

Title	Novato Police Department	07/06/2023
	by Alan Bates in Organized Retail Theft Prevention Grant Program	id. 41326136
	abates@novato.org	

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) **Novato 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 **City of Novato Police Department**

Applicant's Physical Address **909 Machin Avenue
Novato
California
94945
US**

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

Mailing Address for Payment **909 Machin Avenue
Novato
California
94945
US**

Tax Identification Number **94-6050061**

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 **Chris
Jacob**

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

Project Director's Physical Address **909 Machin Avenue
Novato
CA
94945
US**

Project Director's Email Address **cjacob@novato.org**

Project Director's
Phone Number **+14158974361**

Financial Officer **Caitlin
Doyle**

Financial Officer's
Title with
Agency/Department/Organization **Management Analyst**

Financial Officer's
Physical Address **922 Machin Avenue
Novato
CA
94945
US**

Financial Officer's
Email Address **cdoyle@novato.org**

Financial Officer's
Phone Number **+14158974361**

Day-To-Day Program
Contact **Alan
Bates**

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

Day-To-Day Program
Contact's Physical
Address **909 Machin Avenue
Novato
CA
94945
US**

Day-To-Day Program
Contact's Email
Address **abates@novato.org**

Day-To-Day Program
Contact's Phone
Number **+14158974361**

Day-To-Day Fiscal
Contact **Caitlin
Doyle**

Day-To-Day Fiscal
Contact's Title **Management Analyst**

Day-To-Day Fiscal
Contact's Physical
Address **909 Machin Avenue
Novato
CA
94945
US**

Day-To-Day Fiscal Contact's Email Address	cdoyle@novato.org
Day-To-Day Fiscal Contact's Phone Number	+14158974361
Name of Authorized Officer	Chris Jacob
Authorized Officer's Title	Lieutenant
Authorized Officer's Physical Address	909 Machin Avenue Novato CA 94945 US
Authorized Officer's Email Address	cjacob@novato.org
Authorized Officer's Phone Number	+14158974361
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	Deterring Crime & Stopping Loss: Using Enhanced Technologies & Analytics to Keep Novato Safe
Proposal Summary	The proposed project “Deterring Crime & Stopping Loss: Using Enhanced Technologies & Analytics to Keep Novato Safe” will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on three key components, enhanced surveillance, targeted ORT operations, and technology modernization. The City of Novato is requesting funding for 10 additional “Flock Safety Falcon” license plate readers (LPRs), personnel staffing costs for 16 targeted organized retail theft operations per year, and the purchase of Lexis Nexis Accurint Virtual Crime Center software.

**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.

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 Novato is located in Marin County on San Pablo Bay at the intersection of Highway 101 and Highway 37. With its close proximity to multiple major highways and abundance of retail opportunities, the City of Novato has been a prime target for organized retail crime and theft of vehicles and vehicle parts. In 2022 the Novato Police Department investigated over 200 organized retail theft (ORT) incidents. Of those 200 incidents, more than 130 were located in a single Novato shopping center, the Vintage Oaks Shopping Center. The Vintage Oaks Shopping Center is located adjacent to Highway 101 and is home to the City's largest concentration of big-box and medium sized retail stores including Costco, Target, Marshall's, Petco, Sports Basement, Ulta Beauty, Verizon, BevMo!, Old Navy, Banana Republic and more retailers. Given the site's proximity to the highway and concentration of large retailers that often have "no chase" and or "no theft reporting" policies, the shopping center has become increasingly targeted for organized retail theft. In 2022 the over 200 incidents of organized retail theft included roughly 10% that included violent crime stemming from theft. These included additional charges related to assault, battery, fleeing with wanton disregard and/or weapons charges. This uptick in violent crime has seen a corresponding uptick in applications for concealed carry permits in the City of Novato. In the bulk of these applications the justification provided has been to protect the applicant while in public areas due to reports of violent organized retail theft and automobile theft.

