

Title	<b>Orange Police Department</b>	07/06/2023
	by <b>Aaron Schulze</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41328424
	aschulze@cityoforange.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)      **Orange 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 **Orange Police Department**

---

Applicant's Physical Address **1107 N Batavia Street  
Orange  
CA  
92867  
US**

---

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

---

Mailing Address for Payment **1107 N. Batavia Street  
Orange  
CA  
92867  
US**

---

Tax Identification Number **95-6000755**

---

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 **Eric  
Rosauer**

---

Project Director's Title with Agency/Department/Organization **Police Captain, Orange Police Department**

---

Project Director's Physical Address **1107 N. Batavia Street  
Orange  
CA  
92867  
US**

---

Project Director's Email Address **erosauer@orangepd.org**

---

Project Director's  
Phone Number **+17147447467**

---

Financial Officer **Hilda  
Montoya**

---

Financial Officer's  
Title with  
Agency/Department/Organization **Senior Administrative Analyst, City of Orange**

---

Financial Officer's  
Physical Address **1107 N. Batavia Street  
Orange  
CA  
92867  
US**

---

Financial Officer's  
Email Address **hmontoya@orangepd.org**

---

Financial Officer's  
Phone Number **+17147447522**

---

Day-To-Day Program  
Contact **Scott  
Tausch**

---

Day-To-Day Program  
Contact's Title **Lieutenant, Orange Police Department**

---

Day-To-Day Program  
Contact's Physical  
Address **1107 N. Batavia Street  
Orange  
CA  
92867  
US**

---

Day-To-Day Program  
Contact's Email  
Address **strausch@orangepd.org**

---

Day-To-Day Program  
Contact's Phone  
Number **+17147447430**

---

Day-To-Day Fiscal  
Contact **Hilda  
Montoya**

---

Day-To-Day Fiscal  
Contact's Title **Senior Administrative Analyst, City of Orange**

---

Day-To-Day Fiscal  
Contact's Physical  
Address **1107 N. Batavia Street  
Orange  
CA  
92867  
US**

---

Day-To-Day Fiscal Contact's Email Address	<b>hmontoya@orangepd.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+17147447522</b>
Name of Authorized Officer	<b>Tom Kisela</b>
Authorized Officer's Title	<b>City Manager, City of Orange</b>
Authorized Officer's Physical Address	<b>300 E Chapman Orange CA 92866 US</b>
Authorized Officer's Email Address	<b>tkisela@cityoforange.org</b>
Authorized Officer's Phone Number	<b>+17147442222</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Combatting Organized Retail Theft in the City of Orange</b>
Proposal Summary	<b>The City of Orange is requesting funds to install 30 license plate readers in the Northern and Southwestern areas of the City, which experience the most occurrences of retail theft and vehicle theft. Additionally, the City is requesting funds to cover overtime costs for up to five (5) officers to perform duties related to curbing retail and vehicle theft outside of their normal duties. This overtime will occur for each officer once per month.</b>
PROGRAM PURPOSE AREAS	<b>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.</b>
Program Purpose Areas (PPAs):	<b>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft</b>

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 Orange has been plagued by organized retail and vehicle thefts (as well as theft of motor vehicle parts) in recent years. This is due in large part to its close proximity to major freeways and due to its abundant retail opportunities. This application is targeting two geographic areas of the City that have been most victimized by these organized rings of criminals; through crime statistic analysis and anecdotal evidence from the Orange Police Department, the Southwest and Northern areas of the city have been identified as the priority locations for this project. The City of Orange will be working with the Orange Police Department to execute the proposed project to reduce instances of retail, vehicle, and vehicle parts thefts in these target areas.**

**The Southwest area of the City is home to The Outlets at Orange that has over 75 retailers including Nordstrom Rack, Saks Off 5th, Under Armour, Steve Madden, Neiman Marcus Last Call, Lucky Brand, Kay Jewelers, Bloomingdale's Outlet, Gap, H&M, Adidas, and more. The shops are spread over the 74-acre property and welcome as many as**

8 million visitors each year. In December 2021, CHP officials arrested three individuals after stealing thousands of dollars in merchandise from multiple stores at the Outlets. The arrests were made thanks to an active investigation by the California Highway Patrol. This particular incident highlights how successful an active investigation can be, but also highlights the need for more regular and consistent deterrence and investigative efforts.

