Title	**The City of Newman Police Department**	07/07/2023
	by **Palak Karia** in **Organized Retail Theft Prevention Grant Program**	id. 41334530
	palak@californiaconsulting.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)	**The City of Newman 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	**The City of Newman Police Department**
Applicant's Physical Address	**1200 Main Street** **Newman** **CA** **95360** **US**
Applicant's Mailing Address (if different than the physical address)	**1200 Main Street** **Newman** **CA** **95360** **US**
Mailing Address for Payment	**938 Fresno Street** **Newman** **CA** **95360** **US**
Tax Identification Number	**946000381**
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	**Randy Richardson**
Project Director's Title with Agency/Department/Organization	**Chief of Police**
Project Director's Physical Address	**1200 Main Street** **Newman** **CA** **95360** **US**

Project Director's Email Address	**rrichardson@cityofnewman.com**
Project Director's Phone Number	**+12098622902**
Financial Officer	**Lewis Humphries**
Financial Officer's Title with Agency/Department/Organization	**lhumphries@cityofnewman.com**
Financial Officer's Physical Address	**938 Fresno St Newman CA 95360 US**
Financial Officer's Email Address	**llhumphries@cityofnewman.com**
Financial Officer's Phone Number	**+12092432321**
Day-To-Day Program Contact	**Ashley Williams**
Day-To-Day Program Contact's Title	**Sergeant**
Day-To-Day Program Contact's Physical Address	**1200 Main Street Newman CA 95360 US**
Day-To-Day Program Contact's Email Address	**awilliams@cityofnewman.com**
Day-To-Day Program Contact's Phone Number	**+12096123184**
Day-To-Day Fiscal Contact	**Ashley William**
Day-To-Day Fiscal Contact's Title	**Sergeant**

Day-To-Day Fiscal Contact's Physical Address	**1200 Main Street** **Newman** **CA** **95360** **US**
Day-To-Day Fiscal Contact's Email Address	**awilliams@cityofnewman.com**
Day-To-Day Fiscal Contact's Phone Number	**+12096123184**
Name of Authorized Officer	**Randy** **Richardson**
Authorized Officer's Title	**Chief of Newman Police Department**
Authorized Officer's Physical Address	**1200 Main Street** **Newman** **CA** **95360** **US**
Authorized Officer's Email Address	**rrichardson@cityofnewman.com**
Authorized Officer's Phone Number	**+12098622902**
Authorized Officer Assurances	**checked**
SECTION III - PROGRAM INFORAMTION	**This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.**
Project Title	**City of Newman Retail Theft Prevention Project**
Proposal Summary	**Newman project includes installation of a new intern position software database through a provider implementing the operating system and maintaining it annually. Department staff will be trained to utilize the system, analyze data, and adhere to all policies/requirements including privacy laws/regulations, data collection and storage and City policies limiting racial bias and surveillance technology. A staff intern position will be offered which includes daily tasks of grant monitoring.**

PROGRAM PURPOSE AREAS	**Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.**
Program Purpose Areas (PPAs):	**PPA 1: Organized Retail Theft** **PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**
Funding Category Information	**Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to $6,125,000 in the Medium Scope category OR up to $15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to $24,500,000 o $6,125,000 (Medium Scope Max) x 4 (# of Agencies) = $24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to $31,300,000 o $15,650,000 (Large Scope Max x 2 (# of Agencies) = $31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.**
Funding Category	**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.**

| Proposal Narrative Instructions | **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	Organized retail theft is on the rise in the City of Newman, resulting in significant financial losses for retailers and negatively impacting the local economy. Motor vehicle theft (MVT) as well as motor vehicle accessory theft (MVAT) is also plaguing the City.

Organized retail theft is on the rise in the City of Newman, resulting in significant financial losses for retailers and negatively impacting the local economy. Motor vehicle theft (MVT) as well as motor vehicle accessory theft (MVAT) is also plaguing the City.

Underserved towns have higher shoplifting instances due to the number of small business retailers and their limited ability to afford adequate surveillance equipment or hire security.

Organized Retail Theft crime is growing in Newman and the Newman Police Department must put effective security measures in place to increase community safety and stabilize the local economy. However, lack of personnel within the police department has made it difficult to process, report, and prevent these organized retail crimes.

Implementation of a high functioning software and program will not only help Newman but will benefit neighboring cities by providing system continuity throughout the region and allowing local departments to share data with the sole purpose of apprehending criminal offenders. Therefore, this project's benefit will extend beyond the City's and positively impact rural areas of Stanislaus County.

