

Title	<b>City of Fresno Police Department</b>	07/07/2023
	by <b>Michelle Wooten</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41333581
	michelle.wooten@fresno.gov	

## Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>City of Fresno Police Department</b>
Multi-Agency Partnerships Information (if applicable)	<b>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.</b>
Multi-Agency Partnerships	<b>Yes: This is a Multi-Agency Partnership Application</b>

Identification of Multi-Agency Partners	<b>Clovis Police Department Fresno County Probation Department Fresno County District Attorney's Office</b>
Lead Public Agency Information	<b>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.</b>
Lead Public Agency	<b>City of Fresno</b>
Applicant's Physical Address	<b>2600 Fresno Street Fresno California 93721 US</b>
Applicant's Mailing Address (if different than the physical address)	<i>n/a</i>
Mailing Address for Payment	<b>P.O. Box 1271 Fresno CA 93715-1271 US</b>
Tax Identification Number	<b>94-6000338</b>
SECTION II - CONTACT INFORMATION	<b>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.</b>
Project Director	<b>Burke Farrah</b>
Project Director's Title with Agency/Department/Organization	<b>Deputy Chief of Police</b>

Project Director's Physical Address	<b>2323 Mariposa Mall Fresno California 93721 US</b>
Project Director's Email Address	<b>burke.farah@fresno.gov</b>
Project Director's Phone Number	<b>+15596212201</b>
Financial Officer	<b>Michelle Wooten</b>
Financial Officer's Title with Agency/Department/Organization	<b>Business Manager</b>
Financial Officer's Physical Address	<b>2323 Mariposa Mall Fresno CA 93721 US</b>
Financial Officer's Email Address	<b>michelle.wooten@fresno.gov</b>
Financial Officer's Phone Number	<b>+15596212053</b>
Day-To-Day Program Contact	<b>Israel Reyes</b>
Day-To-Day Program Contact's Title	<b>Police Lieutenant</b>
Day-To-Day Program Contact's Physical Address	<b>2323 Mariposa Mall Fresno CA 93721 US</b>
Day-To-Day Program Contact's Email Address	<b>israel.reyes@fresno.gov</b>
Day-To-Day Program Contact's Phone Number	<b>+15596216107</b>
Day-To-Day Fiscal Contact	<b>Anita Villarreal</b>

Day-To-Day Fiscal Contact's Title	<b>Management Analyst II</b>
Day-To-Day Fiscal Contact's Physical Address	<b>2323 Mariposa Mall Fresno CA 93721 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>anita.villarreal@fresno.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+15596212305</b>
Name of Authorized Officer	<b>Georgeanne White</b>
Authorized Officer's Title	<b>City Manager</b>
Authorized Officer's Physical Address	<b>2600 Fresno Street Fresno CA 93721 US</b>
Authorized Officer's Email Address	<b>georgeanne.white@fresno.gov</b>
Authorized Officer's Phone Number	<b>+15596217795</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Fresno Metropolitan Area Organized Retail Task Force</b>

Proposal Summary

The Fresno Police Department (FPD), Clovis Police Department (CPD), Fresno County Probation Department (FCPD), and Fresno County District Attorney's Office (FCDA) will establish the Fresno Metropolitan Area Organized Retail Task Force. This collaborative task force in the Central Valley, aims to combat and prevent ORT, vehicle thefts and catalytic converter thefts through enforcement, education, training, and the implementation of advanced technology. By dedicating and focusing on the most prevalent offenders, the task force endeavors to effectively combat ORT and auto theft, safeguard the community, and reduce the financial and societal impact of these crimes.

---

PROGRAM PURPOSE AREAS

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

---

Program Purpose Areas (PPAs):

**PPA 1: Organized Retail Theft**  
**PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

---

Funding Category Information

Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

---

Funding Category

**Large Scope (Up to \$15,650,000)**

---

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 Fresno Police Department (FPD), Clovis Police Department (CPD), Fresno County Probation Department (FCPD), and Fresno County District Attorney's Office (FCDA) will join forces to address Organized Retail Theft (ORT) by establishing the Fresno Metropolitan Area Organized Retail Task Force (ORT Purpose Problem Area). This task force will combat and aggressively prosecute ORT offenders. It will aid retailers in protecting their assets against ORT through enhanced enforcement, police collaboration, information sharing, training and education, and the implementation of advanced technology. The task force will also focus on combating vehicle and vehicle accessory thefts.**

**In recent years, violent crime has emerged as the foremost concern for the FPD. The City of Fresno witnessed a distressing increase in shootings, setting a record for shootings of 732 and 74 murders (a 25-year high) in 2020. The following year, in 2021, there were 688 shootings, and another 74 murders. Police management prioritized violent crime, reallocating resources to address this pressing issue.**

District detectives received instructions to concentrate on investigating violent crime within specific violent areas. While this shift in focus was necessary to address the surge in violent crime, it had an adverse effect on theft investigations as many cases were not proactively investigated. The Career Criminal Auto Theft Team (CCATT) was redirected to tackle gun-related crimes. While this approach helped reduce violent crime, it also diminished the priority given to auto theft crimes. As a result, detectives assigned to ORT and the CCAT unit now face overwhelming caseloads and inadequate staffing, which reduces their capacity to effectively combat these crimes.

ORT's have had a profound impact in our area, affecting large retail stores and small locally owned retail spaces. ORT criminals have instilled fear and frustration within the community. These thefts cause significant damage to the local economy and contribute to other crimes including robberies, assaults, and incidents of gun violence. Many ORT criminals are affiliated with gangs that employ coordinated tactics to mask their identities and swiftly carry out their crimes, sometimes using firearms. Apprehending these offenders has resulted in the recovery of stolen merchandise and the seizure of firearms, narcotics, and stolen vehicles. Disturbingly, offenders frequently exploit minors to commit these crimes, taking advantage of the lenient consequences they may face. The severity and breadth of these crimes highlight the urgent need for comprehensive measures to combat ORT and protect the community. The impact of ORT on employees has become a significant issue for retailers. Employees face frequent threats of violence, creating a hostile and dangerous working environment. Offenders are aware of store policies that prevent employees from intervening during in-progress thefts, and commonly threaten employees with termination or lawsuits if the employee takes any action against the ORT criminal. According to a 2022 survey conducted by the Loss Prevention Council, a staggering 81% of respondents stated that they did not report thefts, due to the belief that the police will not respond, investigate, or make arrests in such cases. Locally, a loss prevention manager at Kashian River Park Properties, estimates that around 90% of retail thefts at their property go unreported. This highlights the urgent need for comprehensive solutions to combat ORT, protect employees, and create an environment where reporting such incidents is encouraged and results in meaningful action. Despite under reporting, between 2018 and 2022, retailers reported 395 instances of thefts turning into violent robberies to FPD, including a 43 percent increase in commercial retail robberies from 2021 to 2022. Between 2018 and 2022, retailers reported 482 instances of thefts qualifying as ORT. Astonishingly, the FPD observed a staggering 752% increase in ORT between 2020 and 2022. According to the Loss Prevention Research Council, California ranked in the 80th percentile for shrinkage losses based on data reported by national retailers in 2022. Notably, most zip codes in the Fresno metro area also fell within the 80th percentile when compared to zip codes nationwide. In California's Central Valley, which stretches from Sacramento to Bakersfield, Fresno had the highest concentration of zip codes categorized as having "high shrinkage" according to the American

### **Retail Crime and Shrink & Security Initiative.**

**In the past five years, the residents have reported a staggering 13,900 vehicle thefts to the FPD. This equates to an average of 2,780 thefts per year or approximately 8 vehicle thefts per day within the city. During the same five-year period, residents reported 4,136 catalytic converter thefts, averaging 827 thefts per year or approximately 2 reported thefts per day. Notably, between the years 2020 and 2022, the department saw an alarming 927% increase in catalytic converter thefts, underscoring the growing prevalence of this crime. FPD will also prioritize the Auto Theft Purpose Problem Area. CCATT has been successful in combating crime since its establishment in 2011. The team's efforts have contributed to a reduction in auto theft incidents within the city through proactive, innovative, and aggressive measures. Due to an increase in violent crime, CCATT's focus shifted to gun and violent crime offenders; auto theft investigations became a secondary priority. To address this issue, FPD will establish a second CCATT team, providing immediate investigation of auto thefts seven days a week. The addition of this second team will enable effective investigations into catalytic converter theft. Though auto and accessory thefts are often perceived as mere property crimes, the reality is that these crimes have serious consequences. The loss of a vehicle or its catalytic converter hinders citizens from carrying out simple daily tasks, such as transporting children to school, commuting to work, or attending medical appointments. To exacerbate matters, many citizens lack the financial means to cover insurance deductibles or the substantial costs of replacing a catalytic converter. Fresno citizens and retailers are impacted by ORT and auto thefts daily. Retailers are losing millions of dollars each year, and these crimes hurt our residents with inflated prices and personal losses. FPD intends to collaborate with law enforcement and retail partners to combat ORT, auto theft, and catalytic converter theft.**

