

Title	Marina Police Department	07/07/2023
	by Rick Janicki in Organized Retail Theft Prevention Grant Program	id. 41334594
	rjanicki@cityofmarina.org	

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) **Marina Police Department**

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

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

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

Lead Public Agency **Marina Police Department**

Applicant's Physical Address **211 Hillcrest Ave
Marina
CA
93933
US**

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

Mailing Address for Payment **211 Hillcrest Ave
Marina
CA
93933
US**

Tax Identification Number **942321991**

SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director **Bryan Whittaker**

Project Director's Title with Agency/Department/Organization **Sergeant**

Project Director's Physical Address **211 Hillcrest Ave
Marina
CA
93933
US**

Project Director's Email Address **bwhittaker@cityofmarina.org**

Project Director's
Phone Number **+18318841294**

Financial Officer **Bryan
Whittaker**

Financial Officer's
Title with
Agency/Department/Organization **Sergeant**

Financial Officer's
Physical Address **211 Hillcrest Ave
Marina
CA
93933
US**

Financial Officer's
Email Address **bwhittaker@cityofmarina.org**

Financial Officer's
Phone Number **+18318841294**

Day-To-Day Program
Contact **Bryan
Whittaker**

Day-To-Day Program
Contact's Title **Sergeant**

Day-To-Day Program
Contact's Physical
Address **211 Hillcrest Ave
Marina
CA
93933
US**

Day-To-Day Program
Contact's Email
Address **bwhittaker@cityofmarina.org**

Day-To-Day Program
Contact's Phone
Number **+18318841294**

Day-To-Day Fiscal
Contact **Bryan
Whittaker**

Day-To-Day Fiscal
Contact's Title **Sergeant**

Day-To-Day Fiscal
Contact's Physical
Address **211 Hillcrest Ave
Marina
CA
93933
US**

Day-To-Day Fiscal Contact's Email Address	bwhittaker@cityofmarina.org
Day-To-Day Fiscal Contact's Phone Number	+18318841294
Name of Authorized Officer	Layne Long
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	211 Hillcrest Ave Marina CA 93933 US
Authorized Officer's Email Address	llong@cityofmarina.org
Authorized Officer's Phone Number	+18318841224
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Marina Police Department - Organized Retail Theft Prevention Project
Proposal Summary	The City of Marina is experiencing an increasing number of organized retail and motor vehicle thefts. To address the problem, the City of Marina is working in partnership with the Marina Police Department to obtain the Flock Safety Platform to suppress and prevent criminal activity. The system will allow law enforcement agencies located within the Monterey Peninsula to share information and work together to address the escalating problem of organized retail and motor vehicle theft. The goals of the project are to reduce organized retail theft, increase the apprehension of offenders, and collaborate with other law enforcement agencies.
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	<p>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.</p>
Funding Category	Medium Scope (Up to \$6,125,000)
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not 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 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 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 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 Marina Police Department is located in the City of Marina, California within Monterey County. In 2021, the City of Marina had a population of approximately 22,000 and is considered a full-service city with a police department and fire department as well as its own airport and public works department. Currently, the Police Department has 29 sworn officers and nine non-sworn employees. The mission of the Marina Police Department is “to establish and maintain a safe environment in our community by providing efficient and professional law enforcement services.”

The City of Marina is located on the central coast of California and is considered a bedroom city to the cities of Monterey, Pacific Grove, and Carmel-by-the-Sea. Marina is approximately 30 miles south of Santa Cruz, 30 miles south of San Jose and 100 miles south of San Francisco. Given Marina’s proximity to such larger cities, the City of Marina has experienced exponential commercial and residential growth in recent years; along with that growth is an increase in criminal activity. In 2022, the City of Marina saw a 10% increase in residential burglary since 2021 as well as a 111% increase in commercial burglary, an 18% increase in larceny/theft, and a 6% increase in auto theft for the same period in time. Within the City of Marina along with the surrounding cities of Del Rey Oaks, Monterey, Salinas, and Seaside there have been nine occurrences of organized retail theft within the last 18 months; two of those incidents occurred in the City of Marina.