Within this Southwest area from 2019 until May of 2023, OPD had a total of 237 shoplifting/retail theft incidents. Of the 237 shoplifting/retail crimes in this identified area, 233 occurred at the Outlets of Orange; 58 of those incidents occurred at Nordstrom Rack and 53 occurred at Saks OFF 5TH. In this same identified area, there were 43 robberies in which 27 occurred at the Outlets and 14 of the robberies occurred at a retail store.

The City and Orange PD will be focusing on the Northern part of the city as well in this grant-funded project. This area is home to the Village Mall as well as many retailers that have fallen victim to organized retail thefts nationwide such as The Home Depot, Walmart, Target, and Best Buy. At both of the Home Depot locations in the city, there have been reported instances of stolen vehicles, robbery, shoplifting, vehicle burglary, and theft of motor vehicle parts over the last five years. Within this area from January of 2019 to May of 2023 there were 203 incidents of shoplifting/retail thefts, 88 stolen vehicles, and 25 thefts of vehicle parts. The Home Depot (1855 N Tustin) had 84 shoplifts/retail thefts from 2019 – May of 2023. The north BestBuy store had 12 reports of shoplifting/retail theft during the same time period. This area accesses the Costa Mesa Freeway, which feeds into the Riverside Freeway to the north or can quickly take thieves to I-5, I-405, or Highway 22 towards Los Angeles County. This accessibility to various freeways adds to the appeal of these locations for criminals and compounds the difficulty that OPD experiences in apprehending suspects.

An analysis of crime data for the entire City of Orange reveals from 2019 until May of 2023 there were a total of 695 shoplifting/retail thefts, 1,688 stolen vehicles, and 1,118 thefts of motor vehicle parts.

In many instances, organized retail crime groups are sophisticated, smart, and brazen. Their attacks on stores are calculated and planned. They are also known to victimize the same stores repeatedly if not confronted. If given the right tools to combat organized retail and vehicle theft in Orange, the Orange Police Department will also be preventing incidents that can very easily turn violent, and apprehending individuals that are partaking in behavior that is much more dangerous than stealing a pair of jeans for personal use. OPD will be able to better protect retailers, shoppers, and the community at large by implementing this project.

---

#### Project Description

The City of Orange, through the Orange Police Department, is requesting funds for the purchase of 30 Flock brand license plate readers (LPRs) and 3 Mobile Surveillance Units. The request also includes overtime costs (salary + benefits) for five OPD officers (1

sergeant, 3 detectives, 1 officer) to perform additional activities to deter organized retail and vehicle theft for five hours each month throughout the grant performance period. The City's request also includes the required set-aside to cover data collection, report preparation, and evaluation efforts.

30 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 nationwide has 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 OPD 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 OPD 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. Three (3) mobile surveillance units will also be purchased with grant funds and utilized throughout the city at retail and vehicle theft hot spots. It is the intention that these units will be moved throughout the city as needed, but will primarily reside within the southwest and northern parts of the city, where the bulk of the retail crime is located. The mobile surveillance units will allow OPD to monitor activity, identify and respond to crimes in progress, and provide critical footage for post-crime investigations. The presence of the mobile surveillance units will also serve as a deterrent to would-be criminals who may have intentions to commit retail or vehicle theft in that area. An example of this would be placing one of the mobile surveillance units in the parking lot of The Home Depot at 435 W. Katella Avenue. This is a location that saw 4 reports of a stolen vehicle, 2 reports of theft of motor vehicle parts, and 23 reports of shoplifting in 2022. Having the mobile surveillance unit in this location would certainly deter individuals from stealing vehicles or vehicle parts, and would also provide OPD with camera footage critical to apprehending any suspect(s).

OPD and the City will work with any retailers who may wish to have one of these units placed on their property, and who are identified by OPD as a theft problem location for one of these units to be deployed. OPD will ensure that the installation of any of these units will not negatively impact retailers.

Finally, the City of Orange is seeking funds to cover overtime costs for five personnel to increase enforcement, investigation, and undercover operations at retail sites throughout the city. The primary targets for this work will be the Outlets at Orange as well as some of the city's chain retailers who are most frequently victims of organized retail theft (e.g., Target, BestBuy, The Home Depot).

