

Title	Moreno Valley Police Department	07/06/2023
	by Steve Hargis in Organized Retail Theft Prevention Grant Program	id. 41328197
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Original Submission 07/06/2023

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) **Moreno Valley 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

Moreno Valley Police Department

Applicant's Physical
Address

**22850 Calle San Juan De Los Lagos
Moreno Valley
CA
92553
US**

Applicant's Mailing
Address (if different
than the physical
address)

n/a

Mailing Address for
Payment

**14177 Frederick St
Moreno Valley
CA
92553
US**

Tax Identification
Number

33-0076484

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

**Ken
Reichle**

Project Director's
Title with
Agency/Department/Organization

Police Chief

Project Director's
Physical Address

**22850 Calle San Juan De Los Lagos
Moreno Valley
CA
92553
US**

Project Director's
Email Address **kennethr@moval.org**

Project Director's
Phone Number **+19514866708**

Financial Officer **Bryan
Mohan**

Financial Officer's
Title with
Agency/Department/Organization **Assistant City Manager, Chief Financial Officer, City Treasurer**

Financial Officer's
Physical Address **14177 Frederick St
Moreno Valley
CA
92553
US**

Financial Officer's
Email Address **brianm@moval.org**

Financial Officer's
Phone Number **+19514133024**

Day-To-Day Program
Contact **Steve
Hargis**

Day-To-Day Program
Contact's Title **Strategic Initiatives Manager**

Day-To-Day Program
Contact's Physical
Address **14177 Frederick St
Moreno Valley
CA
92553
US**

Day-To-Day Program
Contact's Email
Address **steveh@moval.org**

Day-To-Day Program
Contact's Phone
Number **+19514133401**

Day-To-Day Fiscal
Contact **Dena
Heald**

Day-To-Day Fiscal
Contact's Title **Deputy Finance Director**

Day-To-Day Fiscal Contact's Physical Address	14177 Frederick St Moreno Valley CA 92553 US
Day-To-Day Fiscal Contact's Email Address	denah@moval.org
Day-To-Day Fiscal Contact's Phone Number	+19514133063
Name of Authorized Officer	Mike Lee
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	14177 Frederick St Moreno Valley CA 92553 US
Authorized Officer's Email Address	mikel@moval.org
Authorized Officer's Phone Number	+19514133025
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	Retail, Auto, and Cargo Theft Reduction: Technology-based Law Enforcement Solutions
Proposal Summary	We propose that integrating ALPR cameras with cameras throughout traffic intersections and video analytic software solves more retail and motor vehicle theft crimes than not using these technologies. We will also show that cargo-related thefts are likely to be solved using the same technologies. We are uniquely qualified to research and provide data that proves these objectives because we have over 10 years of experience deploying a video camera system and limited ALPRs that indicates that the objectives are true. Preliminary data indicates that expanding our systems to include video analytics and additional cameras will allow us to collect conclusive data.

PROGRAM PURPOSE AREAS	<p>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.</p>
Program Purpose Areas (PPAs):	<p>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 3: Cargo Theft</p>
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	<p>Large Scope (Up to \$15,650,000)</p>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</p>

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 City of Moreno Valley is a city of ~213,000 residents in Riverside County. The City currently has over 32 million square feet of existing warehousing and 40 million additional square feet that is approved and working its way through permitting processes. The City is bordered on the west by Interstate 215 and Highway 60 runs through the northern portion of the City. Interstate 215 is a major auto and trucking corridor that runs from Mexico and San Diego through Riverside, Moreno Valley, Fontana, San Bernardino, and other trucking destinations to the north. Additionally, both trucking and personal traffic flows from the Los Angeles area east along State Route 60 to reach the Coachella Valley, Palm Springs, Arizona, and other destinations east of California. As the last city before passing through the Badlands Mountains, Moreno Valley is a common stopping place for millions of cars and trucks each year. Unfortunately, its geography and transportation corridors make Moreno Valley a target for organized retail, motor vehicle, and cargo thefts. Cargo theft attempts are expected to rise dramatically as the

40 million square feet of warehousing becomes available. Before a dramatic rise in thefts hits Moreno Valley, the City would like to establish proven technologies and methods for solving organized retail and motor vehicle theft crimes while also establishing a promising practice that the same methods work for cargo theft. MVPD have honed its Organized Retail and Motor Vehicle Theft practices over the past decade by using intersection cameras and ALPR cameras to resolve these thefts. MVPD is now investing in video analytics to reduce the time it takes to resolve these crimes. However, additional cameras are needed for better coverage of the City. MVPD would then have the technologies in place to prove that by integrating these technologies, more crimes are resolved. Below is a chart of the Part 1 Crime Types that are part of this grant along with the counts of these crimes in Moreno Valley for the past five years.

Part 1 Crime Type	2023**	2022	2021	2020	2019	2018
Motor Vehicle Theft	847	2,116	1,412	2,035	1,822	1,989
Organized Retail Theft	607	1,198	1,180	1,163	1,321	1,358
Cargo Theft	5	-	-	-	-	-

Analyzing 2018-2022 crime statistics for Organized Retail, Motor Vehicle, and Cargo theft in Moreno Valley reveals several needs for this project. The first indication of need is the absolute number of these crimes. Beyond that, there are increases in Motor Vehicle thefts, particularly during COVID (2020) and in the last year (49.86%). It is worth noting that while Cargo Theft has not been a significant problem, MVPD is beginning to see incidents rise this year. As we build the WLC (World Logistics Center), 40 million square feet of additional warehouses, this number is expected to rise quickly. WLC will be the largest logistics center in the state when it is completed. Note also that Organized Retail Theft incidents are consistently between ~1,200-1,300 each year. In 2023, the number is on track to be at the high end.

MVPD is focused on Organized Retail and Motor Vehicle Theft and is looking for the opportunity to apply its success in resolving these crimes to Cargo Theft. Moreno Valley has created and operated its CCS (Citywide Camera System) for over 10 years with outstanding success, resolving hundreds of crimes a year using CCS. It is currently investing in video analytics and replacing all servers and storage components to expand its system because it believes in the success of the system. This \$2.7M enhancement creates the perfect system for this grant and the opportunity to move from a promising practice to an evidence-based practice using technology to solve Organized Retail and Motor Vehicle Thefts.