---

### **Project Description**

**The Fresno Metro area stands to gain significant benefits from the establishment of an organized retail theft task force. Our four law enforcement partners will collaborate effectively to address this issue and safeguard the local economy. Situated centrally in California, the Fresno Metro area is conveniently accessible via two major north-south freeways, Interstate 5 and Freeway 99. This geographic positioning makes the area vulnerable to offenders from larger metropolitan regions like the Bay Area and Southern California. Consequently, the Fresno Metro area becomes a prime target for individuals involved in organized theft rings operating throughout the state. With 3 full-size malls and 6 major shopping centers featuring commercial anchor stores, the City of Fresno and the nearby City of Clovis cater to a surrounding population of over 1 million residents. FPD recognizes the need to establish a coordinated response to ORT and auto/catalytic converter theft incidents, as the current lack of coordination hinders investigations. The ORT Task Force will develop a comprehensive and coordinated approach including the sharing of information and intelligence, including "hot lists" and "be on the**



lookout” (BOLOs), to ensure that law enforcement and retail partners have access to the most up-to-date offender and crime pattern information. Through the sharing of intelligence, the ORT Task Force will develop effective strategies for apprehending and prosecuting individuals involved in ORT and vehicle theft. By enhancing intelligence, collaboration, and coordination, we will strengthen investigations and drive down ORT and vehicle/catalytic converter thefts. FPD offers retail merchants the opportunity to engage in a highly successful merchant shoplift training program designed for retail store personnel. This program equips them to make quality citizen arrests, complete their own police reports, and directly submit cases to the FCDA’s for prosecution. Retail loss prevention personnel will expedite citizen arrests, allowing them to swiftly return to their security duties and prevent additional thefts. The program also keeps law enforcement officers available for higher priority calls. By expanding the program to additional merchants in Fresno and Clovis, we increase engagement, effectiveness, and satisfaction of our retailers.

Our collective agencies share a common vision and recognize the crucial role of the retail industry in the California economy and workforce. Retailers, whether they are national brands or local businesses, play a vital role in driving innovation and contributing to a thriving economy. They contribute significantly to California's robust economy, which ranks as the fifth largest in the world. By prioritizing the fight against organized retail theft through the establishment of a task force, the Cities of Fresno and Clovis demonstrate their commitment to protecting retailers and supporting a strong and prosperous economy. Through collaboration and concerted efforts, our ORT Task Force will create an environment where businesses can thrive, consumers can enjoy affordable prices, and the economy can flourish. FPD will be adding three investigators to each policing district to focus on ORT at all levels. Investigators will be responsible for handling all ORT crimes, conducting follow-up investigations, and submitting cases to the District Attorney's office for prosecution. They will also expand the Merchant Retail Theft program.

Secondly, the ORT task force will target repeat offenders. By focusing on repeat offenders, we disrupt criminal operations and prevent associated crimes. The task force's concerted efforts will act as a deterrent, dismantling organized theft and auto theft networks, reducing violent crime, and curbing illegal firearms and drugs in the community. Through its targeted approach, the ORT task force will significantly contribute to maintaining public safety, safeguarding the well-being of the community, and fostering a secure environment for all residents. By effectively tackling the root causes of criminal behavior, the task force will create a safer and more prosperous Fresno Metropolitan Area.

An example of an effective implementation of an organized retail theft task force is the California Highway Patrol (CHP) Organized Retail Crime Task Force. Established in 2019, this task force has demonstrated remarkable achievements in addressing ORT. Through their efforts, the CHP Task Force worked 1,469 investigations, making 853 arrests. They have recovered \$28 million in stolen

merchandise. In February 2023, California AG Rob Bonta announced the arrest of eight people involved in a statewide ORT that targeted Apple retail stores. The thefts occurred between August 2022 and January 2023 resulting in approximately \$1 million dollars in losses. Third, ORT Task Force will expand and enhance current resources available to businesses affected by retail theft. This includes educating businesses about prevention measures, sharing best intelligence, and offering the Merchant Shoplift Training program. Such measures help businesses mitigate losses, expedite citizen arrests, keep law enforcement officers on higher-priority calls, and create a safer environment for employees and customers. Finally, the ORT Task Force will improve coordination and information sharing among law enforcement agencies, businesses, and community members. This collaborative approach enhances the effectiveness of prevention strategies, facilitates early detection of retail theft incidents, and improves the apprehension of criminals. The Organized Retail Theft PPA will have three components that make it an effective crime prevention and enforcement tool for the larger metro area.

### **1. Education**

a. The Merchant Shoplift Program will educate participating merchants on the laws regarding theft and citizen arrests. The program will expedite arrest processing and will return loss prevention personnel to sales floor faster. It will also keep law enforcement officers available for higher-priority calls.

b. Law enforcement partners will be trained in the use of trackers, License Plate Readers,, and intelligence sharing to prevent thefts, make arrests, and prosecute offenders.

### **2. Deterrence**

a. With the use of technology retailers and law enforcement can help educate the public that offenders will be arrested and prosecuted. Technology such as placing LPRs in retail centers to identify repeat offenders and direct video connectivity will be used to deter future crimes.

### **3. Enforcement**

a. Investigation: ORT Task Force and retailers will work together to obtain proper evidence to identify individuals involved in retail theft. FPD will assign 15 additional detectives to focus solely on the investigation of retail theft.

b. Apprehension: ORT Task Force and loss prevention officers will work together to arrest individuals involved in retail theft.

c. Technology: ORT Task Force will use tracking devices, computer software, LPRs, and video surveillance systems to develop strong cases against retail theft criminals.

d. Prosecution: ORT Task Force will work with The Fresno County District Attorney's Office to successfully prosecute retail theft offenders, including combined out-of-county cases.

e. County Probation: Fresno County Probation Department will provide enhanced supervision of chronic ORT offenders.

To address the issue of auto theft, FPD intends to establish a second CCAT team, which will dedicate its efforts to auto theft investigations

seven days a week. The addition of this second team will also enable effective investigations into catalytic converter theft.

1. Investigation/Surveillance: FPD will add a team of nine detectives and one detective sergeant to CCATT. CCATT proactively focuses on offenders involved in motor vehicle and accessory thefts, “chop shops”, and illegal sales of stolen parts.
2. Technologies: GPS trackers, drones, computer software, and surveillance equipment will be used to arrest and prosecute offenders, with a focus on re-offenders.
3. Prosecution: CCATT personnel will collaborate with the Fresno County District Attorney’s Office to successfully prosecute those involved in auto and accessory theft.
4. Probation: The Fresno County Probation Department will provide pre-trial GPS monitoring for pending auto and accessory cases as well as enhanced supervision.

In addition to sworn personnel, the department intends to employ two additional Police Support Services Technicians in the Records department. These two positions will focus on processing investigative reports related to ORT and auto theft investigations. By adding these support services technicians, the department ensures that investigative reports and related to ORT and auto theft cases are processed efficiently. The FPD’s Real Time Information Center (RTIC) will serve as the ORT hub. New hardware and software technology integrated into the RTIC can assist in the identification, location, and apprehension of ORT suspect(s). The RTIC mission is to utilize intelligence-led policing to provide real-time information sharing, quick identification, and apprehension of criminals, increasing public safety.

1. RTIC will compile and analyze data to identify suspects, crime patterns, and create “hot lists”, to share with other allied agencies and retail partners.
2. Automated License Plate Readers (ALPR): will be strategically placed around retail centers to alert RTIC personnel when suspect offenders enter a target zone. This information will be shared with law enforcement and retail partners.
3. Video Connectivity (FUSUS): FUSUS software will allow for direct video feed with a retail partner when a crime is in progress.
4. Video Connectivity Analytics (Brief Cam): This will allow RTIC personnel and investigators to condense hours of footage and search for specific video footage quickly.

PPA’s Retail Theft and PPA Motor Vehicle/Accessory Theft will have three goals and objectives.

1. The team will reduce retail theft 15% each year.
2. The team will increase participation in the Merchant Shoplift Program by 25%
3. The team will decrease auto theft 15%.

The team will actively engage in a public awareness campaign to

inform the public about the impact of organized retail theft (ORT) and vehicle thefts. Through this campaign, the team aims to educate the community about the detrimental consequences of these crimes and promote vigilance among residents. By raising awareness and encouraging the public to be proactive, the team seeks to deter potential offenders and foster community support in combating ORT and vehicle thefts.