The Marina Police Department has been subjected to the problem of organized retail crime. While the instances have not been great in number, the City of Marina is a rapidly growing city and, as previously mentioned, a large portion of that growth is commercial. This provides further temptation to groups involved with organized retail crime. The City of Marina and the Marina Police Department have always aggressively pursued crime prevention solutions and strategies when specific crime trends present themselves. The Organized Retail Theft Prevention Grant Program will allow the Marina Police Department and the City of Marina to be proactive in the prevention of retail theft and the apprehension of the individuals involved in this form of criminal behavior.

Project Description

The Marina Police Department is proposing to acquire the Flock Safety Platform which will allow the department to implement crime suppression and a prevention system into daily law enforcement activities. The Flock Safety Platform will also allow the law enforcement agencies located within the Monterey Peninsula to share information and work together. The Platform will allow Marina Police Department and other law enforcement agencies to engage the community through shared information. This can include schools and businesses to collect visual, audio, and situational evidence across the City of Marina and neighboring towns that will ultimately lead to the solving of crime as well as further crime prevention.

The first goal of the Marina Police Department is as follows: The

Marina Police Department will reduce organized retail theft by 10% by the end of year three of the grant award. The objectives of this goal are to ensure the acquisition of a law enforcement platform (license plate reader system) that will provide opportunities for crime suppression/prevention and to utilize the system to provide vehicle data and license plate numbers.

The second goal of the Marina Police Department is as follows: The Marina Police Department will increase the apprehension of those who commit theft by 10% by the end of year three of the grant award. The objectives of this goal include collecting visual, audio, and situational evidence across the city to solve crimes as well as utilizing the system for information to aid in the prosecution of criminals.

The third goal of the Marina Police Department is as follows: Collaborate with a minimum of three other law enforcement agencies within the surrounding communities by the end of year three of the grant award. The objectives of this goal include educating and coordinating with Monterey Peninsula law enforcement agencies to enhance multi-jurisdictional cooperation, utilizing the law enforcement platform to unite Monterey Peninsula law enforcement agencies by sharing information, and developing relationships with businesses in the City of Marina to facilitate the sharing of information regarding organized retail crime and crime prevention techniques.

The Marina Police Department is requesting funding through the Organized Retail Theft Prevention Grant Program for the purchase of the Flock Safety Platform. The Flock Safety technology provides a platform that includes license plate recognition (LPR) as well as audio detection and live video and is able to be integrated with other technologies such as CAD and AVL. Because of the Vehicle Fingerprint technology this allows law enforcement to reduce hours of video surveillance down to a few seconds with a simplified search. A simplified search includes search parameters such as vehicle make, body type, color, partial license plate, temporary or missing tags, decals, bumper stickers, back racks, and top racks. The Flock Safety Platform offers cross-jurisdiction assistance through the local and national sharing networks and allows an agency to receive alerts from other LPR databases that include the following: California SVS, FDLE, FL Expired Licenses, FL Expired Tags, FL Sanctioned Drivers, FL Sex Offenders, Georgia DOR, IL SOS, Illinois Leads, NCIC, NCMEC Amber Alert, REJIS, CCIC, and the FBI. By acquiring the Flock Safety Platform, the Marina Police Department will be able to reduce organized retail crime, increase apprehensions, and collaborate with other jurisdictions as well as the community safely and securely.

Policy of the Marina Police Department outlines the guidance for Public Safety Camera System. The policy states, "Cameras may be placed in strategic locations throughout the City at the direction or with the approval of the Chief of Police. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations

during natural and man-made disasters and to assist City officials in providing services to the community.”

Policy of the Marina Police Department outlines the guidance for Automated License Plate Readers (ALPRs). The policy states “...the Marina Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.”

Policy of the Marina Police Department outlines the guidance for Unmanned Aerial System (UAS). The policy states the following, “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 UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. The use of UAS can support first responders in emergency situations by providing an aerial perspective which will enable first responders to detect dangers that could not be seen and support incident commanders in tactical decision applications. The UAS can also be utilized for approved training & evaluation missions, pre-planning and disaster deployments.”

Policy of the Marina Police Department outlines the guidance for bias-based policing. Bias-based policing is defined as, “An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identify or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.” The policy states the following regarding bias-based policing, “The Marina Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.”