MVPD has every confidence that it will prove that these technologies, when integrated, will provide other law enforcement agencies with an evidence-based approach to follow. Our confidence is based on the following experiences:

Improved Suspect Apprehension: These technologies help MVPD identify and track vehicles involved in criminal activity. This includes tracking stolen vehicles, monitoring and/or arresting suspects, and identifying vehicles involved in other crimes such as hit-and-run accidents.

Efficient Investigations: License plate reading technology allows law

enforcement officials to investigate crimes more efficiently. It can be used to quickly identify suspects and track their movements, while CCS provides visual context to the crime, the location, and the suspects – all of which are critical evidence in investigations. MVPD predicts that adding video analytics will dramatically reduce the real-time and investigative (forensic) time necessary to resolve these crimes.

Crime Prevention: These technologies help prevent crime by identifying and tracking vehicles linked to past criminal activity. The apprehension of suspects involved in motor vehicle theft sometimes indicates they are also involved in other criminal activity; detaining them and impounding guns, drugs, etc. prevents other crimes.

Real-Time Alerts: ALPR and video analytic technology sends real-time alerts to MVPD when a vehicle linked to criminal activity is detected. This allows us to respond quickly to potential threats and prevent crimes from occurring.

Increased Public Safety: With the use of these technologies, law enforcement officials are identifying and locating vehicles and suspects that pose a threat to public safety as they enter our City. Since January 2023, MVPD has used technology to assist in 149 investigations resulting in the recovery of 72 stolen vehicles at a value of \$1,048,000 and the arrest of 104 suspects. This is just 6 months, and only minimal camera coverage.

Project Description

PROPOSAL

The MVPD (Moreno Valley Police Department) and the City of Moreno Valley proposing integrating three technologies to establish that they are an evidence-based tool to effectively combat Organized Retail and Motor Vehicle Thefts. Furthermore, we propose drawing inferences from the data that establish that the same tool will have a similar effect on Cargo Theft crimes and demonstrate a promising practice of using the technologies with Cargo Thefts.

MOTIVATION

MVPD has a long history of resolving Organized Retail and Motor Vehicle theft crimes. Over the last 10 years we have creatively used technologies to demonstrate that they work well to resolve these crimes, thus establishing a promising practice. We propose using this grant to build out our technology to cover more of the city and record statistics to prove that our practice is an evidence-based tool to reduce Organized Retail and Motor Vehicle crimes. Since MVPD started seeing Cargo Theft crimes in 2023, we can only propose to establish a promising practice with these crimes; however, we believe the data will indicate a strong correlation to resolving these crimes too. MVPD expects Cargo Theft crimes to increase dramatically in a few years when 41 million square feet of new warehousing is completed in Moreno Valley.

The three technologies we propose are: multiple cameras at intersections, ALPR (Automatic License Plate Reading) cameras at strategic locations, and video analytics. MVPD has been using multiple cameras at intersections for over 10 years. In 2012, the City of Moreno Valley built a CCS (Citywide Camera System) that had 245 cameras and cost ~\$2.5M. Since then it has maintained and grown the system to 687 cameras at a cost of an additional ~\$2M. The City

will complete a \$2.7M refresh and upgrade of CCS this summer. The upgrade includes adding video analytics.

Additionally, the City started using fixed ALPR cameras in 2021. The combination of ALPR and intersection cameras has revolutionized MVPD's abilities to resolve Retail and Motor Vehicle theft. ALPR cameras trigger real-time, automated alerts when suspect license plates enter the city or pass one of the cameras. The ALPR system, which is used by other cities in the county, also helps MVPD coordinate searches with those cities.

CCS cameras provide context to suspect events. If an ALPR alert is triggered, CCS helps track where the vehicle came from by tracking it through major intersections. CCS also shows more detail about the vehicle; details like its condition, distinguishing marks or modifications can often be seen when it passes through an intersection. CCS may also reflect images of the driver and passengers, or indicate where a suspect turned off a major street or into a retail center.

Combining ALPR and CCS has resulted in more Organized Retail and Motor Vehicle thefts being resolved because they provide complimentary technologies to investigators. One of the most surprising results has been the additional leads that investigators have discovered while using these technologies when all other leads have been exhausted.

ISSUES TO BE RESOLVED

An issue with the existing tools has been the time it takes to use them to investigate crimes. Forensically investigating a retail theft easily requires a full day from an investigator. While the time is well-worth the effort, a day of crawling through multiple video streams searching for leads is tedious, time-consuming work. To reduce investigation times, the City is adding video analytic software to CCS so that search times will be reduced to a fraction. It is expected that a search that used to take 4 hours will be reduced to 15 minutes. This will result in ALPR and CCS being used more frequently, thus resolving more crimes.

Another issue with the existing tool is a foundational one. Cameras only see where they are pointed. Having 687 CCS cameras and 105 ALPR cameras is great for those locations, but it does not cover all the intersections and strategic crime locations in the city.

Experiences with ALPR and CCS have convinced MVPD and the City that continued investment is warranted.

But more cameras are needed. Having more cameras requires additional fiber to transport the video streams to the servers, and more servers and storage for the video. Here is where this grant can help advance the science of resolving Organized Retail, Motor Vehicle, and Cargo thefts.

This proposal seeks funding to add additional cameras and backend resources (i.e., servers, storage, communications) to an existing multi-million-dollar system that has proven its effectiveness. A system with the combined technologies that covers much more of the city than we currently cover can be used to record data on the success of solving Organized Retail and Motor Vehicle theft. Twenty-four months of data collection will allow adequate statistical analysis to be performed to show that MVPD's promising practice is now an

evidence-based solution that can be replicated in many jurisdictions. In addition, we propose to research the critical features of Cargo Theft that resolve the crimes and show how these technologies can be used at least as a promising practice for this crime.