The ORT Task Force adheres to all state and federal laws when utilizing its current surveillance and monitoring equipment. All investigative techniques will be evaluated for their necessity by the project lead. The ORT Task Force strictly prohibits the use of race as the sole purpose for any police contact. The department has a rigorous policy in place that prohibits bias-based policing, and it conducts thorough investigations into any alleged incidents related to such practices.

---

Project  
Organizational  
Capacity and  
Coordination

FPD will act as the Fiscal Agent and has a proven 100% successful compliance rate on grant funding obligations. The Grants Management Unit (GMU) will be responsible for oversight of all department grant-related activities and understand fiduciary responsibilities associated with grant funds. GMU has participated in several audits over the years to demonstrate transparency and accountability for those funds. GMU will conduct annual, in-person site monitoring visits for all the funded partners to ensure compliance with the program objectives and grant guidelines. If awarded, at the end of the grant period we would implement our plan to sustain the programs with general fund contributions with the approval of the City Manager, City Council and the Mayor. The project will be overseen by FPD Police Lieutenant Israel Reyes, who will have direct oversight over sub-grantees and lead the community and services elements in the project. He has 23 years of experience, including patrol, investigations, internal affairs, and most recently as a patrol field commander. He will assume responsibility for evaluation, monitoring, tracking statistical information, and fulfilling reporting requirements. Memoranda of Understanding (MOUs) will be drafted by the respective governing bodies within three months of award notification. Once the MOUs are finalized, they will be ready for implementation within six months of the grant award. Lt. Reyes and the assigned allied agency project leads will review the implementation of the project, track its progress, and assess its overall success. Quarterly meetings will be held to discuss project-related matters and address any challenges or adjustments that may arise during the project. CPD will establish a dedicated retail theft team focused on promptly responding to crimes in progress. This team will also investigate and gather intelligence on groups that specifically target retail outlets. Additionally, the plan will deploy enhanced video surveillance and intelligence systems to strengthen the monitoring and prevention of criminal activities. By adopting these strategies, the CPD will contribute to the FPD's efforts in combating ORT and auto theft. Management Analyst (MA) Sandi Macy will be the project lead for the CPD. She has 18 years of experience managing and overseeing grant operations for the City of Clovis and the CPD. She has coordinated all aspects of the CPD's grant

activities, managing financial reporting and performance measures. As a certified government fiscal officer MA Macy has worked with various law enforcement agencies. FCPD will be conducting probation contacts targeting individuals specifically convicted of felony ORC and vehicle thefts. The FCPD will implement pre-trial monitoring of individuals involved in ORT and vehicle thefts. By closely monitoring these offenders before their trials, the FCPD aims to mitigate the risk of further criminal activities and protect the community from potential harm. FCPD is committed to supporting the FPD in combating ORT and auto theft. Deputy Chief (DC) Probation Officer, Lori Willits will be the project lead for the FCPD. She has over 26 years of experience in the department. Her assignments are varied and include working a Deputy Probation Officer in both the Adult and Juvenile divisions. As assistant DC she managed the Crime Victim Assistance Center, the AB 109 felony supervision unit, and the Quality Control/Program Evaluation Unit. As DC she has had oversight of the juvenile institution operations at the Juvenile Justice Campus for nearly 5 years and in September 2023 will be transitioning to the Adult Realignment Division. FCDA office plans to assign three senior investigators dedicated to prosecuting these ORT offenders. FCDA will enhance the regional Cyber and Forensic lab, utilizing it to examine digital evidence gathered during ORT and auto theft crimes to support aggressive prosecution. Chief Investigator Pat McPherson will serve as the project lead for FCDA. He has over 37 years of law enforcement experience. Throughout his career, Chief McPherson has undertaken and overseen assignments encompassing Major Crimes/Homicide, Organized Crime Intelligence, Gangs, Public Corruption, Narcotics, Special Operations, and Violent Sexual Predators. He has actively participated in various Task Force Operations, demonstrating his abilities as an effective leader.

---

Upon notice of an award, the City of Fresno will contract with an evaluation team consisting of California State University Fresno (CSUF) Criminology Professors and graduate student assistants. In a process evaluation, both qualitative and quantitative research methodologies will be employed as part of a data triangulation strategy, while quantitative data analysis with statistical models will be emphasized in outcome evaluations to assess the impact of each program component. The methodology of the process evaluation of each program will be designed to ensure the program is implemented according to its original plan and serves the needs of the community and target populations. To monitor the progress of program implementations while easing the burden of administrative data collection, web-based surveys with automatic e-mail reminders to program managers will be utilized. This system supports both efficient data collection in a standardized format and timely descriptive analysis of program characteristics in the process evaluation. Furthermore, qualitative research methods of field observations and interviews of participants and program managers will become a means to uncover unexpected barriers and obstacles to program implementation; adjustments in program management will be recommended through quarterly reports and meetings. The methodology of the outcome evaluation that determines each project component's success and failure includes statistical models and innovative research designs that thoroughly and properly evaluate the impact of each program component. While the gold standard of program evaluation dictates the use of randomized experiments to conclusively infer the causal effect of intervention programs, randomized experiments are not immune from challenge, most notably an ethical issue of denying the opportunity to participate in programs for the sake of scientific studies. To overcome this limitation but maintain a high scientific standard of program evaluation, CSUF will employ a propensity score matching technique that allows the analysis of the treatment group and control group with comparable characteristics without running a randomized experiment. This allows rigorous examination of the program outcomes without compromising ethical resource principles. The propensity score analysis is an innovative but proven evaluation methodology, which was applied to evaluations of gang interventions including G.R.E.A.T. and Operation Ceasefire in Boston. When conducting propensity score analysis, CSUF will take advantage of existing program surveys/intakes previously conducted re-analyze and compare with the participants of the proposed program. The results of both process and outcome evaluations will be thoroughly documented in quarterly and Final Local Evaluation Reports. Detailed descriptions of programs will be provided as part of the process evaluation which allows critical assessment and replication of the approach in different settings.

---

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

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Combined.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-.pdf](#)

---

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[BSCC\\_Appendix\\_D\\_signed.pdf](#)

---

Local Impact Letter(s) (Appendix E)

[Appendix\\_E.pdf](#)

---

Letter(s) of Commitment, (Appendix F)

[Letter\\_of\\_Commitment\\_CPD.pdf](#)

[Letter\\_of\\_Commitment\\_FCDA.pdf](#)

[Letter\\_of\\_Commitment\\_FCPD.pdf](#)

[Letter\\_of\\_Commitment\\_-\\_FPD.pdf](#)

---

Policies Limiting Racial Bias

[6.\\_AO-2-33-Equal-Employment-Opportunity-Plan-and-Policy\\_A-478447.pdf](#)

[6.\\_Policy\\_402\\_Bias\\_Based\\_Profiling.pdf](#)

---

Policies on Surveillance Technology

[7.\\_Policy\\_323\\_Pre\\_Planned\\_Tac\\_Operations.pdf](#)

## [7.\\_Policy\\_439\\_UAS\\_Operations.pdf](#)

---

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

### [BSCC\\_Appendix\\_G\\_signed.pdf](#)

---

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

---

OPTIONAL: n/a  
Bibliography

---

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

---



## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Retail Theft Reduction</b>		
Objectives (A., B., etc.)	> The Fresno Metropolitan Area Organized Retail Task Force aims to reduce organized retail theft by 15 percent each year during our involvement in the grant. We will bring awareness to the public of this program and encourage reporting of this crime.		
Process Measures and Outcome Measures:	At the onset of implementing the grant, the taskforce will start with a baseline number of thefts from the previous year. Each year of the grant, the departments will compare the previous year's statistics to determine if our efforts have been successful		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> We will collaborate with our partners and utilize enforcement measures, specifically targeting reoffenders, to arrest and prosecute. Additionally, we will assist our retail partners by providing intelligence and implementing education measures to better equip them in dealing with retail offenders.	> Fresno Police Department Clovis Police Department Fresno County DA Fresno County Probation	> 01/01/2024	> 12/31/2026
List data and sources to be used to measure outcomes:	>The Department will use data on arrests and case filings.		

<b>(2) Goal:</b>	<b>&gt; Auto Theft Reduction</b>		
Objectives (A., B., etc.)	> The Fresno Police Department and Clovis Police Department aims to reduce auto and catalytic converter thefts by 15 percent each during our involvement in the grant. We will bring awareness to the public of this program and encourage reporting of these crimes.		
Process Measures and Outcome Measures:	> At the onset of implementing the grant, the departments will start with a baseline number of auto and catalytic converter thefts from the previous year. Each year of the grant, the department will compare the previous year's statistics to determine if our efforts have been successful		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> FPD's CCAT Team and Clovis Police Department will utilize enforcement measures, specifically targeting reoffenders, to arrest and prosecute.	> Fresno Police Department Clovis Police Department Fresno County DA Fresno County Probation	01/01/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > The Department will use data on arrests and case filings.			

