

Title	Fremont Police Department	07/07/2023
	by Deirdre Ramsey in Organized Retail Theft Prevention Grant Program	id. 41328553
	dramsey@fremont.gov	

Original Submission 07/07/2023

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

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

Name of Applicant (i.e., **Fremont Police Department**
Police Department,
Sheriff’s Department,
or Probation
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 **Fremont Police Department**

Applicant's Physical Address	2000 Stevenson Blvd Fremont CA 94538 US
Applicant's Mailing Address (if different than the physical address)	n/a
Mailing Address for Payment	2000 Stevenson Blvd ATTN: Business Services Fremont California 94538 US
Tax Identification Number	94-6027361
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	Johanna Canaday
Project Director's Title with Agency/Department/Organization	Criminal Intel & Analysis Manager
Project Director's Physical Address	2000 Stevenson Blvd Fremont California 94538 US
Project Director's Email Address	jcanaday@fremont.gov
Project Director's Phone Number	+15107906976
Financial Officer	Deirdre Ramsey
Financial Officer's Title with Agency/Department/Organization	Police Business Manager
Financial Officer's Physical Address	2000 Stevenson Blvd Fremont California 94538 US
Financial Officer's Email Address	dramsey@fremont.gov

Financial Officer's Phone Number	+15107906991
Day-To-Day Program Contact	Johanna Canaday
Day-To-Day Program Contact's Title	Criminal Intel & Analysis Manager
Day-To-Day Program Contact's Physical Address	2000 Stevenson Blvd Fremont California 94538 US
Day-To-Day Program Contact's Email Address	jcanaday@fremont.gov
Day-To-Day Program Contact's Phone Number	+15107906976
Day-To-Day Fiscal Contact	Deirdre Ramsey
Day-To-Day Fiscal Contact's Title	Police Business Manager
Day-To-Day Fiscal Contact's Physical Address	2000 Stevenson Blvd Fremont California 94538 US
Day-To-Day Fiscal Contact's Email Address	dramsey@fremont.gov
Day-To-Day Fiscal Contact's Phone Number	+15107906991
Name of Authorized Officer	Brian Stott
Authorized Officer's Title	Assistant City Manager
Authorized Officer's Physical Address	3300 Capitol Avenue Fremont CA 94538 US
Authorized Officer's Email Address	bstott@fremont.gov
Authorized Officer's Phone Number	+15104944664

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	Real Time Information Center Addresses ORT
Proposal Summary	The Fremont Police Department is highly motivated to stand up an operational Real Time Information Center (RTIC). Our strong foundation includes an extensive camera network, a real-time data integration platform, an upstart Drone as First Responder program, a specialized technology detective, and a supportive city council. With a newly assigned ORT detective and numerous technology assets, we look forward to applying intelligence-led and data-driven methods to serve our community in preventing and reducing ORT. We are pursuing funds to help us execute this plan to support our officers, community, and the region.
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
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

The Fremont Police Department's (FPD) Goal is to implement a fully operational Real Time Information Center (RTIC). The greatest need is filling two RTIC Specialist positions and acquiring a video wall and software subscriptions. Fulfilling these needs will provide significant analytical and technology resources to benefit our community and officers.

Staffing Shortage:

Like many agencies across the state, FPD faces significant challenges with recruiting, hiring, and retaining officers. Despite substantial investment in numerous strategies, staffing remains a major challenge.

FPD's current authorized staffing level is 204 full-time sworn positions of which 29 are vacant. The 175 filled sworn positions include executive command staff and supervisors. Our dispatch team is down by one-third and has been operating under mandated overtime since 2014. The Investigations team has 28 detective positions, 14 are either vacant or non-deployable.

According to the FBI, the national average rate of sworn officers to population is 2.4 per 1,000. Serving the fourth largest city in the San Francisco Bay Area, FPD has a rate of 0.75 per 1,000 compared to the three largest Bay Area cities: San Francisco (2.5), Oakland (1.7) and San Jose (1.2). (1) FPD's 0.75 figure includes all officers, not just patrol.

Use of technology and alternative resources will improve FPD's efficiency and effectiveness in mitigating ORT related crime trends despite staffing increases.

Increased Crime:

In 2017, FPD designated 16 small geographic areas as "ILP hotspots." According to the data analysis, crime was frequent and predictable in these

areas. These hotspots were used for this submission's data analysis and plays a significant role in our current Intelligence-led Policing (ILP) strategies. Hotspots Policing is known as an Evidence-Based practice associated with crime reduction. (2)

Analyzing Fremont's most recent ORT data (theft, grand theft, shoplifting and robbery) in retail hotspots increased by 87% (435 from 233, respectively) comparing the first six months of 2023 to the same period in 2022. From 2022 to 2021, there was a 24% increase. When the often retail adjacent crimes of auto burglary and auto theft are added, the total increase is 55%.

According to the National Retail Federation (NRF), retail stores nationwide increased in ORT by approximately 26% in 2021 compared to 2020. (3)

FPD data showed crime increased last year from the year prior amongst many Fremont retailers. Many big box stores, national retail and grocery stores experienced dramatic spikes in crime; ten retailers experienced increases of 100% or more and five stores increased 300-400%.

The NRF asserts that suspects are becoming more brazen, aggressive, and violent. (5) Fremont has also seen increased violence and aggressive acts with potential for harm, death, and/or destruction.

- Suspects intentionally set a fire in a large retail store to distract customers and staff while they smashed through cases and stole \$35K of jewelry. Incurred losses were over \$7m in repairs and liquidation of goods due to contamination
 - Suspects stole \$15K worth of goods from another major store. The crew fled our city which ultimately culminated in an officer-involved shooting when suspects attempted to strike officers with their car
 - Numerous retail robberies involved pepper spray or a stun gun
- Combatting catalytic converter theft (CCT) has also been a challenge. Utilizing an internal database created specifically for CCT, numbers show that in 2022, CCT increased 22% from the year prior. Comparing 2021 to 2020, we saw a 112% increase with 807 incidents.
- Over 80 Fremont residents have been victimized two to five times
 - Seven CCTs involved guns or shots fired; one crew committed 20+ in Fremont and more across the region

Despite limited resources and the inherent challenges of preventing, investigating and prosecuting this crime, FPD executed a coordinated operation resulting in the closure of a local recycling business that had knowingly purchased hundreds of stolen catalytic converters. Thefts decreased for a few months afterward. (6)

All data analyzed is from CAD/RMS by FPD's Crime Analyst.

Geographic Location and Regional Assistance:

Fremont has over 230,000 people and is 90 square miles. Fremont is situated between the highway thoroughfares connecting several major Bay Area cities. We understand that ORT crimes are a widespread issue impacting many cities. However, due to Fremont's location, we have experienced crime trends fueled by offenders and groups from outside of Fremont. In 2019, a comprehensive review of FPD arrest data showed that of the 2,165 individuals arrested, 47% of those resided in a jurisdiction other than Fremont. (7)

Due to the transitory nature of offenders, FPD has long invested in partnerships with other agencies in the region to counter these criminals. As longstanding members of a regional task force and having spearheaded numerous multi-agency operations, we have played an important and valued role in mitigating regional crime.

After a successful and extensive multi-jurisdiction investigation, a District Attorney involved in the investigation said, “It really is the tireless commitment of FPD to these issues that sets the bar for smart and collaborative investigations.” (8)

Our partnerships are not limited to major investigations but continue in day-to-day police work.