The Novato Police Department has worked directly with the Vintage Oaks Shopping Center and other retail locations to provide additional directed patrols of on duty officers, which data has shown has reduced incidents of organized retail theft. However, the Novato Police Department is currently operating with a 10% vacancy rate, which has made the allocation of additional patrol units dedicated to organized retail theft or specific geographic locations difficult. The funding from this grant would provide for additional cameras and staff time, both of which would combat ORT in the city and region. The proposed program would also directly address vehicle and vehicle part theft. Consistent with national trends the City of Novato has experienced a significant rise in vehicle theft. In 2022 Novato PD investigated, on average, more than one incident per day involving theft of vehicles or vehicle parts within their jurisdiction.

Project Description

The proposed project "Deterring Crime & Stopping Loss: Using Enhanced Technologies & Analytics to Keep Novato Safe" will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on three key components, enhanced surveillance, targeted ORT operations, and technology modernization. The City of Novato is requesting funding for 10 additional "Flock Safety Falcon" license plate readers (LPRs), personnel staffing costs for 16 targeted organized retail theft operations per year, and the purchase of Lexis Nexis Accurint Virtual Crime Center software. These three focus areas, working in conjunction will allow Novato PD to greatly increase capacity, in a cost effective manner and without having to hire

additional sworn officers, so that the program can be sustainable and carried on after the grant period ends.

10 “Flock Safety Falcon” license plate readers will be installed throughout the city, with a primary focus on retail and vehicle theft hot-spots. All cameras will be installed on City property. The Flock Safety system has nationwide shown a 70% reduction in crime in locations where LPRs are installed. The license plate readers will allow for 24/7 monitoring, with sensors that can capture sight, sound, and surroundings, allowing Novato PD to aggressively investigate instances of organized retail theft and/or vehicle theft. These automatic license plate readers also make the footage easily searchable for our investigators, allowing Novato PD to make the most of the visual and contextual evidence available. The identified LPRs have a license plate capture rate of 97%, and are used to attain more than 1 billion vehicles involved in crimes per month nationwide. While no formal agreements are in place or are being proposed through this grant application, MPD expects that its ORC expertise, equipment, and expanded capacity will directly benefit – and be used by – surrounding agencies as well.

Currently, Novato has 4 “Flock Safety Falcon” license plate readers. During the month of June 2023 those cameras scanned nearly 1.2 million license plates. 180,000 of those were “unique” scans which means data was collected on 180,000 individual vehicles. In that same time period, the camera system picked up 134 “hot hits” which included stolen vehicles and plates, missing and wanted persons. These four cameras were also critical in the apprehension of extremely dangerous criminals during June 2023. See two examples below:

- NP23-1921, On 6/7/2023 a Flock notification alerted officers to a suspect’s location. The suspect had previously entered a supermarket and molested a young child. With the Flock notification from Novato cameras, officers were able to apprehend the suspect.
- NP23-2264, On 6/18/2023 a suspect entered a business in Vintage Oaks Shopping Center and robbed employees at gunpoint forcing them to open the business’ safe. Flock was able to identify a suspect vehicle that was later linked to several other robberies and kidnappings in other jurisdictions and the eventual identification and apprehension of the suspect.

Increasing the number of “Flock Safety Falcon” license plate readers from 4 to 14 in the City of Novato, and by placing them in data driven locations, will greatly increase the number of “hot hits” and the ability for Novato PD to combat organized retail theft.

The project will also include additional targeted organized retail theft (ORT) operations, consisting of 4 sworn officers. The project will include 16 operations per year, for a total of 48 operations conducted over the life of the grants. These operations will take place at targeted organized retail theft locations, including the Vintage Oaks Shopping Center and other sites that have been determined to be “hot-spots” for automobile theft. The City of Novato and Novato PD will work with local media outlets to publicize the grant award and the increased ORT operations as a form of deterrent to potential thieves. The project will also include the purchase and utilization of Lexis Nexis “Accurint Virtual Crime Center and Accurint Trax” software.