<b>(3) Goal:</b>	<b>&gt; Increase in Merchant Shoplift Program</b>		
Objectives (A., B., etc.)	> The Fresno Metropolitan Area Organizational Retail Task Force will engage area retailers and encourage their participation in the Merchant Shoplift Program.		
Process Measures and Outcome Measures:	> At the onset of implementing the grant, the task force will start with a baseline number of retailers participating in the merchant shoplift program. Each year of the grant, we will compare the previous year's statistics to determine if our efforts have been successful.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<p>&gt; Police detectives will engage retailers in their respective areas to encourage their participation. Once merchants enroll, detectives will provide education and support to assist the retailers. Public awareness campaigns to include advertising on TV, radio, social media, city bus exterior, etc. to educate the public on this program and encourage them to report these crimes.</p>	<p>&gt; Fresno Police Clovis Police Fresno County Probation</p>	<p>01/01/2024</p>	<p>12/31/2026</p>
<p>List data and sources to be used to measure outcomes: &gt; The departments will keep yearly data retail partner participation.</p>			

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

Name of Applicant: *Fresno 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	\$15,332,935.00
2. Services and Supplies	\$1,009,516.00
3. Professional Services or Public Agencies	\$1,671,781.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$5,303,575.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$245,387.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$23,663,194.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
FPD - 24 FTE Police Officers; 1 FTE Police Sergeant; 2 Police Support Technicians	100% (see narrative below)	\$10,835,520.00
CPD - 5 FTE Sworn Personnel; 1 FTE Public Service Officer	100% (see narrative below)	\$4,248,415.00
FCPD - 8 Deputy Probation Officer - Overtime	Monthly overtime allocation (see narrative below)	\$249,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$15,332,935.00</b>

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

*FPD 24 FTE Police Officers - will be adding 3 investigators to each of the 5 policing district to focus on ORT at all levels. Investigators will be responsible for handling all ORT crimes, conducting follow-up investigations, and submitting cases to the District Attorney's office for prosecution. They will also expand the Merchant Retail Theft program. 9 detectives will be assigned to a 2nd CCATT team, providing immediate investigation of auto thefts seven days a week. The addition of this 2nd team will enable effective investigations into catalytic converter theft. Salary: \$2,001,600 per year /Fringe: \$1,157,400 = \$3,159,000 Yr. 1; Salary: \$2,102,400 per year /Fringe: \$1,177,209 = \$3,279,609 Yr. 2; Salary: \$2,208,000 per year /Fringe: \$1,197,966 = \$3,405,966 Yr. 3.  
 1 FTE Police Sergeant - will be assigned to supervise 2nd CCATT team. Salary: \$134,800 per year /Fringe: \$62,730 = \$197,530 X 3 = \$592,590.  
 2 Police Support Services Technicians - will be assigned in the Records Department. Our Records Bureau has struggled to keep up with the workload. These 2 positions will focus on processing investigative reports related to ORT and auto theft investigations. By adding these support services technicians, the department ensures that investigative reports and related to ORT and auto theft cases are processed efficiently. Salary: \$97,800 per year /Fringe: \$36,556 per year X 3 years \$403,068.  
 CPD 5 FTE Sworn personnel; Tier 5 with CPOA MOU Benefits and Employer Contributions (FICA, WC, PERS, DefComp, Health Benefits, ED, CTO/Sick/Holiday buyout, and assignment pay) Estimate 5% COLA*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
FPD Supplies - Misc. narrative below	Estimated cost based on quotes	\$381,141.00
CPD Supplies - Misc. narrative below	Estimated cost based on quotes	\$283,400.00
FCPD Supplies - Misc. narrative below	Estimated cost based on quotes	\$344,975.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,009,516.00</b>

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

*FPD Standard Equipment for 24 sworn officers (uniforms, etc.) \$276,538; For Police Support Technicians 2 Computers, 4 monitors (2-24" & 2-27" curved), docking stations, and accessories for \$4,819.53 Total \$9,639; 2 Desk phones \$250 each \$500; 2 Headsets (\$285.49 each) \$571; CCAT 10 Tactical Vests and holsters \$750 ea. \$7,500 total; 2 - Search warrant entry tools - \$1,000 each \$2,000; 2 - Ballistic Shields \$ 1,500 each \$3,000; 2 Hand and Power Tools for VIN Verifications - \$800 \$1,600; 5 - OBD2 readers - \$100 each \$500; 2 - Vehicle entry tools to unlock cars \$100 each \$200; 25 batteries and charging stations for Panasonic Equip. (\$143.41 each) \$3,585; 15 - 3SI GPS Tracking Devices (Medium Bundle) \$10,550 (Yr 2 and Yr 3 \$6,025); 2 SSG Annual Stealth V (Verizon) Covert Tracking Service \$4,587 ea. yr; 2 SSG Annual MicroTracker Service - AT&T \$2,025 ea. yr.; These items are requested for the new district ORT detectives, Police Support Technicians and the CCAT 2nd team. Tools and supplies are necessary for them to effectively investigate ORT, auto theft and auto accessory theft. RTIC 12 - Transceiver \$27 each \$324. DRONES - Maintenance Mavic 3 Battery Kit x 3 - \$1977, Avata Fly More Kit x 16 \$4,464; DJI Avata Combo, Fly More Kit, Remote Controller, Taclight, and Case - \$2,363 x 16 \$28,356. Small unmanned aircraft systems (sUAS) play an integral part in addressing retail crime and auto-theft. Due to their portability and ease of deployment, they can quickly provide air support to assist with the apprehension of subjects involved in retail and auto-theft activity. In addition to providing air coverage that assists with setting perimeters to contain fleeing subjects, they also have the capability of providing crime scene mapping and recorded video footage that greatly assists in the prosecution of criminal cases. The DJI Avata drone is incredibly agile and can handle the most challenging flying conditions. It will primarily be used to search the interior of structures*

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
Fresno County District Attorney's Office	Calculations below in narrative	\$854,519.00
FCPD - Public Awareness Campaign	Estimates	\$30,000.00
CPD - ICRP	Calculations below in narrative	\$637,262.00
FPD - Public Awareness Campaign	Estimates	\$150,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,671,781.00</b>

**3b. Professional Services Narrative**

FCDA - 3 extra help Senior DA Investigators: 28 hours a week each. Year 1: Salary \$64,234 Benefits \$10,446 Total \$76,680; Year 2: Salary \$66,758 Benefits \$10,856 Total \$77,614; Year 3: Salary \$66,758 Benefits \$10,856 Total \$77,614

Overtime 10 hours a week each. Year 1: Salary \$20,269 Benefits \$1,551 Total \$21,280; Year 2: Salary \$21,064 Benefits \$1,612 Total \$22,676; Year 3: Salary \$21,064 Benefits \$1,612 Total \$22,676

TOTAL PERSONNEL \$756,896

3- Vehicles (\$750 per month X 12 = \$9,000 X 3) leased through Enterprise Car Rental for duration of grant period. Year 1-3: \$27,000 annually. The Fresno Multi-Agency Digital (MAD) Lab has evaluated the unit equipment that would best serve the continued digital evidence needs of a Retail Theft Team. The following are estimates of items that would enhance investigative capabilities. Digital Video Recorder Suite DVR Examiner \$5000 perpetual; Tableau Write Block \$448;; Laptop \$2,500; Backpack \$125; Premium Cell Phone Tool Cellebrite UFED Ultimate \$6,450 perpetual; Cellebrite PAAS \$1,500 perpetual; Cellebrite Cheetah \$600; A DVR Suite would allow for mobile digital video recorder analysis. On-site real-time evidence collection could be done even at locations without device passcodes available; Cellebrite offers premium cell phone tools that could be used in accessing and gathering digital evidence related to seized evidence phones. TOTAL EQUIPMENT AND SUPPLIES \$97,263.