Summary:

Fremont is growing with significant business and housing development initiatives to include thousands of new housing units and millions of commercial square feet planned adjacent to our largest retail center (8.3m SF.) (9) Investment in our Downtown District is creating a retail hub. This growth, coupled with low staffing and increases in property crimes, specifically ORT and CCT, affirms our need to significantly increase capacity to support our officers, provide investigative assistance, and expand analytical and technological capacity.

FPD is a sound investment. We have an extensive community camera network, six retail centers providing camera access, ALPR cameras and other technology assets. Coupled with integrated data sources, established partnerships, and innovative staff, we are ready to develop an RTIC to leverage current assets and the opportunities the BSCC grant provides. We are committed to ensuring we do all we can to support our community as well as our department and allied agencies.

Project Description

Standing up an RTIC will support the mitigation of ORC and CCT and was selected as our Project for these reasons:

- RTIC’s have been successful in many agencies, locally and nationally:
 - o Leading RTIC’s (i.e., Cobb County, GA; Ft. Worth, TX; Elk Grove, CA) report frequent successes in enhanced safety, suspect apprehension, and lead development. Some agencies, such as Chicago, report crime reductions of select crimes of up to 40% due to their technology, resources, and trained specialists. (10)
 - o FPD had significant success when operating our RTIC on a temporary basis
 - o A light-duty officer identified the suspect vehicle of a home invasion robbery via community cameras, entered the license plate into a hotlist and was alerted hours later when it entered a retail hotspot. He advised patrol with the setup of an optimal perimeter, resulting in the arrest of multiple violent offenders.
- FPD has the framework in place to include key technologies, data resources, trained staff, familiarity with best practices, and regional alliances
- FPD uses Peregrine, a technology platform with integrated data sources such as CAD/RMS, ALPR, AVL, video feeds, and GIS layers, as a foundation for real-time operations and robust analytics
- FPD has the support of city council for this endeavor and our community supports our existing technology tools. (11)

We intend to leverage many existing and yet to be procured resources to mitigate crime issues and make patrol response safer through data-driven and intelligence-led decision making.

In support of public safety objectives, the target population served will be our community. and our Patrol, Special Operations, and Dispatch teams will also receive critical operational and analytical support in real-time.

Collaboration to implement and maintain this project includes the above-listed teams and Information Technology (ITS), Crime Analysis, ORT, and technology detectives. Internally, RTIC will work with officers on in-field response, investigative lead development, and video preservation.

There are also many opportunities for external collaboration:

- Outreach to retailers and property managers to assist with education, crime prevention and opportunities to set up FPD accessible security camera systems
- Coordination and networking with neighboring agencies, particularly fellow Peregrine user agencies which border Fremont
- Future opportunities exist to regionalize RTIC following the lead of several other RTIC's. Essentially, embedding specialists from other agencies to capitalize on shared resources and increase the reach of response and support
- Leverage existing partnerships as members of National Real Time Crime Center Association (NRTCCA) and various analyst and ORT associations

Hiring two RTIC Specialists fulfills our primary need. They will directly serve the Department and the community in crime reduction and community safety efforts. They will work under the direction of the Strategic Intelligence and Analysis Unit (SIU) Manager. They will support patrol by capitalizing on a wide range of technologies and resources in real-time for efficient and effective policing. This includes monitoring and operating a range of integrated technologies. Their mission is to enhance our overall ability to impact crime, increase situational awareness, and improve public safety and efficiency for responding officers.

Upon hire, the Specialists will have an extensive onboarding of our technology resources and training on the mission, expectations, and goals of the RTIC. The Specialists will be deployed upon satisfactory training in data resources, Peregrine, video/ALPR resources, and radio use.

Specialists will monitor all technological resources, including CAD calls for service (CFS), ALPR hits, video feeds and radio traffic to support informed decision making and awareness for officers. Some duties may include:

- Monitor radio traffic and CAD calls to provide pertinent information for officer safety and situational awareness
- Monitor our camera network including those in and adjacent to retail centers
- Monitor in-field technology assets such as vehicle and asset trackers
- Utilize FPD's ALPR custom hotlist to alert on suspect vehicles
- Assist FPD's upstart Drone as First Responder operators with developing intelligence to support response
- Use crime analysis and intelligence products for awareness of significant crime trends, patterns, and offenders; and provide intelligence to patrol officers in retail hotspots to counter ORT activity
- Provide investigative follow-up (i.e., analyzing video and booking evidence) to free up time for officers to address ORT/CCT issues
- Drive ORT/CCT information sharing amongst our neighboring agencies using Peregrine and other forms of communication

The RTIC equipment described below will establish our centralized and comprehensive hub to deliver high-quality service. We will submit an RFP for vendor selection for video wall equipment, installation, and maintenance services if funded. Acquisition of a video wall will provide critical visual technology. A large-scale interface will deliver real-time video feeds and instant communications throughout Fremont and, potentially, the region.

We will seek a turnkey solution for video wall displays, including materials/equipment to install, software, processors, training for end-users, and on-going technical support.

The video wall can display incoming data from cameras, reporting systems, analytical tracking tools, intelligence from the field, vehicle GPS and BWC footage. This multi-source display can identify important details and improve

overall awareness.

FPD also lacks access to an open-source intelligence tool. Criminal groups use social media platforms with a highly opportunistic open marketplace to include peer-to-peer payment systems. (12) It is reported that ORT merchandise is widely resold online through third-party platforms. (13) Cobwebs is a unique investigative platform that searches online data in various publicly available data sources and analyzes information to create actionable intelligence. It can be queried by geolocation or keywords and provides automated real-time alerts from data requests. Access to Cobwebs is an ORT/CCT investigative tool and may identify new activities and groups.

A key objective of RTIC is crime reduction of ORT and CCT. Peregrine's platform supports crime reduction opportunities, providing immediate situational awareness of incidents occurring throughout the jurisdiction with a live picture of incidents, police response and advanced analytics.

RTIC Specialists will contribute to crime reduction with their real-time response in the retail hotspots, leveraging technologies, and investigative follow-up. Their observations will serve as "first on scene" providing critical information to responders, such as suspect and vehicle descriptions, direction of flight, and at times, supporting apprehension.

FPD's new ORT detective will engage with property and store managers and loss prevention to encourage increased crime reporting to improve investigative, arrest and prosecution opportunities.

The ORT and other detectives will be most affected by having additional investigative follow-up and more actionable crime and intelligence products from RTIC and our analyst. Also, officers in the field will be given more actionable intelligence in the retail hotspots by RTIC and our crime analyst.

Our crime analyst will emphasize ORT/CCT analysis, making case and suspect connections and creating and sharing analytical products.

Measurement and evaluation are fundamental to ILP. Peregrine will be used to generate comparative data analysis reports of designated hotspots to measure and evaluate crime and policing efforts. We will leverage this weekly to assess our efforts. We expect that the operational support provided by RTIC and our analyst will positively impact the persistent and escalating ORT and CCT crime in Fremont.

A key objective of RTIC is to enhance and expand internal and external information sharing. Initially, FPD will communicate the BSCC's grant goals, personnel roles, evaluation metrics and anticipated outcomes to our department members.

Peregrine provides a real-time picture of Fremont activity, and as a collaborative platform any output can be shared with individuals or teams. Data and analytical products are easy to share with neighboring law enforcement agencies. Peregrine customers can work collaboratively in the workspace; non-customers can receive static work products via email, such as crime maps, reports, or a network analysis of a criminal group.