The software will allow Novato PD to utilize Jail Booking Search, Analytics and Snapshots, Photo Lineups, Community Crime Mapping, Accurint Trax, and training on all software. These additional tools will expand organized retail crime fighting abilities and allow for Novato PD to provide for mutual aid to neighboring jurisdictions through the expanded network of LPRs and available software.

The City of Novato is committed to covering any ongoing costs associated with the license plate readers beyond the grant performance period, including by seeking additional grant funding. Additionally, after the project evaluation is complete and the increased enforcement efforts have shown their value, the City will be prepared to financially support continued operations as needed. If the grant request for license plate readers, officer overtime, and software is approved, it is assured that the City, through the Novato Police Department, will be able to reduce instances of organized retail theft. This will be completed via “sting” operations, increased surveillance, and a known increase in NPD presence and enforcement. This will deter and prevent instances of organized theft from occurring in the first place and will also allow for a more thorough investigation (thanks in large part to the license plate readers and software) when instances do occur.

Both the City of Novato and the Novato Police Department have the capacity to successfully execute this comprehensive project. NPD has already obtained quotes for the identified equipment, and will follow the City's formal bid process to procure the equipment. Furthermore, all officers involved in the overtime activities (additional retail/vehicle theft enforcement, undercover operations, investigation, etc.) have experience in this field.

Personnel selected to work the retail / vehicle theft grant operations will primarily consist of individuals who are currently detectives or have previous surveillance or theft detection experience. These individuals have training in undercover and mobile surveillance tactics. The Department's current Property Crime Detectives have strong relationships with loss prevention personnel from many of the retail establishments at the Vintage Oaks Shopping Center. They work with these retail loss prevention officers and store managers on a regular basis to obtain statements, gather evidence, and view store surveillance footage. Detective personnel also work with these retail establishments to organize security inspections and provide recommendations for theft prevention. These activities will continue but at an increased capacity if funding from the Organized Retail Theft Prevention grant program is received.

Additionally, personnel working this assignment will be managed by a Sergeant who has experience with surveillance tactics and theft investigations. The Novato Police Department's Crime Analyst will work in conjunction with this team to provide current statistics and data on retail, vehicle and vehicle part thefts occurring within the city. The Crime Analyst will provide timely and accurate data to help direct resources and identify areas in which surveillance equipment should be deployed.

Finally, Management Analyst Caitlin Doyle, the day to day financial program contact for the application, holds a Master's Degree in Business Administration. She has been an analyst with the Police Department for almost nine years, with over four years of that focusing on budgeting and grants management. During this time, MA Doyle has also completed trainings and seminars put on by the California Society of Municipal Financial Officers (CSMFO) in a variety of topics including budgeting and accounting practices.

The Novato Police Department will track specific crime rates for the target project areas and compare those to crime rates prior to the implementation of the project. These crime rates will focus on reports of shoplifting, vehicle theft, theft of motor vehicle parts, and robbery. NPD already tracks this data and thus will have no difficulty in continuing to do so to ensure that the project is showing success. The project will utilize data from the new LPRs including total number of unique scans, hot hits, contacts made from those hot hits, as well as arrests and compare this data from the performance period of the grant to the previous years to measure the programs effectiveness. The project will be evaluated based on a number of metrics. The first will be the frequency of calls for service in the targeted locations. It is the intention that with the installation of LPRs, as well as increased presence of NPD officers, calls for service relating to shoplifting or theft will decrease over the grant period. Likewise, NPD will also track how many retail theft or motor vehicle theft investigations are closed during the grant period, and in how many of those the new technology was utilized. Evaluations will also track the number and type of enforcement and “sting” operations in comparison to the number of reports of retail and vehicle thefts. It is the expectation that an increase in “sting” operations or other law enforcement presence in certain locations will correlate to a reduction in reported instances of retail theft or motor vehicle theft in those same areas. Project monitoring and evaluation will also include conversations with retail managers and property owners to ensure that police operations are not negatively impacting retail operations. This communication will provide feedback to the police department on how efforts can be improved, and will keep retailers apprised of the department’s efforts to deter retail theft.