DETAILS – CAMERAS

The number of proposed cameras results from historic crime analysis and locations that MVPD has identified as either “hot spots” or strategic locations (e.g., ingress/egress to the city, traffic chokepoints, etc.).

Our experience is that multiple cameras per intersection are paramount to obtaining clear video of every direction in an intersection. The exact camera model depends on several dynamics of each intersection. Often high-resolution fixed cameras offer the best views. However, some intersections require a PTZ (pan-tilt-zoom) camera when the desired view is both in front and behind (or to the side) of where the camera can be mounted.

MVPD has identified locations for 300 CCS and 200 ALPR cameras. Covering these locations will yield excellent data for analysis during this program and enable the resolution of additional Organized Retail and Motor Vehicle crimes.

DETAILS – DATA COLLECTION

Once a camera is installed, the video portion of data collection begins immediately. As each potential crime is monitored (due to a real-time alert) or investigated forensically, Officers will record both UCR (Universal Crime Reporting) codes and EDP (Electronic Data Processing) codes that categorize the data. EDP codes are breakdowns of UCR codes that are unique to Riverside County police agencies; EDP codes allow deeper analysis of the data and will aid this project in determining when the CCS or ALPR systems contribute to investigations.

DETAILS – DATA ANALYSIS

As MVPD staff monitor ALPR alerts and CCS cameras, they will use EDP codes to indicate that our technology solution contributed to an investigation. The same is true when MVPD forensically investigates an incident. These codes will enable periodic analysis to compare solved to unsolved cases.

The measure of goodness for our technology proposal will be the ratio of solved to unsolved cases of each crime. Goals one and two will be proven if that ratio increases over time relative to historical data. Goal three will establish a promising practice for transferring the technology to Cargo Theft investigations by establishing strong similarities between all three crime categories and factors of solving the crimes that are determined to be critical during the test period. MVPD will establish 10 different EDP codes to supplement the UCR codes and apply to the three crime categories. As investigations are conducted, the appropriate codes will be applied to the investigation; multiple codes may apply to each investigation. Weekly, investigations will be analyzed, geocoded, and mapped so that statistically and visually MVPD can determine if recent investigations are being affected by our technology.

After data has been collected for several months, it will be possible to see a trend in the measure of goodness. An upward trend demonstrates that the goals are being proven correct. Charting the

trend will also indicate if there is a limit on the effectiveness of the technology (e.g., 40%, 60%, 80%, etc.) or if the technology addresses enough critical features of these crimes to indicate that it can approach resolution for all these crimes.

PRIVACY AND SECURITY CONCERNS

The City has a policy governing “the safe and proper use of the City of Moreno Valley’s Camera Systems and the video that results from those systems.” The policy is required to be signed by every user of the system before they access any video. This policy and system audit logs help maintain the security of our surveillance technology. The policy emphasizes that CCS and ALPR systems are intended to contribute to “efficiency by employing systems that incorporate modern technology into everyday work processes.” Our systems are designed to improve the ability “to conduct City business, prevent and detect public safety emergencies, deter criminal conduct, identify potential crime participants, aid the successful prosecution of criminals, and improve government transparency.” Furthermore, the policy stipulates that the placement of cameras will minimize inadvertently capturing private property via masking, and there is a section of prohibited uses of the system including arbitrarily focusing on citizens, invading private property, and violating reasonable expectations of privacy, even in public places.

The City’s Video Policy, (AP #7.07) also covers the management of video images, automatic video retention, how video may be released, and public signage. The policy is reviewed and revised annually to ensure it remains relevant and current.

The policy concerning racial bias is also attached to the application. The policy stipulates that all policing will be fair, objective, and constitutional in relation to any biases. “Bias-based policing is strictly prohibited.”

The security of the entire system is taken seriously. No one may use the systems without signing the City’s policy documents and using a personal userId and password; this ensures accountability for any actions taken while in the system. While video in the system is of public locations, the video and analysis data is protected by encryption, both in transit and at rest, once it is transmitted from a camera to a server. Additionally, video transmitted from a camera via a wireless connection is also encrypted; cameras connected to servers via fiber or copper are encrypted once a server receives the video. Any access to the data is well-secured.

Project
Organizational
Capacity and
Coordination

The City of Moreno Valley and it’s law enforcement partners in the Moreno Valley Police Department (MVPD) are committed to this project and believe they have existing staff as well as plans to supplement staff that will guarantee this project is well-managed, successful, and able to provide meaningful data.

The MVPD is staffed and strategically operated via a contract with the County of Riverside Sheriff’s Office (RSO). RSO is committed to the grant, even initiating the proposal to the City. RSO has supplied a Letter of Commitment that is part of this application.

The partnership between the City of Moreno Valley and RSO creates a structure where the City of Moreno Valley (Applicant) is managed by the City Manager (Authorized Officer). MVPD (Lead Public Agency) is

headed by the Police Chief (Project Director), who reports to the City Manager.

The Police Chief is the liaison between the City of Moreno Valley and RSO and oversees all sworn and classified staff on the project, including the staff operating the camera and analytic systems, plus those performing data collection and analysis. This project was initiated by him and he is committed to its success. MVPD staff will be integral to performing the legal and investigative aspects of the proposal.

The Assistant City Manager and Chief Financial Officer (Financial Officer) also reports to the City Manager. This continuity will ensure financial review and accountability at the highest levels in the City. The City's Deputy Finance Director (Day-to-Day Fiscal Officer) reports to the Chief Financial Officer and will oversee the City's accounting processes as well as contracting auditors for the project.

The City's Strategic Initiatives Manager (Day-to-Day Program Contact) also reports to the Chief Financial Officer. He will oversee technical aspects of the camera and analytics systems, as well as contracting for the project manager and project evaluator.

We anticipate that the City's regular external financial auditors will perform the grant financial audit. Entities that will be selected after the grant is awarded include system operators, equipment, software, and professional services suppliers, the project manager, and the project evaluator.