Currently, we assess crime weekly and present at our weekly Investigations briefings and share findings daily with patrol. These findings are often communicated over our internal electronic communication platform for detailed information sharing of special information bulletins, suspects and vehicle images, crime analysis products, etc. In previous years, we allowed external agency access to select detectives and analysts to work collaboratively on

various initiatives/operations. There was significant allied partner participation, facilitating and improving timely, actionable information sharing and providing investigative leads for our partners. We will revitalize this valuable tool for regional ORT/CCT efforts with vetted partners.

Increased communications and information sharing will deliver valuable information to our officers and retail partners. This may have a significant impact on officer safety and community relations.

A key objective of RTIC and the ORT detective is developing and strengthening partnerships. FPD has contacts with local businesses and global companies and their loss prevention teams, property managers and ORT-focused investigative teams. FPD will aim to:

- Communicate goals, desired outcomes, and crime prevention information to retail partners
- Solicit support and cooperation from retail staff and loss prevention
- Promote crime prevention meetings for our retail partners and create social media content for crime prevention and trend alerts
- Collaborate with retail in investigations to reduce ORT and identify those responsible

We aim to increase collaboration and build trust by creating new partnerships and investing in existing ones. Our outreach, as well as our proactive enforcement and crime prevention efforts, may enhance police legitimacy.

FPD has attached our policies for biased-based policing and surveillance technologies. In addition, SIU is certified in and adheres to 28 CFR Part 23, guidelines for intelligence collection, storage, and dissemination.

Project Organizational
Capacity and
Coordination

FPD is well-positioned to successfully implement this project. FPD has endeavored to establish RTIC since 2020. Temporarily placed officers have performed “real-time” duties on an ad hoc basis, but the lack of regular staffing has been the most significant obstacle.

Our Police Chief strongly supports the RTIC Specialist job classification. In 2021, the chief clearly articulated his goal to support crime mitigating technology, staffing and full implementation of RTIC in his Transition Plan. The Chief was clear with his desire to finalize the RTIC as one of his priority objectives.

The staff and equipment requested will be managed by the department’s Strategic Intelligence & Analysis Unit (SIU) Manager who will directly supervise the Specialists. Her team includes a Sergeant, Senior Technology Detective, Intelligence Detective and Crime Analyst. She managed the Peregrine data integration and implementation. She will be responsible for the recruitment, training, and supervision of RTIC personnel, as well as the decision-making process for the project, via the chain of command to the Special Operations Captain. The SIU Sergeant, Investigations Lieutenant, Dispatch Manager, and other stakeholders will also influence and participate in the project.

The Specialist(s) will partner with the technology detective, who has specialized experience managing the camera network, technical surveillance, and all ALPR cameras. He has provided real-time support on an ad hoc basis for over three years.

In addition, our analyst has a wealth of knowledge and experience in data, analysis, intelligence, and collaboration to support the Specialist(s).

FPD’s ORT Detective, working closely with RTIC and SIU, will conduct retail outreach and investigation. His strong investigative skills, experience with criminal groups, knowledge of tactics and modus operandi, and professional network will significantly contribute to this project.

The Business Services Manager will be essential for procurement, technology acquisition, budgeting, and overall management of the grant. She has extensive grant management experience, including state and federal grant reporting requirements.

FPD's ITS staff will be involved in the planning and procurement process. ITS will oversee equipment installation, system set-up and configuration. Post-installation, ITS will be the first line of technical support, consulting the vendor's support team as needed.

In addition, FPD has many key assets essential for effective real-time operations:

- An extensive network of community cameras to include 17 ingress/egress locations, six retail centers providing camera access, traffic cameras, mobile trailers and over 60 ALPR cameras
- Peregrine's integrated data sources are optimal for real-time situational awareness
- Many data resources such as public records, regional ALPR, pawns/resale goods, GIS layers, etc.

Peregrine, a key partner, has detailed their involvement and commitment to FPD in a letter of support. We will work closely with our neighboring agencies who have data sharing agreements in place for Peregrine.

Sustaining the proposed project after grant funds expire:

Video wall: One-time expenses related to hardware and related components, software, and software maintenance and support. Estimated at \$560k including installation. Ongoing maintenance/support for Year 2 and 3 estimated at \$40k each. Ongoing expenses would be requested through the budgetary process for the FPD general fund budget

RTIC Specialist positions: Three years of salary/benefits for 2.0 FTE. Years 2 and 3 have a 5% estimated salary increase along with 5% step increases. Estimated at \$1.2m. Future years' salary/benefits will be requested through the budgetary process for the FPD general fund budget

Years 4, 5 & 6 for Peregrine at \$149,500 each year. The first 3 years paid with grant and donation funds and currently have no other planned budgetary funding source. Ongoing expenses would be requested through the budgetary process for the FPD general fund budget

Cobwebs: One-time expense with setup and first year (\$31k), plus ongoing subscription cost of \$27k for 2 years. Ongoing expenses through the budgetary process for the FPD general fund budget

Two Laptops Stations/Monitors: One-time expense. Estimated at \$15k total

Trackers: 3 years for \$24,625, then ongoing expenses through the budgetary process for the FPD general fund budget

Two Handheld Radios: One-time expense. Estimated at \$13.6k total

Project Evaluation and
Monitoring

The FPD staff who will evaluate the project and monitor activities are designated based on their involvement in this project from proof of concept to envisioned completion and will be involved in this project through all phases. Most important is their experience as subject matter experts in technology, data analysis, ILP and familiarity with RTIC concepts and tools. Data analysis and feedback will be critical throughout each progression.

The Peregrine platform has proven to be very effective in analyzing crime hotspots with deliverables of comparative analysis, crime maps, and offender

networks; it will be essential for prevention efforts and evaluation.

FPD will develop process measures to ensure the RTIC delivers meaningful services and products. FPD expects that the activities of the RTIC will become so ingrained in day-to-day operations that it will seamlessly become part of FPD culture. To do so, we must establish understandable processes, communicate clear expectations, and strive for positive outcomes.

Process measures may include:

- Staff and equipment have been deployed as intended
- Review of RTIC-related policies to ensure understanding and demonstrate good stewardship of appropriate use of technology
- Develop RTIC Standard Operating Procedures
- Communicate to field personnel the role of RTIC and services offered to set clear expectations
- Create templates to standardize products and services, such as a daily log to document RTIC response; including call type, teams involved, resources used, call disposition, etc. It allows for tracking and evaluation of efforts but also provides accountability
- Create standardized reports, maps, and dashboards for crime analysis of ORT/CCT incidents and officers' proactivity
- Deploy in-field technologies for vehicle/asset tracking
- Increased social media messaging for crime prevention and trend alerts
- Prioritize fingerprint evidence in Crime Lab
- Schedule regular outreach to retail partners

Outcome measures will be both qualitative and quantitative to evaluate the results of RTIC and ORT detective efforts.

For RTIC outcomes, we will measure:

- Ability to provide consistent RTIC operations and service
- RTIC response efforts via daily log and feedback
- Effectiveness of ALPR through the number of hits and dispositions
- Evaluating efficiency of RTIC; for example, frequency RTIC is "first on-scene"
- Investigative leads provided
- Officers' perception of increased support and safety as provided by RTIC's real-time response
- Officers' perception of improved decision making based on real-time information from RTIC

For ORT/CCT-related outcomes, we will measure:

- Reduced ORT/CCT activity in hotspots
- Reduced overall crime in hotspots
- Time spent by patrol in hotspots
- Quality of new retail contacts/partners
- Engaged collaboration from retail stores and property managers
- Provide meaningful information to the community

Monitoring the project will include monthly reports of RTIC activity to ensure engagement and deliverables meet expectations. Our analyst will analyze data monthly to evaluate crime in retail hotspots, officer activity and any significant events. This work product may include a crime map, comparative report, and brief narrative section.