As previously mentioned, the NPD Crime Analyst will collect and analyze the latest retail, vehicle, and vehicle parts theft in the City. This real-time analysis will help the Department and the City measure the success of the project, and make adjustments or pivot as needed. This will also ensure the Department and the City can easily comply with all of the reporting requirements associated with a grant award.

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

[Novato_ORT-Grant-Program-Budget-Attachment-Final.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[Novato_Project-Work-Plan-ORT.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[03._Grantee-Assurance-for-Non-Governmental-Organizations-ORT_NPD_Signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[NPD_ORT_Grant_Letter_of_Intent_Signed.pdf](#)

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

Policies Limiting Racial Bias

[NPD_Bias_Free_Policing_Policy_2023.pdf](#)

Policies on Surveillance Technology

[NPD_Public_Safety_Video_Surveillance_System_Policy_2023.pdf](#)

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

[8._Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_NPD_Signed.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:	> Increase Apprehension of Organized Retail or Vehicle Theft Suspects		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Enhance the police department's ability to identify suspects and vehicles through the use of camera's and LPRs B. Accurately and quickly use footage from installed license plate readers and new software tools to initiate a search for suspects thought to have engaged in organized retail or vehicle theft; C. Utilize targeted organized retail theft and vehicle theft operations at hot-spot locations to deter theft or increase the likelihood of immediate apprehension of suspects engaged in organized retail theft or vehicle theft; 		
Process Measures and Outcome Measures:	Novato PD will be able to measure success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> • Install license plate readers in target areas to increase the opportunity to apprehend suspects committing organized retail and vehicle theft, among other crimes. 	Novato Police Department	December 1, 2023	December 31, 2026

<ul style="list-style-type: none"> • Install software to aid officers in the apprehension of organized retail theft or vehicle theft suspects. • Conduct 48 targeted organized retail theft and vehicle theft operations over the course of the grant period, including undercover and uniformed operations. 			
<p>List data and sources to be used to measure outcomes: NPD will track the success rate of closed investigations, as well as the number of cases in which evidence or information from license plate readers is utilized.</p>			

(2) Goal:		Reduce Instances of Reported Organized Retail Theft and Vehicle Theft in the City		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. Install license plate readers in target areas to deter individuals from committing organized retail and vehicle theft, among other crimes; B. Utilize targeted organized retail theft and vehicle theft operations at hot-spot locations to deter theft or increase the likelihood of immediate apprehension of suspects engaged in organized retail theft or vehicle theft; C. Work with the City of Novato and other potential partners to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Novato; 			
Process Measures and Outcome Measures:	<p>Novato PD will be able to measure the success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City and compare that with data prior to the start of the grant performance period.</p>			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline		
		Start Date	End Date	
<ul style="list-style-type: none"> • Install highly visible license plate readers in target areas to deter suspects committing organized retail and vehicle theft, among other crimes. 	Novato Police Department	December 1, 2023	December 31, 2026	

<ul style="list-style-type: none"> • Conduct 48 targeted organized retail theft and vehicle theft operations over the course of the grant period, including undercover and uniformed operations. • Issue press releases, work with local media outlets and utilize social media to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Novato. 			
<p>List data and sources to be used to measure outcomes: NPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the number of calls is decreasing and the project is successful. NPD will also monitor social media and other outlets that suspects use for planning and communication regarding ORT to see if the public information campaign is having an impact on potential theft.</p>			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$103,180.80
2. Services and Supplies	\$56,100.00
3. Professional Services or Public Agencies	\$6,500.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$90,000.00
7. Financial Audit (Up to \$25,000)	\$5,885.44
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$336,666.24

