will be utilized to conduct meetings to determine placement of new devices, oversee the installation, attend training, and train department personnel. The training for such systems is not extensive and should not monopolize an extensive amount of personnel time or resources. As with the department's current ALPR system, there are a few administrators to the system responsible for updating user accounts, troubleshooting, coordinating, etc.

**2. Tracking Devices:** As with current tracking devices, additional devices will be utilized during investigations. The project allows for a greater number of available units to be used in retail, cargo, and vehicle part investigations. Administrative staff resources will be utilized to purchase units, service contracts, and replacement needs. Other staffing resources will not be impacted, as utilizing trackers is already commonplace. The project adds additional tracking devices for the Investigations Division.

The timeline after approval is two-fold, with responsibility on the department and vendors. The ALPR component of the project will immediately begin with determinedly placement and exact number of license plate reader cameras. A general idea of where most cameras will be placed already exists, but after approval the locations will be firmly determined. A proposal and contract will be negotiated with the vendor, and installation and implementation of the project will commence. This component would ideally begin by the start of 2024, so the police department does not lose complimentary access to the system, and therefore lose a valuable investigative tool. The tracking device component of the proposed project is on a very basic timeline of purchasing the devices and activating the service contracts. After grant funds expire, to sustain the proposed project, a request will be made to continue these items in the city's budget.

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The Police Department's Crime Analyst, and others, will conduct the project evaluation by actively participating in the implementation of additional ALPR cameras to assure they will be placed in areas of concern. An analysis of calls for service and crime reports related to these types of thefts will be conducted to determine areas within the city with the most activity, the hot spots for criminal activity, new areas of criminal activity, and potential driving routes for suspects. This initial analysis will assist in determining the best placement for these cameras.

The Crime Analyst will continue to monitor the organized retail thefts, cargo thefts, and catalytic converter thefts. The intent of the project is to lower the number of these thefts, close cases of committed thefts by arrests or suspect identification, identify criminal networks that work across jurisdictions, and deter and prevent some of these crimes within the City of Fontana. The number of thefts and case closures by arrest or suspect identification is quantifiable by running queries and statistics from the Records Management System (RMS). The preliminary plan for collecting and evaluating the data is to attempt to establish baseline data through queries and tables. Moving forward, the department will attempt to create a better system to track these types of thefts so that obtaining quantitative data regarding the crimes is more easily accessible. This may be the addition of field in the RMS to better track these specific types of crimes or locations. The assessment of whether the project achieved the intended outcome will be achieved through both historical quantitative research, comparing various statistics as they relate to these crimes, and qualitative research by analyzing crimes and criminal behavior. Qualitative data may examine repeat offenders, crime series that occur across jurisdictions, and crime location evaluation.

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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

[ORT-Grant-Program-Budget-Attachment-Final.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.pdf](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-NON-Governmental-Organizations-ORT.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Fontana\\_Police\\_Department\\_Local\\_Impact\\_Letter.pdf](#)

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

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Policies Limiting Racial Bias

[Bias-Based\\_Policing\\_Policy\\_Fontana\\_PD.pdf](#)

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Policies on Surveillance Technology

[ALPR\\_Policy\\_Fontana\\_PD.pdf](#)

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

[Certification\\_of\\_Compliance\\_with\\_BSCC.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; To decrease the number of Retail Thefts, Cargo Thefts, and Motor Vehicle Part Thefts</b>		
Objectives (A., B., etc.)	> Utilize ALPR technology potentially high target areas to assist in developing suspect leads, identification, and/or arrests. Use trackers to investigate potential suspects and link them to additional crimes in surrounding jurisdictions therefore reducing and preventing these types of crimes in the area. Join Llnx to share data with surrounding agencies to assist in investigations and collaborations with other agencies.		
Process Measures and Outcome Measures:	> <b>Process Measures:</b> determine that the technology are used in areas and investigations related to the Project Purpose <b>Outcome Measures:</b> Statistical reports of crime rates, arrests, rates, etc. Quantitative analysis to determine if the technology is used in the investigation.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Utilize ALPR technology Utilize trackers for suspect vehicles Participate in LlnX data sharing	> Investigations, Crime Analyst	> 1/1/2024	12/31/2027
List data and sources to be used to measure outcomes: > RMS, CAD crime totals and calls for service.			