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

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

N/A

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
California State University Fresno		\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$75,000.00</b>

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

Local Evaluation Plan will be conducted by a team of California State University, Fresno Department of Criminology Professors and graduate assistants. The existing collaborative efforts with evaluation team facilities efforts in contracting with them to design and develop effective research methodologies, conduct data collection, and program analysis/evaluation on the proposed project as directed by RFP.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
FPD Equipment	Estimates based on quotes	\$3,937,952.00

CPD Equipment	Estimates based on quotes	\$899,623.00
FOPD Equipment	Estimates based on quotes	\$466,000.00
<b>TOTALS</b>		<b>\$5,303,575.00</b>

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

FPD – For CCAT - DJI Mavic 3 Thermal Plus, Battery Kit, Speaker, Searchlight - \$8,115 x 3 \$24,345; 10 Panasonic Tablets (\$4,983.61 ea) \$49,836; 10 - Unmarked Vehicles for (MDS \$4K, LPR Cameras \$14K) (\$93,300 ea) \$933,000. For District Detectives: 15 Unmarked Vehicles no equipment (\$71,000 ea) \$1,065,000. 10 - Multi-band portable radios (Motorola APX8000) \$7,500 each \$75,000. These requests are needed for the district detectives and the newly formed 2nd CCAT team.  
 FPD FOR RTIC - 8 workstations \$6,120.99 ea. \$48,968 total; 2 - Hub Switch \$48,531.17 ea. \$97,062 total; Core Switch \$33,182; Storage 100TB \$40,000; Brief Cam \$142,456 annually; Live 911 Software \$7,380 annually; FLOCK SAFETY YEAR 1 \$0, YEAR 2&3 \$83,750; FLOCK SAFETY Separate Agreement 50 cameras \$182,500 Yr 1, \$150,000 Yr 2 & 3; FUSUS Software \$157,350 annually. Because of the more advanced methods of stealing and selling stolen goods, it is essential to have a technology hub to process information for all involved partners in an ORC Group. FPD's RTIC will serve as the ORC hub. New technology integrated into the RTIC can assist in the ID, location, and apprehension of ORC suspect(s). RTIC technologies will also assist in connectivity to retail establishments

**7a. Financial Audit**

Description	Calculation for Expense	Total
The Pun Group	Estimated cost for audit of grant	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

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

The Pun Group, the Certified Public Accountants for the City of Fresno, will perform the financial audit of the grantee's financial records at the end of the grant performance period. The Pun Group has prepared the Single Audit Questionnaire for one year for the City of Fresno. They are a reputable accounting firm with at least 11 years in the accounting business. It is the auditor's responsibility to express an opinion on compliance for each of the City's major federal and state programs based on our audit of the types of compliance requirements. The Pun Group conducts audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance).

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

Description	Calculation for Expense	Total
ICI: Vehicle Theft Investigation Training for 10 sworn personnel	Tuition \$925 ea. X 10 = \$9,250; Per Diem \$71 per day \$142 X 10 = \$1,420; Lodging 2 nights = \$500 X 10 = \$5,000	\$47,010.00
ICI: Core Course Basic Detective School for 10 sworn personnel	Tuition \$300 ea. X 25 = \$7,500; Per diem \$71 per day = \$142 X 25 = \$3,550; Lodging for 2 nights = \$500 X 25 = \$12,500	\$70,650.00
ICI: Technology & Investigations Training for 15 sworn personnel	Tuition \$600 ea. X 15 = \$9,000; Per diem \$71 per day = \$355 X 15 = \$5,325; Lodging for 5 nights = \$750 X 15 = \$11,250	\$25,575.00
ICI: Supervisor training for 1 sergeant	Tuition \$800; Per diem \$71 per day = \$426; Lodging for 6 nights = \$250 X 6 = \$1,500	\$2,726.00
Western States Auto Theft School for 10 sworn personnel	Tuition \$500 X 10 = \$5,000; Per Diem \$71 per day \$281 X 10 = \$2,870; Lodging for 4 nights \$1,000 X 10 = \$10,000	\$45,816.00
National Retail Federation Project Training Conference for 12 sworn personnel	Tuition \$625 X 12 = \$7,500; Per Diem \$71 per day \$284 X 12 = \$3,408; Lodging for 4 nights \$1,000 X 12 = \$12,000	\$53,610.00
<b>TOTAL</b>		<b>\$245,387.00</b>

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

ICI: Vehicle Theft Investigation Training - In-state. TBD. Example for San Luis Obispo or Sacramento, CA \$15,670 annually.  
 ICI Core Course Basic Detective School - In-state. TBD. \$23,550 annually  
 Technology & Investigations Training - In-state. 5 days. TBD. \$25,575  
 ICI Supervisor training - In-state. TBD. \$2,726 Year 1  
 Western States Auto Theft School. Lake Tahoe. 3-Day Year 1  
 National Retail Federation Project Training Conference 12 officers 3-day training Long Beach, CA \$22,908 Year 1 & 2.  
 Fresno Police Department is requesting these in-state trainings and ORT Conferences for our sworn staff to provide them training as best we can for the tasks at hand as a result of this grant and the project requirements.

**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 <b>does not have</b> a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	

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

TOTAL

\$0

\$0

**9b. Indirect Costs Narrative:**

N/A

**OPERATIONAL AGREEMENT  
BETWEEN FRESNO POLICE DEPARTMENT, CLOVIS POLICE  
DEPARTMENT, FRESNO COUNTY PROBATION DEPARTMENT, AND  
THE FRESNO COUNTY DISTRICT ATTORNEY'S OFFICE**

This Operational Agreement stands as evidence that the Fresno Police Department, which includes the implementation of the Fresno Metropolitan Area Organized Retail Task Force and the Clovis Police Department, Fresno County Probation Department, and the Fresno County District Attorney's Office intend to work together toward the mutual goal of creating a collaborative task force with a primary objective of combating and aggressively prosecuting Organized Retail Theft (ORT) offenders. It will provide assistance to retailers in protecting themselves against ORT through various means such as enforcement, education, training, and the implementation of advanced technology. In addition to addressing ORT, the task force will also focus on combating vehicle and accessories thefts in Fresno County.

Each agency agrees to participate in the program in a collaborative effort, if selected for funding. It is agreed that:

Fresno Police Department staff will:

- The department will allocate a dedicated team of 15 area detectives whose sole focus will be to investigate Organized Retail Theft (ORT) crimes. These detectives will prioritize and diligently work on cases related to ORT, utilizing their specialized knowledge and skills to investigate offenders involved in these criminal activities.
- The department will actively engage with local area retailers to encourage and expand participation in the Merchant Shoplift Program. By fostering partnerships with retailers, the department aims to enhance cooperation in effectively identifying and addressing ORT.
- The department will establish a second 10-person CCAT Team to specifically address the issues of auto theft, catalytic converter theft, and chop shops. This expansion will bolster the department's capabilities in investigating and combating these specific criminal activities.

Clovis Police Department staff will:

- CPD will establish specialized task forces dedicated to combating organized retail thefts (ORT). The task forces will contribute to the prevention, detection, and prosecution of individuals and networks involved in organized retail theft.
- Through the integration of intelligence gathering and enhanced surveillance capabilities, the CPD aims to disrupt and deter organized retail theft, ultimately creating a safer environment for businesses and the community.
- The CPD is committed to engaging the community through public awareness campaigns focused on organized retail theft (ORT).



**OPERATIONAL AGREEMENT  
BETWEEN FRESNO POLICE DEPARTMENT, CLOVIS POLICE  
DEPARTMENT, FRESNO COUNTY PROBATION DEPARTMENT, AND  
THE FRESNO COUNTY DISTRICT ATTORNEY'S OFFICE**

Fresno County Probation Department staff will:

- Work in proactive activities, strategies, and programs preventing and responding to ORT, motor vehicle or motor vehicle accessory theft or cargo theft.
- Utilize evidence-based practices that include conducting risk assessments, case plans to determine appropriate treatment and program referrals, for these individuals.
- Collect and provide data to the Fresno Police Department through its automated data technology system, to help meet grant requirements.
- Collaborate with the FPD in its public awareness campaigns in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft through in-person, media and/or social media platforms.

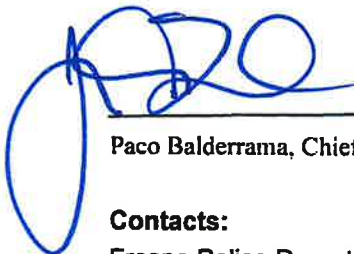
Fresno District Attorney's Office staff will:

- Provide 3 extra help Senior Investigators working exclusively with the ORT.
- Extend the services of our Cyber and Forensic Unit as a resource to examine suspect(s) cell phone data and to recover evidentiary information from retail store surveillance cameras through their Digital Video Recorders.

**OPERATIONAL AGREEMENT  
BETWEEN FRESNO POLICE DEPARTMENT, CLOVIS POLICE  
DEPARTMENT, FRESNO COUNTY PROBATION DEPARTMENT, AND  
THE FRESNO COUNTY DISTRICT ATTORNEY'S OFFICE**

This agreement will be in effect beginning October 1, 2023 through December 31, 2026. We, the undersigned, as authorized representatives of the Clovis Police Department, Fresno County Probation Department, Fresno County District Attorney's Office and the City of Fresno Police Department do hereby approve of this document.