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Detective Overtime	\$107.48 Hourly Rate	\$103,180.80
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$103,180.80

1b. Salaries & Benefits Narrative:

4 Personnel per operation, 5 hours per operation at \$107.48 an hour, for a total of 48 operations.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Lexis Nexis Software	Annual Cost \$18,700 x 3 years	\$56,100.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$56,100.00

2b. Services and Supplies Narrative:

5b. Data Collection and Evaluation Narrative

As required by the grant guidelines \$75,000 has been set aside for the development of an evaluation plan due by April 2024. In the event that not all \$75,000 is required to develop this plan, NPD will either return funding or increase the scope of the grant through additional cameras or staff time for operations.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
FLOCK Safety Falcon LPR	\$3,000 per LPR x 10 annually for 3 years	\$90,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$90,000.00

6b. Equipment/Fixed Assets Narrative

\$3,000 per LPR x 10 annually for 3 years = \$90,000

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Financial Audit Cost	\$5,885.44
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$5,885.44

7b. Financial Audit) Narrative:

The City of Novato contracts with an external city a will work with an external auditor that will review all the use of funds during the grant program. NPD will make available all documentation/receipts/invoices to the auditor. An external company is already used/retained by the City of Novato.

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

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

		\$0.00
TOTAL		\$0.00
8b. Other (Travel, Training, etc.) Narrative:		
N/A		
9a. Indirect Costs		
For this grant program, indirect costs may be charged using only one of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i>	TOTAL	\$0
9b. Indirect Costs Narrative:		
<i>Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.</i>		



June 29, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Novato Organized Retail Theft (ORT) Prevention Grant: Letter of Intent

To Whom It May Concern,

I am writing on behalf of the City of Novato and Novato Police Department regarding the City of Novato's Organized Retail Theft (ORT) Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations

As the Lead Public Agency for this application, we have determined that the proposed project **will not** impact any other agency. The project will take place entirely on public property within the Lead Public Agency's jurisdiction.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hank Schreeder', with a long horizontal flourish extending to the right.

Hank Schreeder
Interim Chief of Police
Novato Police Department

Bias-Free Policing

402.1 PURPOSE AND SCOPE

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

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

The intent of this policy is to increase the department's effectiveness as a law enforcement agency and to build mutual trust and respect with the City of Novato's diverse groups and communities.

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).

Racial or Identity Profiling - The consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description. Such activities include, but are not limited to, traffic or pedestrian stops, or actions taken during a stop, such as asking questions, frisks, consensual and nonconsensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest. (Penal Code, § 13519.4 (e)).

Implicit Bias - The attitudes or stereotypes that affect a person's understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control. Implicit biases are different from known biases that individuals may choose to conceal.

Bias by Proxy - When an individual calls/contacts the police and makes false or ill-informed claims of misconduct about persons they dislike or are biased against based on explicit racial and identity profiling or implicit bias. When the police act on a request for service based in unlawful bias, they risk perpetuating the caller's bias. Members should use their critical decision-making skills, drawing upon their training to assess whether there is criminal conduct.

Reasonable Suspicion to Detain - Reasonable suspicion is a set of specific facts that would lead a reasonable person to believe that a crime is occurring, had occurred in the past, or is about to

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occur. Reasonable suspicion to detain is also established whenever there is any violation of law. Reasonable suspicion cannot be based solely on a hunch or instinct.

Detention - A seizure of a person by an officer that results from physical restraint, unequivocal verbal commands, or words or conduct by an officer that would result in a reasonable person believing that he or she is not free to leave or otherwise disregard the officer. (11 CCR § 999.224(a) (7)).