With this database these crimes will be processed sooner and the suspects will be apprehended before any future organized retail theft crimes are committed.

The Department's resources are limited, and the number of staff hours required to investigate organized retail theft crimes taxes Department resources and the Newman Police Department is at a severe disadvantage when it comes to available staff.

The implementation of a software program will not eliminate staff assigned to solving these crimes, but we anticipate a significant reduction over a three-year period. Organized retail theft in Newman has cost businesses hundreds of thousands of dollars annually in inventory loss, insurance premium increases and implementing crime prevention measures.

To recoup some of the loss, prices are increased, which affects residents and visitors patronizing the City of Newman's retailers. Which in turn is causing local retail shops to lose business given the increase in prices. We not only want to see a reduction in organized retail theft within Newman but also to ensure our local retail stores and businesses are protected and are at a lower risk for crime to take place in the future.

Project Description   The City of Newman Police Department (NPD), using its procurement and purchasing policy, will obtain Automatic License Plate Readers (ALPRS) to visually monitor and document organized retail theft activity.

The NPD will install an ALPR system at a minimum of two commercial retail stores. The NPD Crime Analyst Team will monitor and document the project's progress. This new database and software will impact prosecution for those who commit organized retail theft and begin to reduce organized retail theft on a regional level.

The software will have the ability to identify social media accounts and associates of a target individual. Moreover, it can compare known associate transactions to identify organized retail theft groups as well as linking crimes with persons, reducing the overall rate of organized retail theft with the City of Newman. The data allows law enforcement to connect serial criminal activities that may have occurred in disconnected law enforcement jurisdictions.

Staff are confident these database upgrades will add significant investigative leads to help solve and deter crime in Newman neighborhoods. The investment in this technology will ensure the Department is equipped with technology to identify vehicles associated with criminal activity, thus deterring, and helping to proactively suppress crime and reduce the fear of retail theft in Newman.

The goal of this project is to upgrade the records database and reduce organized retail theft within the City of Newman. The reduction of ORT, MVT and MVAT will be measured by the collection, review and analysis of statistical data collected. Data will be organized by focusing on retail theft incidents and analyzed by the Department Senior Administrative Analyst to determine trends.

The Senior Administrative Analyst will develop reports throughout the grant period to determine trends and will provide comparative analysis of any changes in retail theft levels. The IT manager will ensure the appropriate technology is selected. The technology department is responsible for organizing and optimizing our current data and preparing it for migration as well as gathering all technical requirements to ensure the records database is upgraded. We will use E-civic software to track the grant activities and timelines.

The Police Department will use Sharepoint to track internal documents and other grant related activities. The Microsoft email service will be used for communication between the appropriate parties. Neighboring cities have reported a significant reduction in crime once an ALPR system and program was implemented. National statistics indicate crime reduction is achievable with an effective ALPR program and the City plans to collaboratively work with neighboring cities in data sharing for the purpose of offender apprehension. Any footage of evidentiary value will be secured in evidence and retained per the Department's Records and Retention Policy. Data will be accessed through proprietary software and subscribers have exclusive control over data sharing.

A robust policy has been created for the guidance of staff. All

members will be provided with training on the system prior to being given access. Only approved staff are authorized to access the system and each access must contain their unique identifier, password, and the investigative reason for access. Police Department administrative staff will perform regular audits of system access to ensure collected data is secure and being used in accordance with Department policies.

The Department respects the privacy of members of the public. The software system will not capture personal identifiable information, only the images of vehicles and license plates already visible in public. The software is designed to capture images of vehicles and their license plates, compare data to one or more law enforcement databases, and alert officers to vehicles involved in or associated with criminal activity. The software system is intended to identify vehicles, license plates, and/or makes and models of vehicles, but not vehicle occupants.

Facial recognition technology is not used by the Department and is not being proposed with this request for funding. Vehicles identified to be involved in a crime will be investigated, regardless of the vehicle owner or operator's ethnic background. The data collected from the ALPRs will be used after a qualifying crime has been committed and only when a legitimate investigative need exists. The collection, use, retention, or dissemination of data shall not be used to violate the Constitutional rights of any person or in any manner that would discriminate against any person based upon their ethnicity, race, gender, natural origin, religion, sexual orientation, or gender identity.

| Project Organizational Capacity and Coordination | The Student Intern as well as the Crime Analysis Team will apply best practices to formally monitor and evaluate the Project, per the Local Evaluation Plan, and identify crime patterns. The team will meet every other month to analyze qualitative-based data and qualitative data obtained from NPD staff, retailers, and stakeholders. The Crime Analysis Team, under the authority of the Chief, will authorize any necessary data driven program adjustments.