Project
Organizational
Capacity and
Coordination

The acquisition of the Flock Safety Platform will provide a high level of transparency that the public demands today as well as aid in the apprehension of criminals. The proposed crime prevention system will allow for inter-conductivity with other law enforcement agencies. The system will allow law enforcement to engage with community members as well as businesses and neighborhoods to work more closely together to solve crime. Neighborhoods and businesses can download vehicular evidence, get a case number, and give it to the assigned detective. Vehicle data and license plates are the most requested piece of evidence.

Grant Management

The Marina Police Department has recently received a grant funded through the Tobacco Grant Program along with State of California Alcohol Beverage Control, Alcohol Policing Partnership Program . The Police Department is very well versed in the requirements of managing grant funding both at the state and federal level. Investigations Bureau Sergeant Bryan Whittaker will be responsible for the day-to-day operations and grant management if this grant application is awarded. Sergeant Whittaker has been employed with the Marina Police Department for 24 years starting as a Police Officer in 1999 and then holding the positions of Field Training Officer, Corporal, Police Sergeant, and now Detective Sergeant. Sergeant Whittaker brings years of law enforcement experience along with grant management experience to the current position and will ensure the Organized Retail Theft Prevention Grant Program is a success at the Marina Police Department. The Chief of Police will offer oversight and be the responsible party in making executive decisions regarding the grant management and processes. Sergeant Whittaker will hold monthly meetings to brief the Chief of Police on grant matters and ensure proper oversight of the grant project is provided.

Coordination and Collaboration

The Marina Police Department will coordinate with the Monterey Peninsula law enforcement jurisdictions to share information regarding organized retail theft activities within the County of Monterey. Specifically, the Marina Police Department will monitor and compare all the thefts in all jurisdictions as to the types of businesses being targeted, locations of businesses targeted, types of merchandise taken, number of and descriptions of the suspects, descriptions of suspect vehicle(s), and dates of thefts. This information will be collated in order to ascertain any patterns of activity and if the information can provide a pattern of activity and if the suspects are the same or similar in the thefts.

By utilizing the information above, the Marina Police Department will be able to provide information and training to local businesses that will assist them in identifying potential suspects prior to a theft being committed. This will allow the police department to work with businesses to create strategies to reduce their vulnerability to retail theft, and to observe and report specific details of these types of theft in order to better describe the suspect activities.

Additionally, the Marina Police Department will create a community awareness program, which encourages the reporting of suspicious activity if a crime were to be witnessed. The awareness program will consist of officer visits to businesses and community groups, the use of social media, community service campaigns facilitated through local media and distribution of printed materials.

Sustainability

The Marina Police Department views the issue of organized retail theft as a long-term issue. As such, the department sees it as a problem that will continue well after 2026 when the grant funding has ended. Because of that, the police department will absorb any additional costs associated with the program into the annual operating budget.

Qualified Internal Staff

Sergeant Whittaker currently has the most grant management experience at the Marina Police Department and given his current success in managing those grant programs, will be the best choice within the department to manage the Organized Retail Theft Prevention Grant Program if the grant is awarded. **Sergeant Whittaker** will assess the grant progress with the Chief of Police on a monthly basis at which time the goals and objectives will be monitored along with the process and outcome measures.

Process and Outcome Measures

The process and outcome measures for this grant application are as follows:

- Examine monthly crime statistics for trends in the number of cases.
- Track usage of the system related to vehicle and license plate data
- Track the number of cases solved.
- Track the number of criminal prosecutions as a result of the law enforcement platform.
- Track the number of times the system is used by the public.
- Track the number of collaborations prompted by the system with other law enforcement agencies.
- Track the number and coverage area of media releases.

The Marina Police Department will be able to quantifiably track the goals and objectives by the listed process and outcome measures.

Research Design

The research design for this grant application is quantitative as the process and outcome measures are provided by quantifiable data. The success of this grant application will be identified through the achieving of the goals and objectives which will be reached through the process and outcome measures. This data will be collected by using the in-house records management system. This data is accessible by other Monterey Peninsula law enforcement agencies. The records management system, Mark 43, will be used to export data that will create the statistical reports needed to achieve the process and outcome measures.

Data Sharing Agreements

The Marina Police Department will not be entering into a data sharing agreements as the working relationship with Monterey Peninsula law enforcement agencies currently does so without agreements. Monterey Peninsula law enforcement agencies enjoy an extremely close working relationship and have done so for many years.