The analyst's reports will be used against the baseline data of CCT/ORT-related statistics submitted in the Project Need. Data collection is sourced from RMS/CAD via Peregrine to compare activity in the designated retail hotspots. Also, feedback will be collected from the RTIC Specialists, Patrol and Dispatch to evaluate their experience and perceptions.

We currently have a data sharing MOU in place with Peregrine and neighboring customer agencies. As Peregrine's customer base grows, we will have access to additional data and more opportunities to mitigate ORT/CCT.

FPD's research design is both quantitative and qualitative. We will use Peregrine for crime data analysis. We will also place considerable value in officers' described experience engaging with the RTIC, as well as FPD leadership and other beneficiaries. We will periodically request feedback from retail stakeholders on their experience and if any FPD strategies or activity changes their experience or perception. If we do not see positive outcomes in quarterly reports, we will reassess our strategy and consider new efforts.

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

[FPD-ORT-Grant-Program-Budget-Attachment-Final.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)

[Appendix_B_-_Project-Work-Plan-ORT.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D.docx.pdf](#)

Local Impact Letter(s) (Appendix E)

[Appendix_E_-_Local_Impact_Letter_FINAL.docx](#)

Letter(s) of Commitment, (Appendix F)

[Appendix_F_-_Peregrine_-_Fremont_ORT_ON_LETTERHEAD.docx](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

[Community_Camera_System.pdf](#)

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

[Appendix_G-Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT.docx.pdf](#)

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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.

(1) Goal:	> Establish a full-time operational Real Time Information Center (RTIC)
Objective A	<ul style="list-style-type: none"> > Hire, train and deploy two full-time RTIC Specialists to support patrol by capitalizing on a wide range of technologies and resources in real-time for efficient and effective policing. They will support crime reduction and community safety efforts, with a specific emphasis on ORT and catalytic converter thefts > Acquire and utilize video wall for critical visual optimization and increased overall awareness > Acquire and utilize open-source intelligence software
Process Measures	<ul style="list-style-type: none"> > Staff have been hired, trained and deployed as intended > Technology equipment is performing at a high standard > Create templates to standardize products and services, such as a daily log to document RTIC response; includes call type, teams involved, resources used, call disposition, etc. Allows for tracking and evaluation of efforts, but also provides accountability > Develop and review RTIC Standard Operating Procedures > Review of RTIC-related policies to ensure understanding and demonstrate good stewardship of appropriate use of technology > Request log for video and evidentiary items on behalf of officers > Utilize crime analysis and intelligence products, review all regional bulletins > Schedule regular outreach to retail stakeholders

Outcome Measures:	<ul style="list-style-type: none"> > Assessment of RTIC-assisted CFS > Effectiveness of ALPR through number of hits and dispositions > Evaluating efficiency through analysis of calls adjudicated due to RTIC response (no patrol response needed) and frequency RTIC is “first on-scene” > Investigative leads shared with responders > Understanding of current crime patterns, series, trends and offenders having an impact > Officers’ perception of improved decision making based on real-time information from RTIC > Officers’ perception of increased support and safety based on real-time information from RTIC > Community satisfaction > Improved police legitimacy through efficient police response, enhanced safety 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> > Create and foster a cohesive, informed and capable team > Monitor radio traffic and CAD calls > View live video feeds > Utilize databases for supplemental information > Share information in real-time to responders as well as post-incident for awareness > Expanded use of custom ALPR hotlist to identify local and regional ORT/CCT suspects and crews > Attend Patrol and Investigations briefings to provide awareness > Review of crime analysis products and regional bulletins for attention to increased activity of ORT/CCT > Provide investigative follow-up to officers and detectives 	<ul style="list-style-type: none"> > RTIC Specialists, Intel/Analysis Manager, Sergeant, Investigations Lieutenant, Technology Detective, Crime Analyst, Info. Technology Services 	<ul style="list-style-type: none"> > Oct 2023 	<ul style="list-style-type: none"> >2027 funded, then will pursue budgetary process for the FPD general fund budget
List data and sources to be used to measure outcomes: <ul style="list-style-type: none"> > Analysis of daily call log for activity, efforts and dispositions > Feedback from officers on experience with RTIC (i.e., improved safety, decision making) through interviews, briefings and surveys > Tracking log of case/suspect connections made by analyst > Analysis of RMS/CAD data of reports and calls to evaluate crime activity 			

Objective B	> Crime reduction of ORT related crime and catalytic converter thefts		
Process Measures	<ul style="list-style-type: none"> > Create standardized reports, maps and dashboards for crime analysis of ORT/CCT incidents > Create actionable products to direct attention to offenders and locations > Recommendations for focused patrols (“ILP”) in retail hotspots > Prioritization of fingerprint evidence in Crime Lab > Schedule regular outreach to retail stakeholders > Deploy in-field technologies for vehicle/asset tracking 		
Outcome Measures:	<ul style="list-style-type: none"> > Reduced overall crime activity in hotspots > Reduced ORT/CCT activity in retail hotspots > Increase in arrests and/or suspect identifications > Time spent by patrol on “ILP” in retail hotspots > Quantify and assess new retail contacts/partners > Provide meaningful information to the community > Community safety 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> > Provide effective real-time response to activity in the retail hotspots or other crime locations > Efforts by ORT detective and crime analyst to identify offenders, crime patterns and series, and produce actionable intelligence > Analyst to identify peak times, days of week and specific locations for focused hotspot patrols and disseminate to teams > Patrol efforts to provide high visibility in hotspots > Deploy “decoy cars” in front of major retailers > Relentless investigation and pursuit of offenders 	<ul style="list-style-type: none"> > RTIC Specialists, Intel/Analysis Manager, Sergeant, Crime Analyst, Tech and ORT Detective; Patrol and Detectives, Community Engagement; Crime Lab supervisor 	<ul style="list-style-type: none"> > Oct 2023 	<ul style="list-style-type: none"> >Indefinitely

<ul style="list-style-type: none"> > Develop leads and provide them to appropriate detectives; communicate applicable findings to patrol > Investigative focus on fencing operations; illegal recyclers > Use of social media intelligence to identify suspects, organizations, resellers of stolen goods > Collaboration with FPD's crime lab to prioritize the processing of any evidence related to ORT > Outreach efforts by ORT and Community Engagement to provide crime prevention information, both to retailers and the community re catalytic converter theft 			
<p>List data and sources to be used to measure outcomes:</p> <ul style="list-style-type: none"> > Weekly and monthly crime statistics in designated hotspots will be analyzed for increase/decrease/static activity; evaluation of any needed adjustments to patrol activities to impact ORT incidents. > Measure time spent by officers in designated hotspots using CAD data > Analysis of arrest data and attention to court disposition > Track print submissions and hits for to advance investigations and apprehension > Track arrests with multiple clearances > Feedback from property managers/retailers on FPD patrol 911 response and proactive policing 			

Objective C	> Enhance and Expand Information Sharing
Process Measures	<ul style="list-style-type: none"> > Clear communication to field personnel the role of RTIC and services offered to set clear expectations as to what information they may receive > Promotion of increased use of internal communications platform for crime incidents, investigative leads and analytical products > Workspace collaboration and product sharing via the <i>Peregrine</i> platform > Consider allowing partner agency access to our internal electronic communication platform; proven to increase information sharing from past crime mitigation initiatives > Increased contact with retail and property managers