**Fresno Police Department:**

 7.6.2023  
\_\_\_\_\_  
Paco Balderrama, Chief of Police    Date

**Contacts:**

Fresno Police Department  
Lieutenant Israel Reyes  
Patrol Division  
PO Box 1271  
Fresno, CA 93715-1271  
[israel.reyes@fresno.gov](mailto:israel.reyes@fresno.gov)

**Fresno County Probation Department:**

 7/6/2023  
\_\_\_\_\_  
Kirk Haynes, Chief Probation Officer    Date

Fresno County Probation Department  
Lori Willits, Deputy Chief Probation Officer  
Realignment Division  
2171 N. Fine Ave.  
Fresno, CA 93727  
[llwillits@fresnocounty.ca.gov](mailto:llwillits@fresnocounty.ca.gov)

**Clovis Police Department:**

 7/5/2023  
\_\_\_\_\_  
Curt Fleming, Chief of Police    Date

**Contacts:**

Clovis Police Department  
Sandra Macy, Management Analyst  
Police Department Grants  
1233 Fifth Street  
Clovis, CA 93612  
[sandram@ci.clovis.ca.us](mailto:sandram@ci.clovis.ca.us)

**Fresno County District Attorney's Office:**

 7/6/2023  
\_\_\_\_\_  
Lisa A. Smiltcamp, District Attorney    Date

Fresno County District Attorney's Office  
Pat McPherson, Chief Investigator  
Investigations Bureau  
2100 Tulare Street  
Fresno, CA 93721  
[pmpcpherson@fresnocountyca.gov](mailto:pmpcpherson@fresnocountyca.gov)



July 5, 2023

Board of State and Community Corrections  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**RE: Letter of Commitment – BSCC Organized Retail Theft Grant Program**

To whom it may concern:

I am writing you to extend the full support and commitment of the Fresno Police Department to the project proposal for the Organized Retail Theft Prevention Grant Program. As any police chief, my top priority is to maintain a high level of safety for all businesses and residents in my community. The overall goal of the Fresno Police Department is to reduce crime to sustainable lows, by utilizing highly effective crime strategies and technology, which include organized retail, vehicle theft, and catalytic converter investigations and a consistent/productive working relationship with our collaborative partners.

The Fresno Police Department has long recognized the critical importance of strong relationships and cooperation with the Clovis Police Department, Fresno County District Attorney's Office, and Fresno County Probation Department, particularly when it comes to retail, vehicle theft, and catalytic converter thefts. Not only do we strive to improve the overall quality of life for every person in our community in the Central Valley, but also build a high level of trust and communication with those affected by these types of crimes.

I believe that with the support of this grant and continuing to collaborate with our law enforcement partners and our community, we can reduce the number of these crimes and effectively prosecute offenders in the City of Fresno.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paco Balderrama". The signature is stylized and fluid, with a large loop at the end.

Paco Balderrama  
Chief of Police



# CITY *of* CLOVIS

## POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

June 30, 2023

Paco Balderrama  
Chief of Police - Fresno Police Department  
2323 Mariposa Street  
Fresno, CA 93721

Subject: Letter of Commitment to BSCC Organized Retail Theft Program

Chief Balderrama

The Clovis Police Department is committed and dedicated in collaborating with the Fresno Police Department and the Fresno County Probation Department in implementing an effective Retail Theft Program. As Chief of Police for the City of Clovis, I recognize the importance of addressing retail theft issues and working hand-in-hand with all regional law enforcement to prevent and mitigate such incidents.

Our organization is deeply concerned about the impact of retail theft on our business, its employees, and the community. We believe a coordinated effort between regional law enforcement can significantly reduce theft incidents, increase apprehensions, and deter potential offenders. With this commitment, we aim to create a safe and secure environment for our citizens and promote a stronger partnership with law enforcement.

We understand that the success of the Retail Theft Program relies on our continued commitment and collaboration. We are dedicated to upholding a cooperative inclusive, and diverse program and working in close partnership with the Fresno Police Department to address retail theft effectively.

Together, we can make a significant difference in combating retail theft and creating an environment that upholds our commitment to ensure public safety and protect all businesses.

Sincerely,

Curt Fleming  
Chief of Police  
Clovis Police Department

Faint, illegible text at the top of the page, possibly a header or title.

Second block of faint, illegible text in the upper middle section.

Third block of faint, illegible text in the lower middle section.

WA



## COUNTY OF FRESNO

Lisa A. Smittcamp  
District Attorney

June 29, 2023

To: Board of State and Community Corrections  
From: Fresno County District Attorney's Office

To Whom It May Concern:

We hereby submit this letter to express our endorsement of the Fresno Police Department's dedication to combatting Organized Retail Theft within our community. The Fresno County District Attorney's Office acknowledges the imperative of securing grant funding not only for the purpose of investigating these crimes but also to effectively prosecute them.

The most effective approach to address the challenges that afflict communities, regardless of their size, involves securing funding, allocating resources, and fostering collaboration among diverse agencies. By working together and synergizing our efforts, all agencies and departments thrive, creating a force multiplier effect.

The success of our Multi Agency Gang Enforcement Consortium (MAGEC), Fentanyl Overdose Response Team (FORT), and High Intensity Drug Trafficking Area (HIDTA) exemplify our fruitful collaboration in the Central Valley. These partnerships, particularly MAGEC and FORT, have garnered national recognition as exemplary models of effective collaboration

Our organization stands ready to address these challenges as a partner on this grant proposal and is committed to providing investigative assistance with the following:

1. Three Extra Help Senior Investigators working exclusively with the Organized Retail Theft.
2. Extend the services of our Cyber and Forensic Unit as a resource to examine suspect(s) cell phone data and to recover evidentiary information from retail store surveillance cameras through their Digital Video Recorders (DVR). DVR extractions are crucial to the successful prosecution of these cases.

The Fresno County District Attorney's Office recognizes the immense importance of this program, as well as the crucial necessity of allocating resources and fostering collaboration among law enforcement agencies to safeguard our community.

Sincerely,

Lisa A. Smittcamp  
Fresno County District Attorney



## Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



DATE: June 29, 2023

TO: Board of State and Community Corrections

RE: The Organized Retail Theft Prevention Grant Program

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

As a part of this grant, Fresno County Probation is aware of the proposed project, is committed to ensuring its success and agrees to participate in collaborating with the Lead Public Agency, the Fresno Police Department. Probation's role will include working with the lead agency in proactive activities, strategies and programs in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.

The Fresno County Probation Department is uniquely positioned to identify individuals already under its jurisdiction for probation supervision who are involved in these specific illegal activities, along with future persons placed on supervision, involved in organized retail theft, motor vehicle or motor vehicle accessory theft or cargo. Proactive activities include teaming up with the Fresno Police Department officers to jointly conduct Probation contacts, surveillance, and searches. Probation will utilize evidence-based practices that include conducting risk assessments, case plans to determine appropriate treatment and program referrals, for these individuals. Probation will also collect and provide data to the Fresno Police Department through its automated data technology system, to help meet grant requirements.

Probation will collaborate with the Fresno Police Department in its public awareness campaigns in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft through in-person, media and/or social media platforms.

The Fresno County Probation Department looks forward to a continued partnership with the Fresno Police Department in its important role as a law enforcement agency and helping to prevent and bring justice to victims of crime related to the proposed project.

Sincerely,

Kirk Haynes, Chief Probation Officer

**OFFICE OF THE CHIEF PROBATION OFFICER**

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2488

The County of Fresno is an equal employment opportunity employer

#### 402.1 POLICY

The Fresno 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 and without discrimination toward any individual or group. *All members shall interact with the public in a professional, impartial, fair, respectful and nondiscriminatory manner.*

Race, ethnicity or nationality, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

##### 402.1.1 PURPOSE AND SCOPE

This policy provides guidance to department members and establishes appropriate controls to ensure that members of the Fresno Police Department do not engage in racial or bias-based profiling or violate any related laws while serving the community. *All personnel should treat all members of the public with courtesy, professionalism, and respect. Department members should not use harassing, intimidating, derogatory, or prejudiced language, particularly when related to an individual's actual or perceived protected characteristics*

#### 402.2 DEFINITION

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

#### 402.3 GUIDELINES

Racial or bias-based profiling is strictly prohibited.. However, nothing in this procedure is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

- (a) It is the responsibility of all members to prevent, report, and respond appropriately to identify discriminatory or biased practices.
- (b) Members engaging in a non-consensual contact shall be prepared to articulate sufficient reasonable suspicion to justify the contact, independent of the individual's protected class, including but not limited to, traffic stops, field contacts, detentions, as well as asset seizure and forfeiture proceedings.
  - 1) Nothing in this procedure requires any prepared documentation of a contact that would not otherwise require reporting.
  - 2) To the extent that written documentation is completed (e.g., arrest report, F.I. card, etc.), members should include those facts giving rise to reasonable suspicion or probable cause for the contact.
  - 3) While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by an officer in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).