Entities engaged after the grant award will be chosen by following the City's standard procurement processes (procedural documents are available upon request). This will include competency, certification, and proven experience criteria, and may include issuing RFPs (Request for Proposal). The City has established thresholds for competitive bids and cooperative purchase agreements that will be followed.

The majority of the project will be staffed with existing City and MVPD staff, the remaining staff will be contracted. Below is a description of major responsibilities and the divisions of labor.

Staff to operate the camera system and collect data – MVPD to contract for two sworn Deputies and two Community Service Officers for coverage during two shifts; operator training requirements are low to achieve competency

Financial Auditor – City staff to hire certified auditors reporting to the Day-to-Day Fiscal Contact

Project Manager – City staff to hire certified PM reporting to the Day-to-Day Program Contact

Project Evaluator – City staff to hire experienced project auditor reporting to the Day-to-Day Program Contact

Purchasing equipment and contracting for professional services – existing City staff

Video and crime analysis, and investigations – existing MVPD Deputies

Data collection specific to the grant – existing MVPD staff (Deputies or Crime Analyst) and one supplemental Crime Analyst

RSO's letter of commitment and support is wholehearted; both they and the City are ready to commence this project upon award.

The City of Moreno Valley started its Citywide Camera System in 2012,

since then it has been committed to steadily adding cameras, servers, storage, and users throughout various City departments. Twice in the last decade, the City has committed over \$1 million to enhance the system and every year it budgets over \$200,000 for maintenance. By adding camera analytics via this grant and proving the project objectives, the City will have an advanced crime investigation tool that yields undeniable benefits. The City will continue to maintain and enhance the system; the benefits it brings far outweigh its annual maintenance costs. This will not change after this project completes.

Project Evaluation
and Monitoring

We propose hiring an external firm/person to conduct our project evaluations, monitoring, and preparation of the final report. We believe an independent and external partner will bring a high level of credibility to our project. We will also be able to include evaluations at the appropriate intervals during the project without investing in full-time resources.

We anticipate issuing an RFP (Request for Proposal) to determine the most qualified partner as our Project Evaluator and Monitor. We will also contact local universities for graduate students or faculty that may have the requisite skills and interest in this project. Among the criteria for choosing the partner will be 1-Demonstrable experience with scientific and qualitative projects and report writing; 2- Experience with law enforcement-related data and projects; and 3- Experience in writing project reports using qualitative data and statistical analysis to highlight relationships in the data and make conclusions.

The Project Evaluator will be utilized at various times during the project to ensure that the project starts with clear goals and objectives, collects the requisite data to measure those objectives, establishes sound statistical methods for the data, ensures that all project members maintain quality practices, and writes an accurate and compelling final report.

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.-Final.xlsx**](#)

SECTION V -
ATTACHMENTS

This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional

Project Work Plan (Appendix B)

[Project-Work-Plan-ORT.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D_Grantee_Assurance_for_Non-Governmental_Organizations.signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[Organized_Retail_Theft_Prevention_Grant_Program-Local_Impact_Letter.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Letter_of_Commitment_BSCC_Organized_Retail_Theft.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[AP_7.07_Video_Procedure.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT.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:	To increase the ratio of solved to unsolved organized retail theft crimes.		
Objectives (A., B., etc.)	A. Demonstrate that by integrating ALPR (automated license plate readers) with cameras throughout traffic intersections and video analytic software, the ratio of solved organized retail theft crimes increases.		
Process Measures and Outcome Measures:	<p>A. Research and gather baseline measurements for incidents of organized retail theft in Moreno Valley, CA, prior to using ALPR and intersection cameras. Tracked incidents will be UCR codes PC459, PC488, and PC211, which are each further broken down via Riverside County public safety agency “EDP” codes.</p> <p>B. Gather measurements for incidents of organized retail theft in Moreno Valley, CA, after using ALPR and intersection cameras.</p> <p>C. Compare incidents of A versus B for differences by individual crime codes and other factors that become salient during the project.</p> <p>D. The metric of “goodness” will be the ratio of solved to unsolved organized retail thefts.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

Purchase and integrate video analytics for the Citywide Camera System	Steve Hargis	Oct. 1, 2023	Mar. 31, 2024
Analyze organized retail theft history and develop maps and incident lists to determine where additional cameras are needed	MVPD Crime Analyst	Oct. 1, 2023	Dec. 31, 2023
Install additional cameras in the identified locations	Steve Hargis; external Professional contractor (TBD) Services	Jan. 1, 2024	Dec. 31, 2024
MVPD Officers completely and accurately code incidents	MVPD	Jan. 1, 2025	Dec. 31, 2026
Publish quarterly organized retail crime incident statistics for the project	MVPD Crime Analyst	Mar. 1, 2025	Dec. 31, 2026
Create final reports	Project Evaluator	Jan. 1, 2027	June 30, 2027
List data and sources to be used to measure outcomes: MVPD crime statistic database and crime analysis systems are the data sources to be used. If additional data is determined to be needed, they will be recorded in these systems. These are established systems with data and analysis capabilities. Anecdotal observations by investigating Officers will also be gathered as we look for factors not initially thought important that become salient during the project.			

(2) Goal:	To increase the ratio of solved to unsolved motor vehicle theft crimes.
Objectives (A., B., etc.)	A. Demonstrate that by integrating ALPR (automated license plate readers) with cameras throughout traffic intersections and video analytic software, the ratio of solved motor vehicle theft crimes increases.
Process Measures and Outcome Measures:	A. Research and gather baseline measurements for incidents of motor vehicle theft in Moreno Valley, CA, prior to using ALPR and intersection cameras. Tracked incidents will be UCR codes VC10851, PC459, and PC488, which are each further broken down via Riverside County public safety agency "EDP" codes. B. Gather measurements for incidents of motor vehicle theft in Moreno Valley, CA, after using ALPR and intersection cameras.