This information will be presented in the quarterly reports. There are no partnering agencies involved with the implementation of this program. The timeline for execution of the grant agreement upon grant award is approximately thirty business days.

The City Council will approve the Resolution allowing the City to accept grant funds. The City Manager is the authorized signer of the grant agreement. The contract for ALPR equipment and services will be executed after the grant is awarded and implementation and installation of the ALPR system will begin immediately after contract execution. There are no additional contracts, or any memorandums of understanding required to implement the Project. Upon Resolution approval by City Council, the City Manager will be authorized to sign the BSCC grant agreement and accept grant funds. The contract with |

the security company providing ALPR equipment and services will be signed by the City Manager.

Immediately following contract execution, the equipment and security operating system will be installed in locations identified by the Patrol Lieutenant and the program will be implemented. The job duties of the student intern Student Intern Crime Analysis will include read through ORC reports, highlight notable information and record in spreadsheet generate a summary of activity, identifying primary locations of interest and persons of interest develop a directed deployment plan to issue to patrol staff, under the supervision of a Police Sergeant work with the investigations team to prepare work-ups on known offenders build organizational association charts, based on known offenders identify fencing locations, through the identification/apprehension of known offenders track the number of reports generated, arrests made develop intel through information-sharing meetings with regional analysts attend local Cal-ORCA meetings, as they're available liaison with major retailers, regarding known offenders being tracked internally collaborate with InComm to determine identifies of fraud suspect(s) coordinate use of bait trailers and image enhancement with Target security personnel work with Flock ALPR coordinators to determine redeployment of LPR resources. The cost for the technology is in the quotation from Flock Safety, which is for a 3-year contract for ALPRs:

Year 1 - $98,850.00
Year 2 - $92,000.00
Year 3 - $92,000.00
Total technology cost - $282,850.00

The Project will begin no later than October 1, 2024. The ALPR equipment and installation are included in the annual subscription cost. Grant funds will allow the Department to implement ALPR cameras as provided in the subscription agreement and the company providing the equipment will provide a service agreement and warranty on defective equipment. The project has City Council support and City Council will authorize ongoing subscription costs after grant funds expire.

Project Evaluation and Monitoring	**Two Department members have been preliminarily selected to manage the Project.**

The Police Chief Randy Richardson who has participated in the process of grant monitoring for past NPD projects. As well as Sargent Williams who has years of experience in data collection, review, analysis, and reporting. The intern will also be a part of staff involved with monitoring of the project. Data collection, monitoring of activities and project evaluation will be conducted on an ongoing basis through data collection from the Department's RMS.
The data will be collected and sorted by multiple factors, allowing Department staff to analyze and report on statistical trends in detail and reveal patterns of criminal activity events to concentrate resources on highly affected areas. Information generated to compile |

and compare statistical data will include the number of retail thefts, robberies, and burglaries; the number of vehicle detections, number of hotplate hits, and the number of arrests directly attributed to ALPR detections.

Data will be quantifiable and will be compared to the previous year's statistics throughout the grant period. This quantitative analysis will provide the City and stakeholders with the information needed to determine the impact of ALPR technology on ORT in the community. The information collected will be shared with neighboring police agencies and on the City website, according to privacy laws and regulations.

The data collected by this software technology is secure and any data stored and transmitted by ALPR technology will be encrypted on the system. Data will only be maintained by the database for thirty days unless it is downloaded by an investigator as evidence in an eligible criminal investigation. The information will only be accessed by an authorized and trained investigator. When data is accessed by the investigator, it will be archived as evidence with the investigation, in compliance with Department Policy. Software system audits will be conducted on a regular basis by trained Department staff to ensure the accuracy of software information and correct any data errors. The audits will ensure proper use of the system by users to further implementation of the software program and confirm all State and Federal laws are adhered to.

ALPR locations will be strategically located on high volume traffic streets, major shopping areas, and locations that serve as common, entry and exit points to the City. Statistical information for robbery, burglary, theft, and clearance rate data for calendar year 2022 will be collected through the RMS and used as a baseline. Arrests and incident clearance rates attributed to the software system will be tracked and increases or decreases in retail theft noted.

The Senior Administrative Analyst will develop monthly reports throughout the grant period to determine trends and provide a comparative analysis of any changes in retail theft levels. The information will be included in the Department's monthly report, posted to the City's web site, and shared with neighboring agencies, as appropriate.