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

[ORT-Grant-Program-Budget-Attachment-Marina_Police_Department.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)

[ORT_Work_Plan.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Assurances.pdf](#)

Local Impact Letter(s) (Appendix E)

[Marina_PD_Impact_Letter-Signed.pdf](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Public_Safety_Camera_Policy.pdf](#)

[Unmanned_Aerial_Policy.pdf](#)

[ALPR_Policy.pdf](#)

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

Cert_of_Compliance.pdf

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> The Marina Police Department will reduce organized retail theft by 10% by the end of year three of the grant award.		
Objectives (A., B., etc.)	> A. Acquisition of a law enforcement platform (license plate reader system) that will provide opportunities for crime suppression/prevention. B. Utilize the system to provide vehicle data and license plate numbers.		
Process Measures and Outcome Measures:	> 1. Examine monthly crime statistics for trends in the number of cases. 2. Track usage of the system related to vehicle and license plate data		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> 1. Purchase and install the system infrastructure and cameras. 2. Installation and functionality of the license plate reader system complete.	> Sgt. Bryan Whittaker	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: >	UCR Data; Marina PD will be using in-house records management system, which also is accessible by other Monterey Peninsula law enforcement agencies, the in-house statistical friendly programs will also be used, coordination with Flock Safety to monitor installation of equipment.		

(2) Goal:	> The Marina Police Department will increase the apprehension of those who commit theft by 10% by the end of year three of the grant award.		
Objectives (A., B., etc.)	> A. Collect visual, audio, and situational evidence across the city to solve crimes. B. Utilize the system for information to aid in the prosecution of criminals.		
Process Measures and Outcome Measures:	> 1. Track the number of cases solved. 2. Track the number of criminal prosecutions as a result of the law enforcement platform.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Provide training to users of the system to pull data from the system.	> Sgt. Bryan Whittaker	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: >	Marina PD will be using in-house records management system, which also is accessible by other Monterey Peninsula law enforcement agencies, the in-house statistical friendly programs. Both these systems can be used to export data to create statistical reports.		

(3) Goal:	Collaborate with a minimum of three other law enforcement agencies within the surrounding community by the end of year three of the grant award.		
Objectives (A., B., etc.)	> A. Educate and coordinate with Monterey Peninsula law enforcement agencies to enhance multi-jurisdictional cooperation. B. Utilize the law enforcement platform to unite Monterey Peninsula law enforcement agencies by sharing information. C. Develop relationships with businesses in the City of Marina to facilitate the sharing of information regarding organized retail crime and crime prevention techniques.		
Process Measures and Outcome Measures:	> 1. Track the number of times the system is used by the public. 2. Track the number of collaborations prompted by the system with other law enforcement agencies. 3. Track the number and coverage area of media releases.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Work with local law enforcement agencies to disseminate and obtain information regarding criminal activity to assist all agencies in solving crimes in their jurisdictions.	> Sgt. Bryan Whittaker	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: >	Marina PD will be using in-house records management system, which also is accessible by other Monterey Peninsula law enforcement agencies, the in-house statistical friendly programs. Both these systems can be used to export data to create statistical reports.		

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

Name of Applicant: *Marina Police Department*
(i.e., County Sheriff's Office, County Probation Department, or City Police Department)

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$7,000.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$9,725.00
6. Equipment/Fixed Assets	\$187,500.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$558.00
9. Indirect Costs	\$0.00
TOTAL	\$204,783.00

1a. Salaries & Benefits

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

1b. Salaries & Benefits Narrative:

N/A

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

2b. Services and Supplies Narrative:

5b. Data Collection and Evaluation Narrative

Development of the local evaluation plan and final local evaluation report. The project will be evaluated throughout the life of the grant and beyond to determine effectiveness and ensure compliance to goals and objectives. Quantitative process and outcome measures will be utilized to include examination of crime statistics for trends, tracking usage of the system, tracking the number of cases solved, tracking the number of criminal prosecutions associated with the project, tracking the number of collaborations with other law enforcement agencies, tracking the number and coverage area of media releases. This category may be accomplished internally. However, an outside consultant may be utilized if necessary.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Law Enforcement Platform Video Surveillance System	\$62,500/year for three years	\$187,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$187,500.00

6b. Equipment/Fixed Assets Narrative

Hardware and Software products recurring amounts for Operating System, License Plate Reader products, and Advanced Search components. This is an infrastructure-free license plate reader camera that utilizes technology to capture vehicular attributes. The system will be used to collect data in order to prevent crime, solve more cases, and prosecute offenders.