Reasonable Suspicion to Conduct a Pat Search - officers are justified in conducting a pat search if officers have a factual basis to suspect that a person is carrying a weapon, dangerous instrument, or an object that can be used as a weapon, or if the person poses a danger to the safety of the officer or others. Officers must be able to articulate specific facts that support an objectively reasonable apprehension of danger under the circumstances and not base their decision to conduct a pat search on any perceived individual characteristics. Reasonable suspicion to conduct a pat search is different than reasonable suspicion to detain. The scope of the pat search is limited only to a cursory or pat down search of the outer clothing to locate possible weapons. Once an officer realizes an object is not a weapon, or an object that can be used as a weapon, the officer must move on.

Probable Cause to Arrest - under the Fourth Amendment to the United States Constitution, arrests must be supported by probable cause. Probable cause to arrest is a set of specific facts that would lead a reasonable person to objectively believe and strongly suspect that a crime was committed by the person to be arrested.

402.2 POLICY

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

The Novato Police Department is committed to providing services and enforcing laws in a professional, nondiscriminatory, fair, and equitable manner that keeps both the community and officers safe and protected.

A fundamental right guaranteed by the Constitution of the United States is equal protection under the law guaranteed by the Fourteenth Amendment. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents as guaranteed by the Fourth Amendment. The department is charged with protecting these rights. Police action that is biased is unlawful and alienates the public, fosters distrust of police, and undermines legitimate law enforcement efforts.

The department recognizes explicit and implicit bias can occur at both an individual and an institutional level and is committed to addressing and eradicating both.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing and racial/identity profiling is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

402.4 MEMBER RESPONSIBILITIES

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

All employees of Novato Police Department are prohibited from taking actions based on actual or perceived personal characteristics, including but not limited to race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability, except when engaging in the investigation of appropriate suspect-specific activity to identify a particular person or group. Personnel must not delay or deny policing services based on an individual's actual or perceived personally identifying characteristics.

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. Officers may only consider or rely on characteristics listed in a specific description of a suspect, victim, or witness based on trustworthy and relevant information that links a specific person to a particular unlawful incident.

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.

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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 Novato Police Department is the primary agency, the Novato 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).

402.4.3 BIAS BY PROXY

Bias-by-proxy or a bias-based call occurs "when an individual calls the police and makes a false or ill-informed claim about a person they dislike or are biased against." A poor or inadequate response to such a call impairs the police department's legitimacy and undermines efforts to build community trust.

Personnel should be mindful of their training on implicit bias and regularly reflect on specific ways their decision-making may be vulnerable to implicit bias.

Initial Call for Service: Calls received by Dispatch or Records personnel should be continuously assessed for emergency response. An evaluation of information provided by the reporting party to determine whether there is evidence of criminal misconduct or if there is a need to engage in a community caretaking function. Call takers should explore whether there are concrete, observable behaviors that form the basis of the suspicious activity or crime the call is reporting. Care should be taken to illicit as much relevant information concerning a report as time permits. The call taker will enter the provided information into the Computer Aided Dispatch system.

Dispatching Determination: If a call appears to be a bias-based call for service, the shift supervisor should be notified to determine if an officer will respond to the call. Should the reporting party wish to speak to a supervisor, this request should be immediately communicated via radio.

Should the information received warrant a Police response, a Police unit(s) will be dispatched accordingly.

Supervisor Responsibilities: Supervisors, upon being advised of a CAD call for review, must expeditiously review the entry. The Supervisor will decide if non-response, given the information known, is appropriate. The Supervisor may concur with the determination, request additional information, or direct an appropriate response. Each of these determinations must be recorded in CAD.

Call Response and Disposition: If assigned to the call for service by the supervisor, the officer should respond to the area and independently assess the subject's behavior from a distance, if

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no suspicious criminal behavior or community caretaking need is observed, then the officer can report the call to dispatch as “unfounded.”

The supervisor may follow up with the caller to let them know that they found no suspicious or criminal activity. This way of “closing the call” may help educate callers about appropriate calls for service and possibly alleviate dispatching calls that have no merit, while serving to build trust between police and the community.