A recent incident underscores the need for this request. On June 1, 2023, between 4pm and 11pm, Orange Police Department Property Crimes Detectives worked an operation at the Outlets at Orange in an undercover and uniformed capacity. This was due to a recent increase in vehicle theft, catalytic converter theft, vehicle burglaries, retail theft and robberies. During the operation they noticed a



suspicious vehicle backed into a parking spot with a male and female loitering nearby. The vehicle was registered to a female from Los Angeles County who had prior arrests for theft, narcotics related offenses and possession of a firearm.

The male and female both had large zip up bags in their possession and they were seen separating and walking towards several retail stores. Undercover Detectives later observed the male and female enter the Nike Outlet Store and they exited with full bags of clothing and shoes several different times. They were seen returning to their vehicle, changing clothes, and walking back towards the retail stores. The male and female were later seen moving their vehicle to a different section of the parking lot at which time Detectives made contact. Upon initial contact, the male was in possession of a sawzall and he appeared to be getting ready to steal the catalytic converter from the vehicle parked next to them. Both the male and female were in possession of multiple brand-new Nike shoes and various articles of Nike clothing. The male was also in possession of narcotics. A magnetic device was located inside their vehicle which is commonly used to remove electronic anti-theft devices from retail merchandise. The Nike Outlets Manager positively identified the male as the suspect taking merchandise from inside the store on multiple occasions. Both subjects were arrested for shoplifting, possession of stolen property and burglary tools.

This is just one incident that highlights how bold, calculating, and effective perpetrators of retail theft can be without adequate law enforcement presence. It also highlights how effective Orange Police Department can be when officers have the time to dedicate towards planning, preventing, and solving these crimes.

The City of Orange in collaboration with Orange Police Department is committed to covering any ongoing costs associated with the license plate readers or mobile surveillance units beyond the grant performance period. Additionally, after the project evaluation is complete and the increased enforcement efforts (i.e., undercover stings) have shown their value, the City will be prepared to financially support continued operations as needed.

If this request for license plate readers, mobile surveillance units, and officer overtime is approved it is assured that the City, through the Orange 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 OPD 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 mobile surveillance units) when instances do occur.

---

**Both the City of Orange and the Orange Police Department have the capacity to successfully execute this comprehensive project. OPD 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 Outlets of Orange, Village of Orange, and surrounding stores such as Home Depot, Target and Best Buy. 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 Orange 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.**

---

The Orange 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. OPD 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 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 and mobile surveillance units, as well as increased presence of OPD officers, calls for service relating to shoplifting or theft will decrease over the grant period. Likewise, OPD 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 OPD 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

[Budget\\_ORT\\_Prevention\\_OPD\\_-\\_FINAL.xlsx](#)

---

SECTION V -  
ATTACHMENTS

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

---

Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_\\_OPD.docx](#)

---

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[grantee\\_assurance\\_non-governmental.pdf](#)

---

Local Impact Letter(s) (Appendix E)

[Impact\\_Letter\\_signed.pdf](#)

---

Letter(s) of Commitment, (Appendix F)

[home\\_depot\\_north.pdf](#)

[Home\\_depot\\_west.pdf](#)

[Outlets\\_letter.pdf](#)

[Target\\_letter\\_of\\_support.pdf](#)

---

Policies Limiting Racial Bias

[401\\_bias-based\\_policing\\_.pdf](#)

---

Policies on Surveillance Technology

[423\\_ALPRs.pdf](#)

[322\\_info\\_tech\\_use.pdf](#)

---

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

[Certificate\\_of\\_compliance.pdg.pdf](#)

---

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

---

OPTIONAL:                   n/a  
Bibliography

---

CONFIDENTIALITY  
NOTICE:

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

---

## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Increase apprehension of organized retail or vehicle theft suspects</b>		
Objectives (A., B., etc.)	> Accurately and quickly use footage from installed license plate readers to initiate a search for suspects thought to have engaged in organized retail or vehicle theft > Purchase and utilize three (3) Mobile Surveillance Units to assist with enforcement and investigations		
Process Measures and Outcome Measures:	> Orange 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 vehicles apprehended/cases closed		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Install license plate readers in areas that are currently identified as hot spots for these crimes > Install Mobile Surveillance Units in areas that are currently identified as hot spots for these crimes	> Orange Police Department (OPD)	> October 1, 2023	December 31, 2026
List data and sources to be used to measure outcomes: > OPD will track the success rate of closed investigations, as well as the number of cases in which evidence or information from either the mobile surveillance units or license plate readers is utilized.			