<b>(2) Goal:</b>	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>
List data and sources to be used to measure outcomes: >			

<b>(3) Goal:</b>	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>
List data and sources to be used to measure outcomes: >			



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

**Name of Applicant:** *City of Fontana Police Department*  
*(i.e., County Sheriff's Office, County Probation Department, or City 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	\$383,156.00
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	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$2,000.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$460,156.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
N/A		\$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
ALPR Cameras (30)	Current price is \$3,000 per year per camera. Initial install will range from \$4,500-\$19,000 depending on install location (existing structure vs pole installation.) Additional expenses for camera replacement in case of theft.	\$334,500.00
Tracking Devices - PT10 Pro	Current purchase price of \$374.97 per device (total \$3,749.70) plus annual service price of \$4,794. 60% annual device replacement rate in years 2 and 3 for \$2,249 each year.	\$25,000.00
Data integration into LInX	One time fee to integrate the police department's CAD and RMS data into LInX, a government data sharing system.	\$23,656.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$383,156.00</b>

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

*The supplies and services for purchase are the three main items that will be used to target three Program Purpose Areas, Organized Retail Theft, Cargo Theft, and Theft of Motor Vehicle Parts. All three requested services and supplies, the ALPR cameras, Tracking Devices, and LInX access, will assist in the investigation, suspect identification, suspect arrest, and outside agency collaboration in all PPAs.*





Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns **red**, please adjust it to not exceed the line-item noted.

TOTAL

\$0

\$0

**9b. Indirect Costs Narrative:**

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



# City of Fontana **POLICE DEPARTMENT**

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The Fontana Police Department, participating in the Organized Retail Theft Prevention Grant Program, does not anticipate any impact to other government agencies and / or retailers. The project proposal focuses on tools to focus on investigation of existing crimes, to attempt to identify and arrest suspects, collaboration with other agencies on crime sprees or series, and to prevent future crimes by being pro-active in our response to these types of crimes.



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## Bias-Based Policing

### 402.1 PURPOSE AND SCOPE

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

#### 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).

**Racial and Identity Profiling Act (RIPA)** – California Assembly Bill No. 953, which is the Racial and Identity Profiling Act requires the Attorney General to establish the Racial and Identity Profiling Advisory Board (RIPA) to eliminate racial and identity profiling and improve diversity and racial and identity sensitivity in law enforcement. The bill would require each state and local agency that employs peace officers to annually report to the Attorney General data on all stops, as defined, conducted by the agency's peace officers, and require that data to include specified information, including the time, date, and location of the stop, and the reason for the stop.

**Stop** – Pursuant to California Assembly Bill No. 953, “stop” means any detention by a peace officer of a person, or any peace officer interaction with a person in which the peace officer conducts a search, including a consensual search, of the person's body or property in the person's possession or control.

### 402.2 POLICY

The Fontana 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.

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.

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).

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### 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.

### **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 PURSUANT TO RIPA

The reporting requirements for data collection to DOJ by officers, under this sub-section will begin on January 1, 2022.

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person(s) 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 primary officer or his/her designee shall collect the data elements and prepare the stop data report (11 CCR 999.227). If the primary officer designates another officer to prepare the stop data report, the primary officer is responsible to confirm the stop was reported.

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

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The stop data report shall be completed by the end of the officer's shift, unless exigent circumstances exist. In such circumstances, the stop data report shall be completed as soon as practicable (11 CCR 999.227).

The Supervisor or his/her designee for each patrol team or specialized unit, shall be responsible for approving all stop data reports generated by impacted members of this department pursuant to California Assembly Bill No. 953.

#### **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 recordings, portable audio/video recordings, mobile digital computer data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  - 1. 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 TRAINING**

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

- (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)).

All impacted employees that will be required to report all "stops" pursuant to RIPA (California Assembly Bill No. 953) will be trained by designated department personnel.

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### **402.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

The Internal Affairs Supervisor or an authorized designee shall ensure that all data required by the Department of Justice (DOJ) regarding citizen complaints of racial bias against officers is collected and reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).

The Internal Affairs Supervisor, the Records Supervisor, or an authorized designee shall ensure that all data required by the Department of Justice (DOJ) pursuant to the Racial and Identity Profiling Act (Assembly Bill 953) is collected and reported annually to DOJ (Penal Code § 12525.5(a)(1)).

## Automated License Plate Readers (ALPRs)

### 460.1 PURPOSE AND SCOPE

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

### 460.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Fontana Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Division Commander. The Administrative Services Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### 460.2.1 ALPR ADMINISTRATOR

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

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

### 460.3 OPERATIONS

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

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

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

#### **460.4 DATA COLLECTION AND RETENTION**

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

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

#### **460.5 ACCOUNTABILITY**

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

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

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

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

#### **460.6 POLICY**

The policy of the Fontana Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

#### **460.7 RELEASING ALPR DATA**

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

- (a) The agency makes a written request for the ALPR data that includes:
  1. The name of the agency.
  2. The name of the person requesting.
  3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administrative Services Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

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

#### **460.8 TRAINING**

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