	<p>C. Compare incidents of A versus B for differences by individual crime codes and other factors that become salient during the project.</p> <p>D. The metric of “goodness” will be the ratio of solved to unsolved motor vehicle thefts.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Purchase and integrate video analytics for the Citywide Camera System	Steve Hargis	Oct. 1, 2023	Mar. 31, 2024
Analyze motor vehicle theft history and develop maps and incident lists to determine where additional cameras are needed	MVPD Crime Analyst	Oct. 1, 2023	Dec. 31, 2023
Install additional cameras in the identified locations	Steve Hargis; external Professional Services contractor	Jan. 1, 2024	Dec. 31, 2024
MVPD Officers completely and accurately code incidents	MVPD	Jan. 1, 2025	Dec. 31, 2026
Publish quarterly motor vehicle crime incident statistics for the project	MVPD Crime Analyst	Mar. 1, 2025	Dec. 31, 2026
Create final reports	Project Evaluator	Jan. 1, 2027	June 30, 2027
<p>List data and sources to be used to measure outcomes: MVPD crime statistic database and crime analysis systems are the data sources to be used. If additional data is determined to be needed, they will be recorded in these systems. These are established systems with data and analysis capabilities. Anecdotal observations by investigating Officers will also be gathered as we look for factors not initially thought important that become salient during the project.</p>			

(3) Goal:	To present a credible case that the methods used to achieve Goals (1) and (2) are applicable to Cargo thefts.
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Objectives (A., B., etc.)	Present a Promising Practice that integrating ALPR (automated license plate readers) with cameras throughout traffic intersections and video analytic software will increase the ratio of solved cargo theft crimes.		
Process Measures and Outcome Measures:	<p>A. Research and gather statistics about Inland Empire cargo theft incidents and critical factors to solving these crimes.</p> <p>B. Compare critical factors to solving cargo thefts with the methods deployed in Goals (1) and (2) to determine if a Promising Practice exists to extend the methods to this crime category.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
Collect relevant NICB and cargo industry statistics on Inland Empire cargo thefts	Steve Hargis and MVPD Crime Analyst	Start Date July 1, 2026	End Date Dec. 31, 2026
Analyze project results from Goals (1), (2), and industry data	MVPD Crime Analyst and Project Evaluator	Jan.1, 2027	June 30, 2027
List data and sources to be used to measure outcomes: In addition to the MVPD crime database, where some cargo theft crimes exist, the NICB (National Insurance Crime Bureau) publishes extensive data on cargo thefts. An analysis of MVPD and NICB data compared to this project's results will enable us to determine if extending this project's methods to cargo thefts is warranted.			

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

Name of Applicant: *City of Moreno Valley*

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	\$2,249,500.00
3. Professional Services or Public Agencies	\$4,980,843.09
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$2,106,107.50
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$337,559.58
9. Indirect Costs	\$200,000.00
TOTAL	\$9,899,010.17

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
TOTAL		\$0.00

1b. Salaries & Benefits Narrative:

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

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Safety ALPR Cameras (Qty 200)	Installation (200 * \$350) + Annual Service for 3 years (200 * \$2,500 * 3)	\$1,570,000.00
Camera licenses for video management, analytics, and cloud storage (Qty 325, 300 cameras but some are multi-sensor cameras)	Milestone, BriefCam, and TigerTech licenses (300 * \$1,200)	\$390,000.00
Fiber Optics, 72-strand fiber (Qty 20,000 ft)	20 * 1,000 ft * \$1,500	\$30,000.00
Fiber Optics, 12-strand fiber (Qty 10,000 ft)	10 * 1,000 ft * \$1,000	\$10,000.00
Conduit, Boring, Communication vaults	\$150,000 estimate	\$150,000.00
AXIS T98A15-VE Surveillance Cabinet (Qty 150)	150 * \$330	\$49,500.00
Misc: Data cabling, patch cords, fiber jumpers, connectors	\$50,000 estimate	\$50,000.00
		\$0.00
TOTAL		\$2,249,500.00

2b. Services and Supplies Narrative:

Flock ALPR cameras are purchased as a service with a one-time installation fee. Other cameras (300) are purchased individually and require licenses for the VMS (video management system), the video analytic software, and the cloud storage. Several cameras have more than one sensor in the camera, so 25 additional licenses are budgeted for those cameras since licenses are required by sensor, stream, or camera depending on the vendor. Fiber Optics are estimated to be required for one intersection-to-intersection connection. The budget includes some boring, the conduit, and the communication vaults. Cabinet enclosures for 150 network switches will be needed. Miscellaneous connecting materials are estimated based on our experience with similar projects.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total

Riverside County Sheriff Department: Two (2) Sworn Deputies, Two (2) Community Service Officers, and One (1) Crime Analyst at Contract Rate.	Deputy = 209.35 per hour contract rate; Estimated 3% increase year over year = \$2,438,197.12. Community Service Officer = 62.32 per hour contract rate; Estimated 3% increase year over year = \$801,319.53. Crime Analyst = 67.09 per hour contract rate; Estimated 3% increase year over year = \$431,326.44.	\$3,670,843.09
Contracted labor to install a camera and connect it to our network (Qty 300)	300 * \$1,500	\$450,000.00
Contracted labor to program network switches (Qty 100)	100 * \$500	\$50,000.00
Contract Program Manager	Estimated cost for part-time Program Manager over three years (750 hours/year * \$180/hour * 3 years)	\$405,000.00
Contract Program Evaluator	Estimated cost for part-time Program Evaluator over three years (750 hours/year * \$180/hour * 3 years)	\$405,000.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,980,843.09

3b. Professional Services Narrative

Riverside County Sheriff Department. The City of Moreno Valley contracts with the Riverside County Sheriff's Department (Lead Agency) for law enforcement services at an annual contract rate per position. The Applicant and Lead Agency propose two Control Room Operator Teams consisting of one Deputy and one Community Service Officer (CSO) to maximize control room coverage for the 365 days per year, 24 hours per day, 7 days per week operation. The Deputies and CSOs will be performing the monitoring and the integration of technological resources including 687 citywide cameras, 104 LPR cameras, CAD, audio dispatched calls, the operating system, and other future technologies to include drones as first responders and integration of private cameras. The Crime Analyst position will perform all analytical and reporting functions needed to support the grant requirements.