<b>(2) Goal:</b>	<b>&gt; Reduce the number of organized retail and vehicle theft in the Southwestern and Northern areas of the city</b>		
Objectives (A., B., etc.)	> Install license plate readers in target areas to deter individuals from committing organized retail and vehicle theft, among other crimes > Purchase and utilize three (3) Mobile Surveillance Units to monitor activity and deter criminal activity		
Process Measures and Outcome Measures:	> Orange PD will compare the number of reported incidents prior to the installation of the LPRs against the data collected after the installation of the LPRs		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Install LPRs in strategic locations > Install Mobile Surveillance Units in areas that are currently identified as hot spots for these crimes > Regularly maintain equipment to ensure appropriate function	> OPD	> October 1, 2023	> December 31, 2026
List data and sources to be used to measure outcomes: > OPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the # of calls is decreasing and the project is successful.			

<b>(3) Goal:</b>	<b>&gt; Increase surveillance and suppression activities</b>		
Objectives (A., B., etc.)	> Identify and arrest retail theft and vehicle/vehicle parts theft suspects while OPD officers are working suppression and surveillance operations		
Process Measures and Outcome Measures:	> OPD will track the number of surveillance and suppression activities completed and the number of suspects apprehended		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Suppression and surveillance activities that will take place in various locations throughout the targeted areas. This will include undercover operations as well as increased presence of uniformed officers.	> OPD	> October 1, 2023	> December 31, 2026

List data and sources to be used to measure outcomes: > Data to be tracked will be the number of arrests made during these operations.



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

Name of Applicant: *City of Orange*

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	\$100,421.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$28,247.00
6. Equipment/Fixed Assets	\$439,500.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$593,168.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Overtime cost for one (1) sergeant, Year 1	\$131/hour x 60 hours (5 hours/month)= \$7,860. \$7,860 (salary) + \$114.00 (Medicare 1.45%) + \$9.00 (UI .11%) =	\$7,983.00
Overtime cost for one (1) sergeant, Year 2	\$138/hour x 60 hours = \$8,280. \$8,280 (salary) + \$120 (Medicare 1.45%) + \$9.00 (UI .11%) =	\$8,409.00
Overtime cost for one (1) sergeant, Year 3	\$141/hour x 60 hours = \$8,460. \$8,460 (salary) + \$123 (Medicare 1.45%) + \$9.00 (UI .11%) =	\$8,592.00
Overtime cost for three (3) detectives, Year 1	\$102/hour x 180 hours (5 hours per month each) = \$18,360. \$18,360+\$266 (Medicare 1.45%) + \$20.00 (UI .11%)=	\$18,646.00
Overtime cost for three (3) detectives, Year 2	\$107/hour x 180=\$19,260. \$19,260 + \$279 (Medicare 1.45%) + \$21.00 (UI .11%) =	\$19,560.00
Overtime cost for three (3) detectives, Year 3	\$109/hour x 180= \$19,620. \$19,620 + \$284 (Medicare 1.45%) + \$22 (UI .11%) =	\$19,926.00
Overtime costs for one (1) police officer, Year 1	\$90/hour x 60 hours = \$5,400. \$5,400 + \$78 (Medicare 1.45%) + \$6 (UI .11%) =	\$5,484.00
Overtime costs for one (1) police officer, Years 2-3	\$97/hour (year 2 is at \$96/hour, year 3 is at \$98/hour) x 120 hours = \$11,640 + \$169 (Medicare) + \$12 (UI) =	\$11,821.00
<b>TOTAL</b>		<b>\$100,421.00</b>

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

*The grant application is requesting funds to cover overtime costs for one Sergeant, One Officer, and three Detectives to work overtime hours (5 hours each month) to increase patrol and undercover operations to prevent and reduce organized retail theft as well as vehicle (and vehicle parts) theft.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

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

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**3b. Professional Services Narrative**

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

**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
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

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

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

**5a. Data Collection and Evaluation**

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation		\$28,247.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$28,247.00</b>