#### **402.4 STOP DATA COLLECTION SYSTEM**

The Stop Data Collection System (SDCS) is a web based demographic data collection system for lawful detentions, administered by the State of California. Participation in the SDCS is required under Assembly Bill 953 for certain law enforcement agencies, including the Fresno Police Department. The data collected is similar to what the Department has been collecting for over 17 years, however there will be some changes as to when stop data will be collected and transmitted;

- (a) If multiple agencies are involved in a stop and the Department is the primary agency, a Department officer shall collect the data elements and prepare the stop data report.
- (b) When multiple officers conduct a stop, the officer with the highest level of engagement with the person detained shall collect the data elements and prepare the report.
- (c) A SDCS entry shall be completed when a passenger in a vehicle stopped becomes detained independent of the traffic stop.

Enforcement operations, including DUI checkpoints, which stop vehicles at regular intervals are exempt from this requirement, unless the officer develops individualized suspicion regarding an occupant in the vehicle, i.e., driver appears to be under the influence of alcohol/drugs, passenger is wanted.

An officer shall complete all stop reports for stops made during their shift by the end of that shift, unless exigent circumstances preclude doing so. In such circumstances, the data shall be completed as soon as practicable. *In the event a stop report is to be completed during an encounter resulting in an Officer Involved Shooting or In-Custody death, the homicide unit supervisor, or their designee, shall complete the stop data report for the involved officer.*

#### **402.5 TRAINING**

- (a) Sworn members will attend POST approved training on the subject of racial profiling.
- (b) Pending participation in such POST approved training and at all times, members are encouraged to familiarize themselves with and consider racial and cultural differences among members of our community.
- (c) Members 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 and cultural trends [PC §13519.4(i)].

#### **402.6 ANNUAL ADMINISTRATIVE REVIEW**

The Policy and Procedures Unit will conduct a documented annual administrative review of agency practices including public concerns and complaints regarding bias-based profiling.

- (a) This will include an IA database search for any inquiries or complaints alleging bias-based police practices and review of monthly minutes regarding complaints received at Chief's Advisory Board (CAB) committee meetings.
- (b) This information will be included in the Annual Bias-Based Policing Report with recommendations regarding training issues, policies and procedures, and any changes to Federal or State mandates.

### **323.1 POLICY**

Officers shall take the necessary steps to plan all warrant services carefully to prevent injury to suspects and members. Search warrants are only to be executed by sworn personnel.

#### **323.1.1 PURPOSE AND SCOPE**

A pre-planned tactical operation is any operation where officers plan on taking some sort of enforcement action. Examples of pre-planned tactical operations are search warrants, knock and talks, probation/parole searches, arrest warrants, etc.

#### **323.2 COORDINATION WITH SIB**

Any drug enforcement effort shall be coordinated with the Special Investigation Bureau (SIB). Members shall contact a SIB supervisor before proceeding with any drug related investigation likely to lead to a search warrant or “knock and talk” where members have reason to believe a significant quantity of drugs may be located.

#### **323.3 SEARCH WARRANT PLAN**

All units shall check with a Law Enforcement event deconfliction system, such as WSIN, before proceeding with any search warrant or drug enforcement related investigation at a specific location. Refer to Policy 610.

The case agent and a member of the unit who will serve the warrant shall develop a plan for serving the warrant.

During the planning stage the case agent, a member of the unit serving the warrant and a unit supervisor shall, in person, observe the location to be searched to determine how the search warrant is served, what resources are needed, and to ensure identification of the right location.

There are some situations where it may not be possible to observe the location in person due to its isolation, counter-surveillance, etc. In such cases the case agent and a unit supervisor will evaluate the location by other means. This could include, but is not limited to:

- (a) Review of any surveillance of the location already conducted;
- (b) Information from confidential informants;
- (c) Video of the location;
- (d) Photographs from ground level; and/or
- (e) Photographs from the air.

*“No-Knock” warrants are inherently dangerous and can present a high risk to the safety of both officers and the public. “No-Knock” warrants should only be utilized under the most extreme circumstances for the preservation of life. “No-Knock” warrants can only be obtained through the authorization of a judge, approving “No-Knock” service. Prior to the service of any “No-Knock” warrant, permission shall be obtained from the Chief of Police or their designee. After approval from the Chief of Police or their designee, the “No-Knock” search warrant shall be reviewed by the Unit Commander and SWAT Commander or designee prior to service.*

#### **323.4 SUPERVISOR RESPONSIBILITIES**

A supervisor shall review and sign the case agent’s plan for the service of every search warrant.

The supervisor shall determine when assistance from the Patrol Division is needed and shall determine the role of the patrol personnel at the search warrant location.

The supervisor or acting supervisor of the unit must be present during the service of the search warrant. When an acting supervisor will be overseeing the warrant service, the Unit Commander or District Commander shall be informed before the warrant is served. A field supervisor or field commander may also be utilized if the unit supervisor is not available.

The supervisor should consider notifying EMS to have an ambulance on stand-by in the area when serving the search warrant.

### **323.5 REQUIRED UNIFORM AND EQUIPMENT**

Plainclothes members participating in the service of a search warrant or are part of a pre-planned tactical operation shall wear Department authorized raid vests. The raid vests shall have visible markings/patches that readily identify the wearer of the vest as a police officer.

Members participating in a pre-planned tactical operation or in the service of a search warrant shall wear their Department issued bullet resistant vests.

There are occasions when a supervisor may elect to have the officers serving the warrant dress in clothing appropriate for the location and type of crime. An example would be detectives, assisted by other officers, serving a search warrant at a school for financial records. The supervisor in charge may decide to have the detectives dress in plainclothes without raid vests but must have at least one officer in a "Class B" uniform present at the location.

Members assisting in serving the warrant shall be armed with their Department issued firearms. Their Department issued firearm(s) shall be the primary weapon when serving any search warrant. A Department issued rifle or shotgun may be used in lieu of the officer's primary duty weapon. Members may have their Department authorized back-up firearm with them.

Consideration should be given, when feasible, to having a marked patrol car at the search warrant location to readily identify the serving of the search warrant as a law enforcement operation.

### **323.6 LOCATIONS SECURED PRIOR TO OBTAINING A WARRANT**

In some instances it may be necessary to secure a location prior to obtaining a warrant. Such situations may not require that all the provisions of this order be followed.

Members at the scene of a crime where they are holding the scene pending a search warrant are not required to complete a Risk Assessment Matrix.

### **323.7 TACTICAL OPERATIONS PLAN**

A member of the unit serving the search warrant shall prepare a tactical operation plan for the service of every search warrant. A pre-planned operation intended to apprehend a suspect in a homicide with a firearm will also require preparation of a tactical operation plan, based on time permitting and the exigency of the specific situation. The member will use the Department approved tactical operations plan format located at L:\LIBRARY\FORMS\Search Warrants - Tac Plans. All sections of the tactical operations plans will be completed. The tactical plan may be modified or updated through the Policy & Procedure Unit.

The tactical operations plan should include, but is not limited to, the following:

- (a) A diagram of the specific location where the warrant is to be served;
- (b) A map of the immediate area showing the location where the warrant is to be served, the streets and alleys around the warrant location, proposed location of perimeter units, proposed approach route and parking area of the entry team(s), and any other features that the case agent deems important;
- (c) Intelligence information gathered on the location and suspects. This should include photos of known suspects, photos of the location, RMS on known suspects, weapons histories, and if any children are at the location;
- (d) Listing of personnel and equipment required to serve the warrant. This would include any special weapons that are needed and any assistance needed from Patrol Division members, air support, K-9's, etc.;

- (e) Communication plan listing the primary channel, if the primary channel will be monitored by dispatch, secondary channel, cell phone numbers, etc.;
- (f) Rally point in case of emergencies;
- (g) Location and route to nearest hospital; and
- (h) Any other information the case agent deems relevant.

The case agent will maintain a copy of the original tactical operations plan in the case file. All copies will be destroyed at the completion of the operation.

A separate form should be used to provide member's cell phone numbers, description of undercover officer or vehicles, confidential informants, or other sensitive information. These forms will not be part of the tactical operations plan and will be destroyed after the conclusion of the operation.