Contracted labor will be engaged to install the individual cameras and connect them to our network. Additionally, contract labor will be used to program the switches used to connect to our network.

Both the Program Manager and Program Evaluator will be hired after the grant award by following the City's purchasing policy. These hires will likely include an RFP to find experienced, qualified, and certified people that will stay engaged over three years. We anticipate both positions will be part time over the duration of the grant.

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
TOTALS		\$0.00

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

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

5b. Data Collection and Evaluation Narrative

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

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Cisco IE 3300 PoE network switches (Qty 100)	100 * \$5,075.88	\$507,588.00
Cisco SFP (mini-GBIC) transceiver module - GigE (Qty 100)	100 * \$420	\$42,000.00
Cisco Core Switch 48-port 9500 (Qty 2)	2 * \$19,000	\$38,000.00
Palo Alto Fire Wall (Qty 5)	5 * \$34,000	\$170,000.00

Additional system capacity for 300 additional cameras at 2K-4K resolution; includes servers, storage, licenses, etc.	Estimate from current system provider	\$600,000.00
Mean Well power supplies for network switches (Qty 100)	100 * \$65	\$6,500.00
AXIS Q6075-E PTZ Network Camera; midspan injectors, pole and wall mounts (Qty 75) AXIS Q3819-PVE - panoramic camera - dome; camera mounting kits (Qty 50) AXIS P3719-PLE Network Camera Quad; pole mounts, pendant kits (Qty 50) AXIS Q1786-LE Network Camera Bullet; midspan injectors, pole mounts (Qty 125)	$(75 * \$3,920) + (50 * \$2,360.39) + (50 * \$1,910) + (125 * \$1,660)$	\$715,019.50
Ubiquiti airMAX Lite Beam 5AC LR (Qty 100) Ubiquiti airMAX Lite AP GPS (Qty 100) Wave 60G Radio (Qty 20)	$(100 * \$110) + (100 * \$100) + (20 * \$300)$	\$27,000.00
TOTALS		\$2,106,107.50

6b. Equipment/Fixed Assets Narrative

The equipment includes 300 CCS cameras, 200 ALPR cameras, fire walls for security, added servers, licenses, and storage to support the CCS cameras, network switches, and wireless radios to connect all the cameras to the City's network for analysis.

7a. Financial Audit

Description	Calculation for Expense	Total
Independent, third-party auditing firm will audit the grant financials	City Asst. Finance Director's estimate; confirmed with current auditing firm	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

The City has confirmed that its 3rd-party auditors will expand their annual audits of the City to include auditing this grant. This review by independent financial auditors and the City's experience with many other Federal and State grants will ensure fiscal accuracy and compliance for the grant.

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

Description	Calculation for Expense	Total
Taxes	$7.75\% * \$4,355,607.50$	\$337,559.58
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$337,559.58

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

The City's tax rate is 7.75%. Taxes have been calculated on all equipment and supplies; professional services and labor contracts have been excluded.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$200,000	\$200,000
<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	\$200,000

9b. Indirect Costs Narrative:

For Indirect Costs, the City has estimated that its Technology Services, Telecommunications, Financial Operations, Public Safety Liaison, and Grants Management staff will spend time on the grant. Since the amount of time will vary greatly per person, we decided to request only \$200,000 (-2%) to cover all staff's time.



Riverside County Sheriff's Office

Chad Bianco, Sheriff-Coroner

4095 Lemon Street • Riverside • California • 92501
www.riversidesheriff.org

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program: Local Impact Letter
Date: *June 20, 2023*

This letter is being submitted to document that the proposed project is not expected to have any impacts to other local government agency(ies) or retailer(s) that would prevent the project from operating as intended.

Signed by Lead Public Agency:

A handwritten signature in blue ink, appearing to read "Ken Reichle".

Ken Reichle
Captain, Riverside County Sheriff Office
Station Commander, City of Moreno Valley



Riverside County Sheriff's Office

Chad Bianco, Sheriff-Coroner

4095 Lemon Street • Riverside • California • 92501
www.riversidesheriff.org

June 22, 2023

California Board of State and Community Corrections
Attn: Helene Zentner, Field Representative
Corrections Planning and Grant Programs Division
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
ORT@bscc.ca.gov

RE: Organized Retail Theft Prevention Grant Program

Dear Ms. Zentner:

We are pleased to inform you that the Riverside County Sheriff's Office has agreed to partner with the City of Moreno Valley on the California Board of State and Community Corrections Organized Retail Theft Prevention Grant Program. As you may know, the City of Moreno Valley contracts with us for law enforcement services, serving as the Moreno Valley Police Department.

Our office will serve as the Lead Public Agency and will partner with Moreno Valley to ensure seamless project execution. We'll gather essential data, submit updates on progress, and manage resources of all aspects of the grant with the utmost diligence. As the trusted law enforcement provider for Moreno Valley, we're honored to lead this effort.

We want to assure you that Sheriff Bianco is dedicated to this initiative, and we urge you to strongly consider our grant application.

Should you require further information or have any questions, please feel free to contact us at (951) 955-2400.

Sincerely,
Chad Bianco, Sheriff

A blue ink signature of David Lelevier, written in a cursive style.

David Lelevier
Assistant Sheriff
Field Operations

Bias-Based Policing

406.1 PURPOSE AND SCOPE

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

406.1.1 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).

406.2 POLICY

The Riverside County Sheriff's 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.

406.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy 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.

406.3.1 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.

406.4 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

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

Bias-Based Policing

supervisor. Members should intervene to prevent any biased-based actions by another member, regardless of rank.

406.4.1 REASON FOR CONTACT

Deputies 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 deputy 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 deputy to document a contact that would not otherwise require reporting.

406.4.2 REPORTING OF STOPS - R.I.P.A.

Unless an exception applies under 11 CCR 999.227, a deputy 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 deputies conduct a stop, the deputy 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 Riverside County Sheriff's Department is the primary agency, the Riverside County Sheriff's Department deputy 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 deputy's shift or as soon as practicable. It must; however, be submitted within 24 hours of the event. (11 CCR 999.227).