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

[City-of-Newman-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)

[City-of-Newman-Project-Work-Plan-ORT_1.pdf](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance_for_NGOS.pdf](#)

Local Impact Letter(s) (Appendix E)

[City_of_Newman_Letter_of_Support.pdf](#)

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

Policies Limiting Racial Bias

[Newman_Anti-Bias_Policing_Policy_1.pdf](#)

Policies on Surveillance Technology	n/a

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

AppendixG.pdf

OPTIONAL: Governing Board Resolution (Appendix H)	n/a
OPTIONAL: Bibliography	n/a
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:	> Reduce Incidence of Organized Retail Theft in the City of Newman		
Objectives (A., B., etc.)	1. The Newman Department (NPD), using its procurement and purchasing policy, will obtain Automatic License Plate Readers (ALPRS) to visually monitor and document organized retail theft activity. 2. The NPD will install an ALPR system at a minimum of two commercial retail stores 3. The NPD Crime Analyst Team will monitor and document the project's progress.		
Process Measures and Outcome Measures:	The Crime Analysis Team will apply best practices to formally monitor and evaluate the Project, per the Local Evaluation Plan, and identify crime patterns. The team will meet every other month to analyze quantative-based data and qualitative data obtained from NPD staff, retailers, and stakeholders.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

> 1. Monthly Crime Analysis Meetings to Project's progress 2. Quarter reports to City Council to discuss, share results and receive input from City Council relative to the Project's Progress.	> Chief, Crime Analyst Team, Student Intern	> October 1, 2023	> December 31, 2026

List data and sources to be used to measure outcomes: Newman Police Department Records Management System, stakeholder survey's, obtain internal information from participating retailers regarding losses resulting from organized retail theft.

(2) Goal:	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>

List data and sources to be used to measure outcomes: >

(3) Goal:	>

Organized Retail Theft Prevention Grant Program

Objectives (A., B., etc.)	>			
Process Measures and Outcome Measures:	>			

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>
List data and sources to be used to measure outcomes: >			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative	
Name of Applicant:	*City of Newman 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	$40,000.00
2. Services and Supplies	$2,400.00
3. Professional Services or Public Agencies	$282,850.00
4. Non-Governmental Organization (NGO) Subcontracts	$0.00
5. Data Collection and Evaluation	$0.00
6. Equipment/Fixed Assets	$0.00
7. Financial Audit (Up to $25,000)	$0.00
8. Other (Travel, Training, etc.)	$3,000.00
9. Indirect Costs	$32,832.00
TOTAL	**$361,082.00**

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Student Intern/Crime Analytics	Salary : 10 Hours Per Week at a rate of $24.64 = $12,813; Benefits= $442	$40,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$40,000.00**

1b. Salaries & Benefits Narrative:

The student intern will perform crime analysis in support of the Organized Retail theft Program. It will involve assisting the team and analyzing the interpreted crime data to derive insights. This includes monitoring the daily tasks of the software and gaining experience that can better position the intern for future law enforcement positions.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
LapTop/Desktop/Monitor	1 Laptop/Computer=$2,400	$2,400.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$2,400.00**

2b. Services and Supplies Narrative:

Through facilitating work in crime analysis, an allocated portion of the budget to cover the cost of software licenses and technolgocial tools. These resources will enable the team to manipulate, analyze, and visualize crime data more effenciently allowing law enforcement to respond to crime quicker as well as be able to more efficiently collect the data from these retail crimes. The services and supplies will be procured using the cities adopted purchasing policy.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Flock Safety: License Plate Reader Cameras	Year 1 - $98,850.00 + Year 2 - $92,000.00 + Year 3 - $92,000.00 = $282,850.00	$282,850.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$282,850.00**

3b. Professional Services Narrative

The cost for the technology is in the attached quotation from Flock Safety, which is for a 3-year contract for ALPRs:
Year 1 - $98,850.00
Year 2 - $92,000.00
Year 3 - $92,000.00
Total technology cost - $282,850.00.
The liscence plate readers will be installed at a minimum of atleast two commercial retail locations. The data obtained from ALPR's will be an essential tool in the city of Newman Organized Retail Theft Prevention Grant Program.

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

NA

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

NA.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTALS	**$0.00**

6b. Equipment/Fixed Assets Narrative

EQUIPMENT
Equipment must be:
• Located on the project's premises or identified in a locator file that specifically identifies the location of the equipment or the individual assigned to it;
• Recorded on an inventory list, identifying items purchased with BSCC funds;
• Used in accordance with the Grant Award; and
• Funded projects must retain contract records for the purchase of equipment.

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:

NA.