7a. Financial Audit

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

7b. Financial Audit) Narrative:

N/A

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

Description	Calculation for Expense	Total
3 1-Day Grantee Meetings in Sacramento	Per Diem \$46/day; \$140/night hotel	\$558.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$558.00

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

3 1-Day grantee meetings in Sacramento for one person.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only one of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>		
TOTAL	\$0	\$0

9b. Indirect Costs Narrative:

N/A



BRUCE CARLOS DELGADO
MAYOR

**CITY OF MARINA
POLICE DEPARTMENT**

211 Hillcrest Avenue
Marina, California 93933



STEVEN RUSSO
CHIEF

June 29, 2023

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

Dear Grant Reviewer/Administrator:

The City of Marina and the Marina Police Department's Organized Retail Theft Prevention Project is not a large or complex project. It involves implementation of a Law Enforcement Platform/Video Surveillance System with the goals of preventing and reducing crime in the City of Marina, apprehending offenders, and collaborating with other law enforcement agencies and the community. Local impacts are not expected.

Because the Video Surveillance System integrates with the National Crime Information Center (NCIC), to provide alerts to dispatch and patrol officers on vehicle license plates associated with outstanding warrants, missing persons, and stolen vehicles and other crimes nationwide, the UPD is in effect partnering with law enforcement agencies and departments across the United States. The task of obtaining letters of agreement from all affected agencies and departments is time and cost prohibitive. The fact that these other agencies and departments have signed contracts with Flock Safety for the same or similar services indicates their willingness to collaborate and share information.

The benefits of this project will far outweigh the initial cost of its implementation. This project will make the city a safer place. I sincerely appreciate your consideration of this funding request.

Best Regards,

Steve Russo, Chief of Police

By:

Richard "Rick" Janicki, Management Analyst

Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

The Marina Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

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

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

402.4.2 REPORTING OF STOPS

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

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

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227). Officer's shall complete their stop data report utilizing the Veritone application available on their department issued cell phone.

402.5 SUPERVISOR RESPONSIBILITIES

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

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

Marina Police Department

Marina Police Department Policy Manual

Bias-Based Policing

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

402.6 ADMINISTRATION

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

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

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

402.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Professional Standards Unit.

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

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Administrative Services Commander Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

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

Automated License Plate Readers (ALPRs)

429.1 PURPOSE AND SCOPE

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

429.2 POLICY

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

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

429.3 ADMINISTRATION

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

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

429.3.1 ALPR ADMINISTRATOR

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

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

DRAFT

Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

429.4 OPERATIONS

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

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

429.5 DATA COLLECTION AND RETENTION

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

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

429.6 ACCOUNTABILITY

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

Marina Police Department

Marina Police Department Policy Manual

Automated License Plate Readers (ALPRs)

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

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

429.7 RELEASING ALPR DATA

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

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

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

429.8 TRAINING

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

Public Safety Camera System

379.1 PURPOSE AND SCOPE

The City of Marina operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the City. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

379.2 POLICY

Cameras may be placed in strategic locations throughout the City at the direction or with the approval of the Chief of Police. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

379.3 PROCEDURE

The following procedures have been established for the effective operation of the public safety camera system.

379.3.1 MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in the Watch Commander's Office and the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively view the appropriate camera and relay any available information to responding units. The Watch Commander or the Communications Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Communications Center for monitoring by other than police personnel when the provision of such access is in furtherance of this policy.

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

- (a) To assist in identifying, apprehending and prosecuting offenders.
- (b) To assist in gathering evidence for criminal and civil court actions.
- (c) To help emergency services personnel maintain public order.
- (d) To monitor pedestrian and vehicle traffic activity.
- (e) To help improve the general environment on the public streets.

Public Safety Camera System

- (f) To assist in providing effective public services.

379.3.2 TRAINING

Personnel involved in video monitoring will be appropriately trained and supervised.

379.3.3 PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

379.3.4 CAMERA MARKINGS

Except in the case of covert operations or confidential investigations, all public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs shall be well lit to ensure visibility.

379.4 MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons.

Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the City Attorney. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures (Government Code § 34090.6).