406.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Bureau Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against deputies is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020).

Supervisors should ensure that data stop reports are provided to the Records Manager for required annual reporting to the DOJ (Government Code § 12525.5) per station or bureau procedure(s).

406.6 TRAINING

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

- (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.

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

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. (Penal Code § 13519.4(i)).

**VIDEO
ADMINISTRATIVE PROCEDURE**

PURPOSE: To establish the safe and proper use of the City of Moreno Valley's Camera Systems and the video that results from those systems. This policy applies to City Employees accessing City-generated or owned video, except uses included in the definition of a Procedure/Policy exception.

DEFINITIONS:

Body Camera System: This term is used generically to refer to any technology that is part of, connected to, or used to work on City business that results in video captured via body cameras worn by City Employees, except as noted below as a Policy Exception. It includes, but is not limited to the Technical Equipment defined below.

Camera Systems: This term refers collectively to the Citywide Camera System, the Body Camera System, City facility camera system, license plate reader, and any other system owned by the City that results in videos. This term does not include Riverside County Sheriff video, body camera, license plate reader, or similar systems since the City does not own or set policies for these systems.

City Employee: Any person or entity compensated by the City or volunteering with the City. This includes, but is not limited to, full-time employees including those of the Riverside County Sheriff's Department, part-time employees, part-time non-career employees, elected officials, volunteers, commissioners, contract employees, partners, vendors, contractors, consultants, and other affiliates.

Citywide Camera System: This term is used generically to refer to any technology that is part of, connected to, or used to work on City business that results in video, except as noted below as a Policy Exception. It includes, but is not limited to the Technical Equipment defined below. Citywide Camera System equipment is located at various street intersections, parks, City facilities (indoors and outdoors), right-of-ways, and partner locations (via a Memorandum of Understanding).

Procedure/Policy Exception: Definitions do not include equipment used and video created during City Council, City Commission, City Agency, or City Staff meetings or hearings for the purpose of documenting and distributing public information and education. These videos are typically managed, produced, and distributed by the City's Media division.

Server: A computer that is responsible for the processing, storage, and management of data files and applications.

Technical Equipment: All equipment used in or associated with Camera Systems. It includes, but is not limited to, cameras, radios, antennas, network switches, cabling (copper and fiber), servers, software, digital storage, support structures (e.g. poles, brackets, braces, clips, etc.), towers, desktops, laptops, tablets, smart phones, signal repeaters, test equipment, and mobile devices.

I. Introduction

The City of Moreno Valley's Camera Systems are intended to contribute to the city staff's efficiency by employing systems that incorporate modern technology into everyday work processes. Our systems are designed to improve the various Departments' abilities to conduct City business, prevent and detect public safety emergencies, deter criminal conduct, identify potential crime participants, aid the successful prosecution of criminals, and improve government transparency. The systems are also designed to aid non-public safety staff to conduct their work duties efficiently. These duties are very broad, and it is expected that technological advances in the system will coincide with expanding City responsibilities and result in new or novel uses of the system.

VIDEO
ADMINISTRATIVE PROCEDURE

A. Authority

This Administrative procedure is instituted by the City Manager's Office. The Technology Services Division Manager administers this policy. This policy applies to all City Employees and covers all Technical Equipment related to Camera Systems.

B. Amendments to the Policy

This policy is a living document and may be modified at any time by the City Manager. Modifications will be communicated to the public, the City Council, and City employees promptly, typically through e-mail notifications and posting on the City website. Modifications do not invalidate an employee's signature or consent to the comply with the policy.

C. Violations

Unauthorized access to Camera Systems, misuse of the systems, unauthorized reproduction of images, or unauthorized distribution of images is a violation of this policy and may result in disciplinary action, up to and including termination.

II. Operational Objectives

Camera Systems are not intended to serve as a mechanism for the casual observation of individual or specific citizens in public places conducting lawful activities in a public setting or situation. Citizens driving through the City or visiting City parks, parking lots, or facilities should expect that they will be recorded at some point. Cameras have a "home" view of the area intended to be seen; cameras return to their home view after a period of being focused elsewhere. Cameras will be situated in a manner and located in public places that will maximize the field of view of public areas. Citizens entering the viewing area of a camera will be recorded. Creation of automated recording does not, in any way, obligate the City to review any or all portions of video footage.

A. Privacy

Camera placement is intended to minimize the potential inadvertent capture of images from areas located on private property where there would be a reasonable expectation of privacy. If a camera is situated with a view that is counterproductive to the purpose or objectives of this policy, that camera will be configured to remove the offending view permanently. For example, with a Pan-Tilt-Zoom (PTZ) camera at an intersection, it may be possible to see over a fence and into a window on a house. That window will be masked or blanked so that no camera operator can see into the window.

"Masking" views will occur at the time a camera is initially configured. All views of all cameras will be reviewed periodically to determine if additional masking is necessary and to ensure that existing masks continue to function.

III. Transparency Objectives

Information relating to the manner in which video is collected, stored, managed, used, accessed, retained, and released will remain publicly available and understandable.

A measure taken for the sake of transparency is that the lobby of the Public Safety Building (PSB) (22850 Calle San Juan de Los Lagos) contains a monitor that mirrors a monitor used by the Moreno Valley Police Department. This monitor rotates through multiple camera views continuously and is available to the public during PSB business hours.

**VIDEO
ADMINISTRATIVE PROCEDURE**

IV. User Access

All persons granted access to the system will receive training and unique identification to access the systems. Images stored in the systems shall only be accessed by valid users or authorized technicians, and only in the course of City business.

V. Prohibited Uses

Prohibited uses of the Camera Systems may expand over time as technology makes new things possible but do not further the purposes of the Camera Systems. Below are uses of the systems that are prohibited under this policy:

A. Arbitrary viewing of citizens

Intentional focusing on or following an individual without a legitimate City business reason is prohibited.

B. Invasion of Privacy

Using Camera Systems to look at or into areas where a reasonable expectation of privacy exists (i.e., through house windows, into the door of a house, in a restroom) is prohibited.