402.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command, including dispatchers and non-sworn personnel, to ensure they understand the content of this policy and always comply with it. Supervisors shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

All Novato Police Department personnel, including dispatchers and non-sworn personnel, shall not retaliate against any person who complains of biased policing or expresses negative views about them or law enforcement in general.

All personnel, including dispatchers and non-sworn personnel, share the responsibility of preventing bias-based policing. Personnel shall report any violations of this policy they observe or of which they have knowledge.

Any employee who becomes aware of any instance of bias-based policing or any violation of this policy shall report it in accordance with established procedure.

- (a) Supervisors should discuss any issues with the involved employee 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 Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - (a) Supervisors should document these periodic reviews.
 - (b) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

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

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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.

402.6.1 ADMINISTRATIVE AUDITS

It is the policy of the Novato Police Department to conduct administrative audits of stop data reports to evaluate compliance with department policy and measure effectiveness of stop data reporting systems. Audits are not intended to evaluate or measure overall job performance. The purpose of auditing is to determine compliance within the scope of this policy and provide the Chief of Police data in which to evaluate system usage and effectiveness.

402.6.2 AUDIT PROCEDURES

- (a) During each six-month shift rotation, the supervisor shall review two incidents captured on BWC and/or In-car video which would require a stop data entry for each sworn member, to include the ranks of Sergeant, Corporal, and Officer. For consistency, auditing a minimum of one video should occur no later than the end of each quarter falling on March 31, June 30, September 30, and December 31.
- (b) Incidents which would require stop data should be randomly selected by conducting records checks in CAD/RMS. Supervisors should avoid selecting incidents where he/she was present.
- (c) The review process would include any reference material as needed such as CAD unit history data, RMS police reports, video recordings, or personal knowledge of the officer's activity.
- (d) Upon completion of the review, the supervisor will record the incident reviewed and log the date/time of the video review in the Stop Data auditing workbook housed in the G drive within the Stop Data Audit electronic folder.
- (e) If during the audit process the supervisor discovers an officer did not make a required stop data report in accordance with this policy, the supervisor will discuss the matter with the officer to determine the reason for failure to complete a stop data report. The reason shall be noted in the auditing workbook and if appropriate, documented in a performance note.
- (f) Upon completion of the audits during a six-month rotation, the supervisor will notify their respective Lieutenant via e-mail no later than July 31st for the first rotation and January 31st for the second rotation.
- (g) The patrol Lieutenant managing the department's stop data system will be responsible for reviewing the audit information and will provide an annual report to the Chief of Police, via chain of command, consisting of compliance rates by officer along with any documented corrective action taken by a supervisor or manager.

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402.7 TRAINING

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

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training about bias-free 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) The Novato Police Department will ensure that management includes a discussion of its bias-free policing policy with its officers and staff on an annual basis
- (d) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

As required by the California Racial and Identity Profiling Act of 2015, Novato Police Department is required to collect data on: (a) civilian complaints that allege racial and identity profiling and (b) perceived demographic and other detailed data regarding pedestrian and traffic stops. The data to be collected for stops includes, among other things, perceived race or ethnicity, approximate age, gender, LGBT identity, limited or no English fluency, or perceived or known disability, as well as other data such as the reason for the stop, whether a search was conducted, and the results of any such search. All agencies must report this data to the California Department of Justice.

The Novato Police Department should regularly analyze data, in consultation with the City of Novato Police Advisory Review Board, to assist in identifying practices that may have a disparate impact on any group relative to the general population

The Administrative Services Captain 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 Section 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).

Public Safety Video Surveillance System

376.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

376.2 POLICY

The Novato Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

376.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

376.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

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

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending, and prosecuting offenders.

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- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

376.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

376.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

376.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

376.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have

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been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

376.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

376.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

376.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

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376.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Novato Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

376.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

376.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.