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

Description	Calculation for Expense	Total
Background Investigation/ Training	Contract Background $2,500 +$500 for Pshyc Testing.	$3,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$3,000.00**

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

This allocation is intended to support the participation in various training programs to get staff familiar with the software. Background investigator is to be hired to ensure a proper canidate is hired for the intern position. Training is essential to optimize performance of the program.

9a. Indirect Costs

	Grant Funds	Total
For this grant program, indirect costs may be charged using only **one** of the two options below:		
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.	$32,832	$32,832
If using Option 1) grant funds allocated to Indirect Costs may not exceed:	*$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
If using Option 2) grant funds allocated to Indirect Costs may not exceed:	*$0*	
Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns **red** *, please adjust it to not exceed the line-item noted.* TOTAL	**$32,832**	**$32,832**

9b. Indirect Costs Narrative:

Costs associated with completing the project that are not outlined in the workplan.
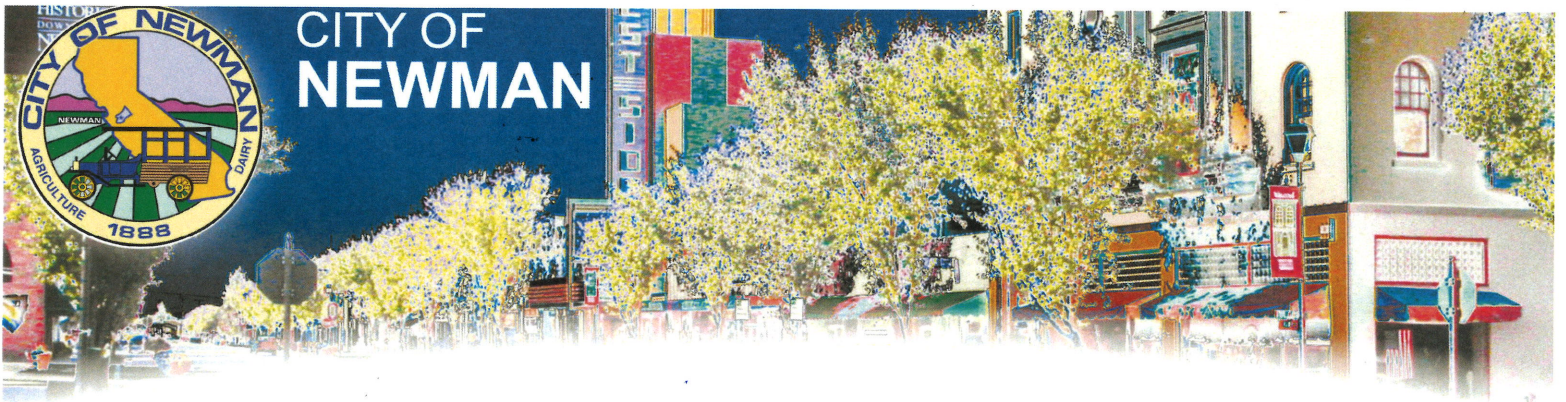
July 7, 2023
City of Newman
P.O. BOX 787
938 Fresno St
Newman, CA 95360

Subject: Partnership Acknowledgment for Organized Retail Theft Prevention Grant

Dear Board of State and Community Corrections,

I am writing on behalf of the City of Newman to express our support of the Newman Police Department in their efforts to combat organized retail theft in Newman, CA.

We recognize the importance of collaboration between law enforcement agencies and the City to address this growing challenge effectively.

At the City, we take ORT seriously, and we are actively working to mitigate its impact on our economy and the safety of the community.

We would like to extend our support to the Newman Police Department by assisting in obtaining this grant that is dedicated to fighting ORT.

We acknowledge that if this grant is awarded the project might impact both retailers and the City Manager's Office. We are prepared to support the Police Department in this project and will work with them to address any impacts.

We firmly believe that this grant funding and a strong partnership between the City and the Newman Police Department will be instrumental in achieving this shared goal.

Thank you for your time and consideration,

Lewis A. Humphries

Finance Director

City of Newman | 938 Fresno Street | Newman, CA 95360

(209) 243-2321 | (209) 862-3199 fax

lhumphries@cityofnewman.com | www.cityofnewman.com

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to [department/office] members that affirms the Newman 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/office]'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 Newman 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/office] 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.

402.4 MEMBER RESPONSIBILITIES

Every member of this [department/office] 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 Newman Police Department is the primary agency, the Newman 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).

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.

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/office] who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

Each year, the Patrol Division Commander should review the efforts of the [Department/Office] 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 Training Unit.

(a) All sworn members of this [department/office] 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/office] are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this [department/office] 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 Internal Affairs Unit 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 Center 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).