### **323.8 BRIEFING**

A briefing shall be conducted before serving a search warrant or executing a pre-planned tactical operation to apprehend a violent felony suspect. Attendance at the briefing is mandatory for all members serving the search warrant, participating in the service of the warrant or pre-planned tactical operation. The briefing should include, but not be limited to, the following:

- (a) A description of the search warrant location;
- (b) A description of suspect(s), crime(s) involved, weapons, and contraband;
- (c) Identification of point of entry, secondary entry points, rally point(s) and zones of fire;
- (d) Designation of entry team members, equipment they require and how they will deploy;
- (e) Designation of perimeter team members, equipment they require and how they will deploy;
- (f) Role of assisting units such as Patrol Division, air support, etc.; and
- (g) Review of the information contained in the tactical operations plan.

Members at the briefing shall be given a copy of the search warrant tactical operations plan.

### **323.9 NOTIFICATIONS**

Units preparing to serve a search warrant shall notify the Duty Office and the ComCen supervisor prior to serving the search warrant.

- (a) The notification shall include the location where the search warrant will be served and the expected time of service.
- (b) The supervisor shall notify the ComCen supervisor of any special requirements such as a channel dedicated to the unit while they serve the warrant, whether a dispatcher is needed to monitor the channel, etc.
- (c) When a location is secured prior to obtaining a search warrant, the Duty Office and the ComCen supervisor shall be notified of the operation as soon possible.
- (d) The Unit Commander, District Commander, or their designee, shall consult with the SWAT Commander or designee to determine if SWAT will assist in serving the warrant.

The case agent shall notify any law enforcement agency of a pending search warrant in their jurisdiction prior to serving the warrant.

### **323.10 POST SERVICE DUTIES**

A receipt listing seized items shall be left in an in a prominent location. The goldenrod copy of the Property and Evidence Report (PER) may serve as the receipt.

A "Notice of Service" shall be left in a prominent location. After the search warrant location is secure, the case agent may consider having the layout of the location recorded for future reference. This may be done by drawing a diagram, taking photographs, video, etc.

Photographs should be taken at the conclusion of a search warrant to document any damage or lack of damage at the location. The photographs may be taken by the unit serving the warrant or by a Crime Scene Bureau technician.

### **323.11 RISK ASSESSMENT MATRIX**

The Risk Assessment Matrix is used during the search warrant planning stage to determine when consultation with SWAT is required. The Risk Assessment Matrix is a YES/NO criteria based questionnaire and includes information such as the type of crime and criminal histories of suspects involved, that are related to the service of warrants. The case agent, member completing the tactical operations plan or a unit supervisor shall complete the Risk Assessment Matrix and will record any affirmative responses (YES) that apply to their warrant. All boxes shall be marked. The member completing the Risk Assessment Matrix will include all available information including, but not limited to criminal histories/rap sheets, RMS, Automated Firearm System (AFS), prior police reports, social media, and confidential/citizen informants. Risk Matrix numerical values are for FPD operations only. The values are for consistency of preplanned operation service and notification guidelines to include SWAT consultation.

- (a) If any boxes in items 1-5 are marked YES, SWAT should be contacted.
- (b) If two or more boxes in items 6-11 are marked YES, SWAT should be contacted.
- (c) The unit supervisor shall notify the Bureau or District Commander before the service of any warrant or consultation with the SWAT commander or designee.
- (d) The unit member, or unit supervisor, completing the Risk Assessment Matrix shall consult with the SWAT Commander, or designee, if the above criterion is reached to determine if SWAT will assist in serving the warrant.
- (e) SWAT notification shall be reflected in the tactical operations plan and any police report associated with the service of the search warrant. If SWAT was not used, this shall be reflected under "SWAT Contacted" and "SWAT Utilized" on the Risk Assessment and the police report as well. The name of the SWAT commander or designee consulted shall be included in the tactical operations plan and police report.

The Risk Assessment Matrix cannot cover all the possibilities relating to the serving of warrants. Although the score on the Risk Assessment Matrix may not require consultation with the SWAT Commander or designee, there may be cases where such consultation might be appropriate.

A copy of the Risk Assessment Matrix shall be included in the plan for serving all search warrants. A copy of the Risk Assessment Matrix is attached at the end of this order.



# FRESNO POLICE DEPARTMENT



## Risk Assessment

Items 1-5 (Check mark "Yes" to 1 of the criteria listed below, SWAT should be contacted)	Yes	No	Explain
1. Is the location fortified? (i.e sally ports, internal fortifications, multiple gates, steel doors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
2. Firearms believed to be on premises and the suspect(s) have made threats to use them?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
3. Automatic weapons, explosives or military ordinance on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
4. Suspect(s) have history of felonious assault on Peace Officer involving weapons?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
5. Based upon specific articulable facts, is there a likelihood of violent/armed confrontation?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

Items 6-11 (Check mark "Yes" to 2 or more criteria listed below, SWAT, should be contacted.)	Yes	No	Explain
6. Sophisticated counter surveillance? (CCTV, intrusion devices, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
7. Are the suspect(s) 3 strikes candidates involving violence?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
8. Do the suspect(s) have propensity for violence?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
9. Security screens on doors and/or windows?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
10. Have specific threats of violence been made against Peace Officers?	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
11. Suspect is a member of a gang, criminal organization or militant group.	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

When preparing an operational plan, this checklist shall be incorporated into the plan and used to evaluate the need for assistance from SWAT. Any number of circumstances may dictate that SWAT be used. Officers and supervisors are encouraged to contact SWAT Team supervisors whenever questions arise concerning the evaluation of the above listed criteria.

SWAT Contacted: Yes  No  Name: Click here to enter text.

Date/Time: Click here to enter text.

SWAT Utilized: Yes  No

If not, explain briefly: Click here to enter text.

Prepared by: Click here to enter text.

Date: Click here to enter text.

Reviewed by: Click here to enter text.

Date: Click here to enter text.

**439.1 POLICY**

Unmanned aerial systems may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a small unmanned aerial system (sUAS) will be in strict accordance with Constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. Department members may request a sUAS for assistance in order to maximize officer safety and facilitate the goals of the Department.

**439.1.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the use of a sUAS and for the storage, retrieval and dissemination of images and data captured by the sUAS.

**439.2 DEFINITIONS**

**Certificate of Waiver or Authorization (COA)** - Authorization issued by the FAA for gaining approval when there is a need to operate a sUAS outside of the provisions of FAA Part 107.

**FAA Part 107** - Rules for operating sUAS (other than model airplanes) set by the Federal Aviation Administration (FAA).

**Small Unmanned Aerial System (sUAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

**439.3 PRIVACY**

The use of the sUAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during sUAS operations.

**439.4 PROGRAM COORDINATOR**

The Chief of Police will appoint a program coordinator who will be responsible for the management of the sUAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- (a) Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current;
- (b) Ensuring that all authorized operators and required observers have completed all required FAA and Department-approved training in the operation, applicable laws, policies and procedures regarding use of the sUAS;
- (c) Developing uniform protocol for submission and evaluation of requests to deploy a sUAS, including urgent requests made during ongoing or emerging incidents;
- (d) Developing protocol for conducting criminal investigations involving a sUAS, including documentation of time spent monitoring a subject;
- (e) Implementing a system for public notification of sUAS deployment;
- (f) Developing an operations manual governing the deployment and operation of a sUAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities;

- (g) Developing a protocol for fully documenting all missions;
- (h) Developing a sUAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a sUAS, up to and including its overhaul or life limits;
- (i) Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody;
- (j) Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules;
- (k) Facilitating law enforcement access to images and data captured by the sUAS;
- (l) Recommending program enhancements, particularly regarding safety and information security; and
- (m) Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

#### **439.5 USE OF sUAS**

Only authorized operators who have completed the required Department training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible for use in viewing areas only where there is no protectable privacy interest, or where exigent circumstances exist and such use is authorized by this Policy or deemed necessary for public safety purposes.

sUAS operations should only be conducted during daylight hours and a sUAS should not be flown over populated areas, unless operating under an appropriate, valid FAA waiver.

#### **439.6 PROHIBITED USE**

The sUAS video surveillance equipment shall not be used:

- (a) To conduct random surveillance activities;
- (b) To target a person based solely on *actual or perceived characteristics such as race, sex, sexual orientation, gender, gender identity or expression, age, ethnicity, religion, creed, color, national origin, disability, marital status, military and veteran status, or any other classification or status protected by law*;
- (c) To harass, intimidate or discriminate against any individual or group; or
- (d) To conduct personal business of any type.

The UAS shall not be weaponized.

#### **439.7 RETENTION OF UAS DATA**

Data collected by the sUAS shall be retained as provided in the established records retention schedule.