Outcome Measures:	<ul style="list-style-type: none"> > Post crime and safety information via social media platforms to the community > Improved overall communications and understanding of concepts, issues, strategies, etc. > Understood roles and expectations by involved personnel > Increased sharing of analytical and crime intelligence products > Increased communications with retailers > Meaningful information exchange with community members > Increased communications via social media for crime prevention information and crime trend alerts > An informed community 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> > Attend patrol briefings to provide information and encourage communication > Creation and dissemination of analytical products > In-person and social media communications with Neighborhood Crime Watch teams and community at-large > Expand access to vetted partners to our internal platform to share crime analysis recommendations, suspect information, crime statistics, and outcomes > External information sharing to include crime information dissemination via APBnet; regional monthly crime analyst and investigator meetings > Schedule meetings or presentations to property managers with ORT detective 	<ul style="list-style-type: none"> > RTIC Specialists, Intel/Analysis Manager, Sergeant, Crime Analyst, Tech and ORT Detective, Patrol and Detectives, Community Engagement team; PIO 	> Oct 2023	>Indefinitely
List data and sources to be used to measure outcomes: <ul style="list-style-type: none"> > Number of outreach efforts to retail partners > Quantify new partners – corporate, retail and loss prevention staff > Retail and community feedback > Number of presentations; crime analysis work products shared > Number of partner agency users accessing and sharing information on our platform 			

Objective D	> Developing and Strengthening Partnerships		
Process Measures	<ul style="list-style-type: none"> > Establish contacts and develop relationships with regional RTIC/RTCC's and learning/sharing best practices > Consistent networking through regional associations and crime meetings > Sharing best practices with other analysts at <i>Peregrine</i> agencies > Focus on regional analyst and detective meetings > Outreach to and consistent communication with retail stakeholders > Increased communication and interactions with community 		
Outcome Measures:	<ul style="list-style-type: none"> > Positive feedback from law enforcement partners and community members > Increased information sharing from law enforcement partners > Engaged collaboration from retail store staff and property managers > Assess if partners established recommended measures > Improved police legitimacy through engagement 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> > Communicate to retail partners goals, desired outcomes, crime prevention information > Collaborate with loss prevention on mitigation strategies as well as provide direct contact information for increased, detailed, and direct information sharing to ORT detective and police in general > Ongoing connection through in-person and virtual meetings, community events and social media (i.e., coffee with a cop, weekly posted crime stats) > Attend regional crime meetings to share information and build connections with analysts, detectives and loss prevention agents > Plan an agency sponsored collaborative event with <i>Peregrine</i> users in the Bay Area > Attend inaugural National Real-Time Crime Center conference in October for learning and networking 	<ul style="list-style-type: none"> > RTIC Specialists, Intel/Analysis Manager, Sergeant, Crime Analyst, Tech and ORT Detective, Patrol and Detectives; PIO 	> Oct 2023	>Indefinitely

> Visit regional RTCC's			
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List data and sources to be used to measure outcomes:
> All qualitative data illustrating new connections and strengthened partnerships with various FPD teams, the retail community, community at-large, and law enforcement partners
> Feedback will come from meetings, discussions, site visits and outreach efforts, such as surveys.

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

Name of Applicant: **Fremont 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	\$1,152,131.00
2. Services and Supplies	\$678,299.00
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	\$548,528.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$2,453,958.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
RTIC Specialist (Year One) FY23/24 - 6months	1.0 FTE - step 2 plus 4% MOU increase	\$77,715.00
RTIC Specialist (Year One) FY23/24 - 6months	1.0 FTE - step 2 plus 4% MOU increase	\$77,715.00
RTIC Specialist (Year Two) FY24/25	1.0 FTE - step 3 plus estimated 5% salary increase per MOU from year prior	\$189,120.00
RTIC Specialist (Year Two) FY24/25	1.0 FTE - step 3 plus estimated 5% salary increase per MOU from year prior	\$189,120.00
RTIC Specialist (Year Three) FY25/26	1.0 FTE - step 4 plus estimated 5% salary increase per MOU from year prior	\$200,882.00
RTIC Specialist (Year Three) FY25/26	1.0 FTE - step 4 plus estimated 5% salary increase per MOU from year prior	\$200,882.00
RTIC Specialist (Year Four) FY26/27 - 6 months	1.0 FTE - step 5 plus estimated 5% salary increase per MOU from year prior	\$108,348.50
RTIC Specialist (Year Four) FY26/27 - 6 months	1.0 FTE - step 5 plus estimated 5% salary increase per MOU from year prior	\$108,348.50
TOTAL		\$1,152,131.00

1b. Salaries & Benefits Narrative:

RTIC Specialist(s) will support patrol by capitalizing on a wide range of technologies and resources in real-time for efficient and effective policing. This includes monitoring and operating an integrated technology platform for calls for service (CFS), ALPR hits, video feeds and various databases. Specific to ORT/CCT, they will monitor police radio and CAD calls to provide supplemental information for officer safety and situational awareness; monitor cameras adjacent to retail centers, as well as in-field technology assets; use FPD's ALPR custom hotlist to alert on suspect vehicles; use intelligence products for awareness of significant ORT/CT crime trends, patterns and offenders; and provide intelligence to patrol officers in retail hotspots to counter ORT activity. In addition to supporting crime prevention and reduction efforts, they will play a key role in increasing our information sharing, both internally and beyond our PD.

Calculations are based on hiring a specialist by January, 2024 which is six months into the fiscal year for the PD which runs July 1 - June 30th. Therefore, six additional months are calculated in FY26/27 to make up three years worth of funding. Figures includes all salary, benefits and employer costs for employees.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Haivision Visual Intelligence Wall	Ongoing maintenance and support Year 2 and Year 3 @ \$40,087 each year	\$80,174.00
Haivision Visual Intelligence Wall	Additional installation services	\$25,000.00
Peregrine Advanced Data Analytics software	Subscription for Year 4, Year 5 and Year 6 @ \$149,500 each year	\$448,500.00
Cobwebs Intelligence Investigations Platform software	Initial Purchase and Implementation	\$31,000.00
Cobwebs Intelligence Investigations Platform software	Subscription for Year 2 and 3 @ \$27,000 each year	\$54,000.00
Dell Laptops/Docking Station/Monitors	Laptop stations/Monitors & Arms for RTIC Specialists @ \$7,500 each	\$15,000.00
Covert Tracking Devices	Qty 15 4XG ESO GPS tracking devices @ \$400 each and \$300 annual subscription plus replacements for 3 years	\$24,625.00
TOTAL		\$678,299.00

2b. Services and Supplies Narrative:

		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

The ORT/CCT crime data analysis submitted for this application was conducted by FPD's crime analyst and will serve as a baseline for this project. The process included querying CAD/RMS data in designated retail hotspots via Peregrine. This query of 36 polygons bounding retail hotspots produced the number of incidents of ORT-related crime. This includes petty theft (PC 484A), grand theft (PC 487), shoplifting (459.5) and robbery (PC 211). Year over year comparisons of 2021 and 2022 were calculated as well as the first six months of 2022 to 2023. This work product is a saved report that can be queried anytime and will be used for weekly analysis and deployment recommendations. Also, this will be used for quarterly deliverables to the project for evaluation. The Analyst also maintains a custom database exclusively for catalytic converter thefts. This provides an accurate count of CCT theft as well as the frequency of repeat victims. Also noted is when firearms were used during the crime. Year over year comparisons of 2021 and 2022 were calculated as well as the first six months of 2022 to 2023.