379.5 REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current departmental evidence procedures.

379.5.1 PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Communications Supervisor, who will promptly research the request and submit the results of such search through the Chief of Police to the City Attorney's office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the City Attorney's office.

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be

Public Safety Camera System

disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

379.6 ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.

Unmanned Aerial System

612.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

612.1.1 DEFINITIONS

Definitions related to this policy include:

- **Unmanned Aerial System (UAS)** - 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.
- **Unmanned Aerial Vehicle (UAV):** Refers more specifically to the unmanned aerial vehicle itself.
- **UAS Flight Crew Member:** A Pilot in Command, Visual Observer, or other persons assigned UAS duties for the purpose of flight.
- **Certificate of Authorization (COA):** Issued by the FAA and grants permission to fly within specific boundaries and parameters.
- **Pilot-in-Command (PIC):** Person who has final authority and reasonability for the operation and safety of flight, has been designated as the PIC before or during the flight, and holds the appropriate, class and type of training, if applicable, for the conduct of flight. The PIC is solely responsible for the input of commands/piloting during flight operations. Pilots are authorized to evaluate and accept or decline any mission or portion thereof due to safety concerns. The Pilot in Command shall be certified in the operation of the UAS by completion of an approved training course.

612.2 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 UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

The use of a UAS can support first responders in emergency situations by providing an aerial perspective which will enable first responders to detect dangers that could not otherwise be seen and support incident commanders in tactical decision applications. The UAS can also be utilized for approved training & evaluation missions, pre-planning and disaster deployments.

612.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers 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 UAS operations.

Unmanned Aerial System

612.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS 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:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- 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 UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- 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.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

Marina Police Department

Marina Police Department Policy Manual

Unmanned Aerial System

- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

612.5 USE OF UAS

Only authorized operators who have completed the required 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 in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

612.5.1 AUTHORITY

The Marina Fire Department shall serve as the lead agency for the Police Department's UAS program. The City of Marina participates in the Monterey Peninsula Regional Coordination Center (MPRECC). The Marina Fire Department will obtain authorization to fly the departments UAS under the MPRECC Certificate of Authorization (COA) from the FAA.

612.5.2 JOINT OPERATIONS OR UNIFIED COMMAND WITH MARINA FIRE DEPARTMENT

In the event that Marina Fire Department UAS operators are assisting the police department with the operation of a UAS at a crime scene, any and all data/evidence obtained from the UAS will be provided to the police department for chain of custody. This data will be retained according to the department's retention standards.

612.5.3 FLIGHT OPERATIONS

- All emergency response missions shall be approved by the Chief of Police, a Commander, or his/her designee.
- A UAS shall only be operated by City personnel and/or MPRECC drone pilots who have been trained and qualified for their position. All Marina City personnel with UAS responsibilities' shall be provided training in the policies and procedures governing UAS use.
- Pilot in Command (PIC) reports to the incident commander, or his/her designee. The PIC will accept or decline the mission and has final authority and responsibility for the operation and safety of flight.
- Visual Observer reports to the Pilot in Command and is responsible for radio communications between the PIC and the Incident Commander. or his/her designee, when face-to-face communication is not possible.
- Identification: The Pilot in Command, Visual Observer, or other persons assigned UAS duties for purpose of flight will be identified by high visibility clothing with appropriate UAS position identifier.

Marina Police Department

Marina Police Department Policy Manual

Unmanned Aerial System

- When the UAS is being flown, the Pilot in Command (PIC) shall take steps to ensure the camera is focused only on areas necessary for the mission.
- All flights remain in FCC compliant reception mode and comply with FAA flight restrictions near designated Class A & B airports and municipal airports.
- Airport towers within 5 miles of flight will be notified by the PIC, VO or designee. All pertinent information regarding the operation will be provided to the tower. A NOTAM (Notice to Airman) will be filed electronically or by telephone as required by the FAA COA. At all times the flight will comply with the criteria provided in the FAA COA.
- The administration, safety policy, training requirements, general operating procedures and pre/post flight actions are contained within the UAS Standard Operating Procedures and Standard Operating Guidelines.
- All flights shall be documented on the appropriate mission log form including flight time. The flight objective, type of mission and name of the supervisor approving the operation shall be documented.

612.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

612.7 RETENTION OF UAS DATA

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