There will be no active monitoring of locations including but not limited to:

- Non-emergency medical facilities.
- Social services facilities (i.e., Employment Resource Center, welfare office, Social Security office).
- Places of worship (i.e., a church or religious-based organization).
- A place (e.g., health clinic) or circumstances (e.g., a conversation on a cell phone, writings, or readings in a person's possession) where there exists a reasonable expectation of privacy despite public visibility.

EXCEPTION: These types of locations may be actively monitored if criminal activity is suspected.

C. Traffic (e.g., Red Light) Enforcement

Camera Systems will not be used to generate evidence of traffic violations or for traffic enforcement.

VI. Permitted Uses

Permitted uses of the Camera Systems are expected to expand over time as technological advances become commercially available and aid the City in fully achieving the purposes of the system as well as fully benefiting from the investment in the Camera Systems. New, permitted uses will be added as appropriate. Below are uses of the system that are permitted under this policy:

A. Business Need

All uses of the Camera Systems that are related to a business need and are not specifically prohibited are permitted. Business need is determined by the responsibilities of the City and the job description of the user. Questions about legitimate business need or appropriate use of the system should be satisfied before use of the system in consultation with user's supervisor, the Police Chief, the City Attorney, Department Head, or the Technology Services Division Manager.

**VIDEO
ADMINISTRATIVE PROCEDURE**

B. Court-Ordered and Evidentiary Uses

Court ordered requests for images will be honored. Camera System users within the Moreno Valley Police Department are permitted to export images for evidentiary purposes per established protocols. Exports will be generated using the individual user's unique identification (user ID) and will go directly into evidence per Police Department protocols. All copies of images shall be accounted for by the officer responsible for maintaining case records related to the video data.

VII. Video Management

Video images captured from the system will be stored in a secured system for the period of time specified in the VIDEO RETENTION section before being overwritten by new images; images that are subject to California Government Code, section 34090.6 will be kept for the time specified in the Code. The video storage system will be connected to the City's network and protected by multiple layers of security including firewalls and password protected user accounts.

The video management system employed will use digital watermarks to ensure the authenticity of images exported out of the system for evidentiary or chain-of-custody purposes.

VIII. Video Retention

Video that is not retained for evidentiary or court-ordered purposes shall not be reproduced, nor shall it be distributed, provided, recorded, or shown to other persons, without a legitimate business need.

Recorded images lacking evidentiary or other documented value shall be overwritten as a matter of course after 30-90 days, or one year if the images are subject to California Government Code, section 34090.6. Overwriting images occurs automatically within the system; without intervention, images will be overwritten at the prescribed time.

Publicly released images may reflect use of "digital masking" or other technologies to remove identifying features of individuals who are incidentally captured on camera or whose identities are otherwise irrelevant to the purposes for which the data is stored. Because use of digital masking or other technologies may remove the evidentiary value of the images, the content of the images and reported use of the images will dictate whether or not digital masking is warranted.

A. Owner of Record

There is potential that Camera Systems may capture images of crimes. Therefore, the City has designated the Moreno Valley Police Department (MVPD) as the "owner of record" for all images. If a conflict arises between this policy and MVPD policies, the MVPD policy will supersede this policy.

IX. Video Release

A. To the Public

Since Moreno Valley Police Department (MVPD) is the owner of record for images in the Camera Systems, requests for images should be directed to MVPD personnel at the front counter at:

Moreno Valley Police Department
22850 Calle San Juan de Los Lagos
Moreno Valley, CA 92553

**VIDEO
ADMINISTRATIVE PROCEDURE**

Camera System images shall not generally be released to members of the public, including information sought by civil litigants. Images will be withheld or released in compliance with the Public Records Act and MVPD policies. These include data involving an ongoing law enforcement investigation or data which constitutes an unwarranted invasion of personal privacy.

B. To Other Agencies

Since MVPD is the owner of record for images in the Camera Systems, requests for images shall be granted only by the Chief of Police or his/her designee. The request shall be in writing on the requesting agency's letterhead or via e-mail from the requesting agency's official domain.

X. Signage

Whenever practical, signage notifying the public that Camera Systems are in use will be posted in conspicuous locations. In the event the placement of signage may hinder an MVPD investigation, signage will not be posted; however, the deterrent value of signage is important. When signs are placed, they will be clearly and conspicuously placed and shall clearly display at least a camera icon indicating the presence of a Camera System.

**VIDEO
ADMINISTRATIVE PROCEDURE**

ATTACHMENT A

Acknowledgment of the Video Policy

This form is used to acknowledge receipt of, and voluntary compliance with, the City of Moreno Valley Video Administrative Procedure (#7.07).

Procedure:

Complete the following steps:

- Read the Video Procedure.
- Sign and date in the spaces provided below.
- Return only this page to the Technology Services Division Administrative Assistant.

Signature:

By signing below, I acknowledge and agree to the following:

1. I have received and read a copy of the "Video Procedure" (Administrative Procedure #7.07) and understand the same.
2. I agree to abide by the terms of the policy; and I understand that violation of the procedure is grounds for discipline including termination.
3. I agree that I will not use City resources to transmit video that is derogatory and/or harassing based on race, color, gender, age, physical or mental disability, religion, national origin, pregnancy, physical attributes, sexual preference, political beliefs, or any other protected status.
4. I understand and agree that any computers, software, and storage media provided to me by the City of Moreno Valley contains proprietary and confidential information about the City of Moreno Valley and its customers or its vendors, and that this is, and remains, the property of the City of Moreno Valley at all times.
5. I agree that I shall not copy, duplicate (except for backup purposes as part of my job with the City of Moreno Valley), otherwise disclose, or allow anyone else to copy or duplicate any of this information, images, or software.
6. I understand that subsequent updates to this policy do not invalidate my signature below. Furthermore, I understand that I am bound by the terms of those updates as long as they are provided through normal procedure update distribution methods (e.g. e-mail notification, posting on the City website).

Employee Name (please print)

Employee Signature

Date

Department