Beyond statistical data, we plan to collect extensive qualitative data on RTIC operations to include the quality and effectiveness of deliverables to our officers in the field; perception of improved safety and enhanced decision making; value of investigative leads developed. We will seek feedback from our retail partners on engaged collaboration efforts and perception of safety. These data sets will assist with measuring ORT/CCT crime reduction, enhanced support to officers and increased ORT/CCT analysis and intelligence, and strengthening our retail partnerships, and community at large.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Visual Intelligence Wall	All one-time expenses for initial installation of hardware, software, and related components	\$535,000.00
Motorola Portable Radios	APX600 portable radios with encryption and programming - Qty 2 @ \$6764 each	\$13,528.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$548,528.00

6b. Equipment/Fixed Assets Narrative

The Havision video wall will provide critical visual technology. A large-scale interface will deliver real-time video feeds and instant communications throughout Fremont and, potentially, the region. This multi-source display can identify important details and improve overall visual awareness when supporting officers engaged in ORT/CCT mitigation.

The Motorola radios will provide necessary radio communications to the two RTIC Specialists so that they can communicate with officers and Dispatch, and be listening to the radio for traffic related to organized retail theft or catalytic converters.

7a. Financial Audit

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

7b. Financial Audit) Narrative:

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

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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

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

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>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.</i>	TOTAL	\$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.**

Local Impact Letter

July 6, 2023

The Fremont Police Department does NOT anticipate that the Organized Retail Theft Prevention Grant Program project will have an impact on our various partners.

Respectfully Submitted,

Fremont Police Department



To: Board of State and Community Corrections
RE: The Organized Retail Theft Prevention Grant Program
Date: June 22, 2023

This letter is being submitted to document that Peregrine Technologies, Inc. (“Peregrine”) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Fremont Police Department.

As part of this grant, Peregrine agrees to support the Fremont Police Department to achieve its goals related to combatting Organized Retail Theft through the following capabilities and activities.

According to the National Retail Federation, organized retail theft (ORT) consists of large-scale, targeted thefts using methods of coordinated and planned attacks on retailers, along with fencing operations that convert large quantities of goods to cash. These criminal enterprises plan and execute these thefts across geographic areas, and the fencing of these goods occurs both in-person and online.

Investigating, arresting, and prosecuting the perpetrators—especially those leading the enterprises—requires advanced data operations, investigations and analytics tools. The Fremont Police Department (FPD) needs the ability to synthesize data quickly and accurately from a wide variety of sources within the department including CAD, RMS, various video feeds, digital evidence, FPD vehicle locations, Automated License Plate Readers (ALPR), and geospatial information layers. FPD also needs the ability to easily share information and collaborate in real-time with neighboring law enforcement agencies as individuals and groups engaged in ORT often operate regionally. Lastly, FPD analysts need modern technologies to proactively identify trends and patterns in ORT activity to better inform early FPD intervention and prevention strategies.

FPD seeks to utilize grant funding under this effort to fund a modern data integration, analysis, and collaboration platform from Peregrine. Peregrine provides a unified software platform, with included training and 24/7 customer support, from which a department can run its coordinated strategic response to ORT. Peregrine is a proven solution and is widely used by other California Law Enforcement agencies today for similar purposes.

Peregrine will enable all roles within FPD to better utilize data to tackle ORT activity:

- **Real Time Information Center Staff** will be able to have full, immediate situational awareness of incidents occurring throughout the jurisdiction and unified access to CAD, video, ALPR, FPD vehicle locations, and other information that provide a live picture of an incident and the FPD response. FPD is in the early stages of standing up its Real Time Information Center and Peregrine provides a critical capability that will be needed to mature and operationalize the department’s vision for that center.
- **Patrol and dispatch** will have real-time, streamlined access to vital information regarding involved people, premises, and vehicles, as disparate and siloed systems are integrated into a single platform that is also available on all mobile devices. Given how quickly these operations can move to commit these large-scale thefts and fence the stolen items, delays in retrieving vital information from disparate systems are extremely costly.
- **Investigations** will be able to develop leads more quickly as data is integrated and connected automatically. ORT enterprises operate within networks and repeat offenders are common. Peregrine will help uncover hidden connections between individuals and groups through universal

search, geospatial analysis, and network analysis that will lead to more cases closed quickly with greater confidence.

- **Analysts** will be able to spend less time gathering, cleaning, and linking data and more time on valuable analysis that can inform counter-ORT strategy. As FPD implements ORT prevention and intervention strategies, criminals will adjust - analysts will be able to quickly customize and modify crime maps, reports, and other analytical products within Peregrine to adjust rapidly to changes in ORT activity.
- **Command Staff** will be able to measure the results of decisions and strategies enacted, and pivot to put scarce resources toward the most impact approaches. The reporting functions within Peregrine will give them the information they need at their fingertips to make these difficult decisions in a data-driven manner.
- **Interagency coordination and collaboration** will be enabled and accelerated. Peregrine provides a single platform where we can share data with partner agencies, collaborate on investigations, and plan targeted enforcement in real-time.

Furthermore, Peregrine will provide the FPD a flexible foundation that can be used to understand and combat other significant criminal activity such as vehicle and catalytic converter theft, theft at commercial businesses, grand theft, and other crimes that impact commercial enterprise and economic activity within Fremont. Peregrine will provide a digital backbone that will allow FPD to tackle ORT and other high priority crimes today and align our technology investments with the departments long-term strategy and vision for improving quality of life for Fremont's citizens.

Project Measurement:

In addition to providing a single platform for running FPD's ORT response strategy, Peregrine will also provide the tools to measure the impact of this grant. The data sources and measurement criteria put forth in this application can be monitored and evaluated using the reporting and dash-boarding functions within the Peregrine software platform. For example, Peregrine can be used to develop comparative analysis reports of designated retail hotspots to measure and evaluate the impact of changes in policing activity and other strategies on ORT activity and other crime.

This will allow FPD to measure in real-time the impact of actions taken by the department, allowing us to ensure we are utilizing our scarce resources in the most efficient and effective manner possible.

Thank you,



Nick Noone
Co-Founder/CEO

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Fremont 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).

Detention – a seizure of a person by an officer by means of physical force or show of authority that would result in a reasonable person believing they are not free to leave or disregard the officer.

Explicit Bias – Conscious belief or attitude toward an individual, based on prejudice and stereotype, that may lead an individual to act in a discriminatory way.

Implicit Bias – Unconscious belief or attitude toward an individual, based on prejudice and stereotype, that may lead an individual to unknowingly act in discriminatory way. People are generally unaware of their implicit biases. Some may even hold contradictory conscious beliefs.

Stop – a 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. In addition to vehicle and pedestrian stops, this includes all calls for service resulting in a detention.

402.2 POLICY

The Fremont 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.

Impact - External procedural justice focuses on the way the criminal justice system interacts with the community and how these interactions shape public trust. Fair and impartial policing is premised on understanding and acknowledging that human biases exist (President's Task Force on 21st Century Policing, 2015). The impact of implicit and explicit bias policing, however, raises questions about equity and fair policing (Spencer et al., 2016). Further, it challenges the

Fremont Police Department

Fremont PD CA Policy Manual

Bias-Based Policing

tenets of procedural justice which includes voice, neutrality, respectful treatment to others and trustworthiness (Procedural Justice & Police Legitimacy Defined, n.d.).

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.

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

Effective January 1, 2022, 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 complete the report pursuant to this policy (11 CCR 999.227).

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If multiple agencies are involved in a stop and the Fremont Police Department is the primary agency, the Fremont Police Department officer shall collect the data elements and complete the report pursuant to this policy (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).

The reporting of data to the California Department of Justice shall begin on or before April 1, 2023.

An officer shall report data by selecting from an extensive list of responses for each of the categories of information, using check boxes to ensure the data collected is uniform for all officers.

When providing the reason for the stop and basis for the search (if one is conducted), the officer will be required to complete an explanatory field of no more than 250 characters to explain the reason for the stop. The regulations require the explanation to include details beyond those referenced in the general check boxes section. No personal identifying information for any parties should be included in this narrative.

402.5 DATA COLLECTED

The information required to be collected on each stop and reported to the Department of Justice (DOJ) includes information about the stop itself, the person stopped, and the officer making the stop. Specifically, the officer must report the following:

- (a) Date, time, location and duration of the stop;
- (b) Reason for the stop;
- (c) Whether the stop was in response to a call for service (yes/no answer);
- (d) Result of stop (e.g., no action, warning, citation, property seizure, or custodial arrest, etc.),
 1. If an arrest was made, the offense charged;
 2. If a warning or citation was issued, the warning provided or violation cited; or
 3. If an arrest was made, the offense leading to arrest.
- (e) **"Actions Taken"** by officer during the stop including, but not limited to the following:
 1. Whether the peace officer asked for consent to search the person, and, if so, whether consent was provided;
 2. Whether the peace officer searched the person or any property, and, if so, the basis for the search and the type of contraband or evidence discovered, if any;
 3. Whether the peace officer seized any property and, if so, the type of property that was seized and the basis for seizing the property; or
 4. The following are examples of actions taken by the officer that require reporting:
 - (a) pointing a firearm at the person;
 - (b) handcuffing or flex cuffing;

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- (c) making an arrest.
 - (d) using a canine to bite/hold the person, etc.;
 - (e) using chemical spray on the person;
 - (f) using a baton or other impact weapon;
 - (g) using an impact projectile;
 - (h) using an electronic control device; or
 - (i) discharging or using a firearm.
5. When officers are executing warrants or search conditions or are on home detention or house arrest assignments, they shall only report stops of people in the home who are not the subject of the warrant. Etc., whom the officer takes action against as listed in this section.
6. When an officer stops a vehicle with a passenger in the car, the officer is required to report a stop of a passenger if the officer:
- (a) observed or suspected the passenger of violating the vehicle code or any other applicable law or ordinance;
 - (b) obtained identifying information by requesting or demanding identifying information from a passenger who was not observed or suspected of violating the vehicle code or any other applicable law or ordinance;
 - (c) handcuffed or flex cuffed the passenger;
 - (d) asked for consent to search the passenger;
 - (e) removed the passenger from the vehicle by order; or
 - (f) any other action taken as listed in this section.

With respect to the person stopped. the officer must report their own perception, based upon personal observation only (and not through any other means. such as asking the person or referring to identification). regarding the following:

- (a) Perceived race or ethnicity of the person stopped
- (b) Perceived age of the person stopped;
- (c) Perceived gender of the person stopped;
- (d) Whether the person stopped is perceived to be lesbian, gay, bisexual, or transgender;
- (e) Whether the person stopped is perceived to have limited or no English fluency; and
- (f) Whether the person stopped is perceived or known to have a disability.

With respect to the officer making the stop, the officer must report:

- (a) Years of experience;
- (b) Type of assignment during the stop (e.g., patrol, traffic enforcement, field operations. narcotics/vice, investigative/detective, etc.); and

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- (c) An identification number assigned by DOJ to each officer which enables the State to analyze the stops made by the officer while protecting his/her identity. The Department is required to maintain a log of each officer and his/her identification number.

402.5.1 STOPS THAT ARE NOT REPORTABLE FOR RIPA PURPOSES

The following is a list of contacts that are NOT reportable unless any specific actions are taken falling within the category of "Actions Taken" requiring reporting as defined in the "Data Collected" section of this policy:

- (a) Stops made during public safety mass evacuations;
- (b) Stops made during active shooter events;
- (c) Stops made as the result of routine security screenings required of all people to enter a building or special event;
- (d) Stops made of a person at their residence who is the subject of a warrant. search condition. home detention or house arrest;
- (e) Passengers of vehicles who are not observed or suspected of violating the vehicle code or any other applicable law or ordinance **AND** identifying information is not obtained by the officer;
- (f) Stops made during crowd control events; or
- (g) Stops made at checkpoints or roadblocks in which all people are detained or people are being detained based on a neutral formula (e.g., a DUI sobriety checkpoint. where all vehicles are stopped or stops randomly selected vehicles using a neutral formula and not based on individualized suspicion or personal characteristics).

402.5.2 STOPS OF STUDENTS IN A K-12 PUBLIC-SCHOOL

Stops of students in a K-12 public-school are subject to different reporting requirements:

- (a) In a K-12 public school, only the following interactions with students are subject to stop data reporting requirements:
 1. An interaction resulting in temporary custody citation, arrest, permanent seizure of property as evidence of a criminal offense, or referral to a school administrator because of suspected criminal activity;
 2. An interaction in which a student is questioned to investigate whether they committed any violation of law, including offenses listed under Education Code sections 48900, 4800.2, 4800.3, 4800.4, and 4800.7, or to determine whether the student is a truant;
 3. Any interaction in which an officer takes any of the actions provided under the category of information entitled "Actions Taken" (as defined in the "Data Collected" section of this policy) excluding "none" and searches applied using a neutral formula.

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402.6 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 in-car audio/video recordings, body-worn camera audio/video recordings, Mobile Digital Computer (MDC) 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.
 - 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.

402.7 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 Office of Professional Standards and Accountability or Chief designee 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 DOJ for required reporting (Penal Code § 13012; Penal Code § 13020). See the Records Maintenance and Release Policy.

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Supervisors should ensure that required data stop reports are provided to the Records Unit for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Maintenance and ReleasePolicy).

Automated License Plate Readers (ALPRs)

440.1 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.

440.2 POLICY

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

All data and images gathered by the ALPR are for the official use of this department.

The Fremont Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq).

440.3 ADMINISTRATION

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

All installation and maintenance of ALPR equipment, as well as user access, shall be overseen by the Special Operations Division Commander. The Special Operations Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and user access.

440.3.1 ALPR ADMINISTRATOR

The Special Operations 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.

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- (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.

440.4 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) ALPR shall only be used for official law enforcement purposes.
- (b) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (c) ALPR data is accessible to Fremont police officers, community service officers, analysts, and dispatchers who have been trained by the designee of the Special Operations Division Commander.
- (d) 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.
- (e) While mobile ALPR-equipped cars may be used to canvass license plates around any crime scene, particular consideration should be given to canvass areas around homicides, shootings and other major incidents.
- (f) Designation of hot lists to be utilized by the ALPR system shall be made by the Special Operations Division Commander or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. These sources may include, but are not limited to:
 - 1. DOJ Stolen Vehicles, as available;
 - 2. DOJ Felony Wants, as available;
 - 3. NCIC Wanted persons, as available;
 - 4. NCIC Missing Persons, as available;
 - 5. Fremont records identifying plates associated with criminal activity.
- (g) Officers 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.
- (h) To the greatest extent possible, vehicle and subject information will be verified from separate law enforcement information sources to confirm the vehicle or subject's identity and justification for contact. Users of ALPR data must, to the fullest extent possible, visually confirm that the plate characters generated by the ALPR readers correspond with the digital image of the license plate in question.
- (i) The following uses of the ALPR system are specifically prohibited:

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1. Privacy: ALPR units may collect data that is within public view, but may not be used for the sole purpose of monitoring individual activities protected by the First Amendment to the United States Constitution.
2. Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.
3. Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
4. Immigration Enforcement: The Fremont Police Department will, consistent with Government Code § 7284.8 (b), work to ensure that databases are governed in a manner that limits the availability of information therein to the fullest extent practicable and consistent with federal and state law, to anyone or any entity for the sole purpose of immigration enforcement.

440.5 DATA COLLECTION AND RETENTION

The Special Operations 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 ALPR equipment to the designated storage in accordance with department procedures and the policy of the Northern California Regional Intelligence Center (NCRIC).

All ALPR data transferred to the NCRIC server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the NCRIC policy. Thereafter, ALPR data should be purged. When ALPR data 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, the applicable data should be downloaded from the server and booked into evidence.

440.6 ACCOUNTABILITY AND SAFEGUARDS

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

- (a) 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).
- (b) All ALPR data accessed by a mobile or stationary workstation shall be accessible only through a login/password-protected system, most commonly web-based, capable of documenting all access of information by name, date, time and purpose. (Civil Code § 1798.90.52). In addition, a report number or incident number is required; or in circumstances when that is not available, detailed descriptors associated to the incident.
- (c) 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

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relates to a specific criminal investigation or department-related civil or administrative action.

- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR data contains no Personally Identifiable Information (PII) that may be used to connect license plate detection to an individual. It is only with permissible purpose that an investigator may make this connection (using other law enforcement systems) and this access is already governed by the Federal Driver's Privacy Protection Act (DPPA).
- (f) ALPR system audits will be conducted no less than every twelve months.

440.7 TRAINING

The Special Operations Division Commander's designee will 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).

Community Camera System

356.1 PURPOSE AND SCOPE

The City of Fremont operates a Community Camera System for the purpose of identifying criminal offenders and creating a safer environment for all those who live, work and visit the City. This policy explains the purpose of the cameras and provides guidelines for the capture, storage and use of the video and images.

356.2 POLICY

Community cameras, which include both IP video cameras and Automated License Plate Reader (ALPR) cameras, may be placed in strategic locations throughout the City with approval of the Chief of Police. These cameras will primarily be positioned at entrance and exit points to the City, such as freeway on-ramps and major roadways. The Community Camera System is designed to identify and alert officers to criminal offenders and their vehicles by positioning an ALPR camera to capture a vehicle's license plate while also positioning an IP camera to capture physical descriptions of occupants inside the vehicle. Though there maybe instances when these cameras will be monitored in real time, the primary use will be the historical retrieval of video and ALPR images after a crime has been reported.

The ALPR technology allows for the automated detection of license plates. It is used by the Fremont 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. The policy of the Fremont 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. Due to the fact that this data may contain investigative and confidential information, it is not open to public review.

No person shall access any information from the Community Camera System without lawful authority and a valid law enforcement purpose.

356.3 RESPONSIBILITIES

(a) It shall be the responsibility of this department to ensure that the Community Camera System equipment is properly installed according to the manufacturer's recommendations and is directed to only record areas in the public view.

(b) Community Camera System Project Manager Responsibilities:

1. Establish policy and procedures for the use of the Community Camera System.
2. Oversight of the Community Camera System.
3. Provides users access to the Community Camera System.

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4. 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.

(c) IT/System Administration Responsibilities

1. Work with the vendor, to make changes to the Community Camera System based on policy decisions by the Chief of Police.

2. Document all changes with a Change Control Request Form.

3. Keep Manual and Training tools up to date.

4. Ensure system is up to date and operational with software patches.

(d) Supervisor's Responsibilities:

1. The supervisor is responsible for making sure the Community Camera System is used in accordance with departmental policy.

(e) Officer's Responsibilities:

1. The officer may review and view video footage or still images only for legitimate law enforcement purposes after being properly trained.

2. The officer is responsible for using the Community Camera System in accordance with department policy.

3. The officer shall report any malfunctions, damage, or problem with the system to his/her supervisor and the Community Camera System Project Manager.

(f) Records Unit Responsibilities:

1. The Records Unit will confer with the City Attorney's office to fulfill Public Records Act requests when it meets the criteria to release the information.

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(g) Property Unit Responsibilities:

1. The Property Unit will fulfill requests for recorded video images from other government agencies or by the submission of a court order or subpoena as long as the request falls within the guidelines set forth by the Chief of Police and the City Attorney's Office.

356.4 PROCEDURE

The following procedures have been established for the effective operation of the Community Camera System.

356.4.1 MONITORING

Video from the IP cameras will be recorded on a 24-hour basis. Still images from the ALPR cameras will be recorded based on motion within the detection range of each camera. The video from the IP cameras will be stored locally on a hard drive for a period of 30 days. Access to the video can be done remotely and will be limited to individuals authorized by the Chief of Police who have been trained in the proper operation of the system. The images from the ALPR cameras will be transmitted to the Northern California Regional Intelligence Center (NCRIC) and will remain within their searchable database for a period of one year. Access to these images is detailed within the policies and procedures set forth by the NCRIC.

The Community Camera System only captures still images and video and does not record audio. Recorded images and video may only be used for legitimate law enforcement purposes to include, but not limited to:

- (a) To assist in identifying, apprehending and prosecuting offenders.
- (b) To assist in gathering evidence for criminal and civil court actions.
- (c) To alert law enforcement to the presence of a stolen or wanted vehicle.
- (d) To assist law enforcement to the presence of a vehicle associated to an Amber Alert.

356.4.2 PROHIBITED ACTIVITY

Video monitoring and retrieval will be conducted in a professional, ethical and legal manner. The Community Camera System will not be used to invade the privacy of individuals, to view private areas or areas where the reasonable expectation of privacy exists. The Community Camera System will not record audio. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

Department personnel may not possess, send, release, post to the internet, or otherwise utilize images or video captured except for legitimate law enforcement purposes and as authorized by 378.5

356.5 MEDIA STORAGE AND RETENTION

All IP video will be stored on a local hard drive with access restricted to authorized persons.

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Video recordings not otherwise needed for official reasons shall be retained for a period of no more than 30 days before being automatically overwritten by the system. 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.

The images from the ALPR cameras will be automatically transmitted to the Northern California Regional Intelligence Center (NCRIC) and the information will never be stored by the City. The images will remain within NCRIC's searchable database for a period of one year before being purged. Access to these images is detailed within the policies and procedures set forth by the NCRIC.

356.6 REVIEW OR RELEASE OF VIDEO IMAGES

The review of the Community Camera System video shall be done only by those with authorization from the Chief of Police. Video images needed for a criminal investigation or other official reason shall be downloaded and booked in accordance with current departmental evidence procedures listed in Lexipol 804.

The review of the Community Camera ALPR data can be accomplished by any employee who has been properly trained and agreed to the rules and regulations established by the Northern California Regional Intelligence Center (NCRIC) in the Memorandum of Understanding.

356.6.1 PUBLIC AND OTHER AGENCY REQUESTS

The Property Unit will be responsible for processing all Public Records Act requests, subpoenas, and District Attorney requests for recorded video images captured by the Community Camera System.

356.7 AUDIT OF THE COMMUNITY CAMERA SYSTEM

Access to the Community Camera system is recorded and subject to periodic audit and review by the system administrator and as otherwise necessary to verify purpose and authority of viewing.

356.8 TRAINING

The Training Sergeant 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).