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

*Funds to support data collection and evaluation efforts to complete Quarterly Progress Reports, statewide evaluation, local evaluation plan, and local evaluation report.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
License Plate Readers - 30, years 1 and 2	30 cameras X \$3,000/each = \$90,000/year; Years 1 and 2. \$90,000 + \$90,000=	\$180,000.00
License Plate Readers - 30, year 3	30 cameras X \$3,500 each =	\$105,000.00
Mobile Surveillance Units - 3	\$50,000/each	\$150,000.00
FLOCK Safety System, License Plate Readers initial setup cost	\$4,500	\$4,500.00
		\$0.00
		\$0.00

**TOTALS** **\$439,500.00**

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

*Grant funds are being requested to purchase license plate readers and install them in various strategic locations near retailers with high frequencies of organized retail theft. Funds will also be use dto purchase thee mobile surveillance units, for utilization in target areas.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
External financial audit to comply with grant award	Estimate of external audit	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

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

28

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

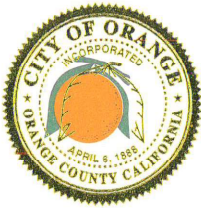
Enter narrative here. You may expand cell height if needed.

#### 9a. Indirect Costs

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

#### 9b. Indirect Costs Narrative:

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.**



# CITY OF ORANGE

---

CITY MANAGER

PHONE: (714) 744-2222 • FAX (714) 744-5147

---

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program, Local Impact Letter, City of Orange

Date: June 28, 2023

To whom it may concern;

The City of Orange has been plagued by organized retail and vehicle thefts in recent years. This is due in large part to its close proximity to major freeways and abundant retail opportunities. The City is targeting two geographic areas that have been most victimized by these organized rings of criminals; through crime statistical analysis and anecdotal evidence from the Orange Police Department, the Southwest and Northern areas of the city have been identified as the priority locations.

The City of Orange and Orange Police Department (OPD) are committed to reducing crime to make Orange a safer place. The City of Orange will be working with the Orange Police Department to execute the proposed project to reduce instances of retail, vehicle, and vehicle parts thefts in these target areas.

We are requesting funds through the BSCC Organized Retail Theft Prevention grant in order to help combat the frequent instances of organized theft in the community. These funds will be used to purchase license plate readers which will be installed at strategic locations on city property and mobile surveillance units/trailers to be temporarily deployed in areas experiencing high rates of retail and/or motor vehicle theft. The grant award will also fund overtime for officers to perform additional anti-retail theft operations.

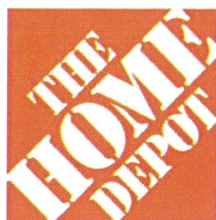
If grant-funded activities, such as "sting" operations or deployments of mobile surveillance unit/trailers take place on retail properties, OPD will work closely with management and their security team to ensure there are not any impacts or conflicts with retail operations.

Please accept this Impact Letter from the City of Orange, Orange Police Department, acknowledging the grant application and proposed grant project. We will work collaboratively with our local businesses to ensure success in reducing organized theft crimes and overall criminal activity.

Sincerely,

Tom Kisela, City Manager

Dan Adams, Chief of Police



## THE HOME DEPOT

Orange #6965, 1855 North Tustin Avenue, Orange CA, 92865

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 6, 2023

Please accept this letter of support for the City of Orange's application to the BSCC Organized Retail Theft Prevention grant program. If funded, the City's proposed project will be implemented by the Orange Police Department.

Orange Police Department (OPD) has experienced an increase in retail theft as well as motor vehicle theft in recent years. In the northern portion of the city surrounding the shopping mall the Village at Orange, they had 203 reported incidents of retail theft in the past five years. During that same time frame the Orange Police Department had 84 reported incidents of shoplifting from the Home Depot store # 6965 located at 1855 N. Tustin.

Our store is located south of the Village at Orange and close to the 55 freeway, allowing for easy access for retail theft suspects. Home Depot stores throughout Southern California are being targeted by organized retail theft rings resulting in 3 million loss of revenue statewide. The loss accrued by retail theft was estimated at 3 million dollars total in loss for the fiscal year.

The City of Orange and OPD are requesting funds through the BSCC Organized Retail Theft Prevention grant in order to help combat these instances of organized theft in the community. These funds will be used to purchase license plate readers and install them at strategic locations on city property. Any grant award will also fund overtime for officers to perform additional anti-retail theft duties.

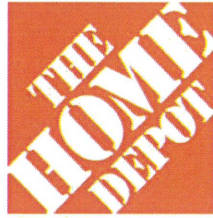
To protect the city's retailers and residents, I am in strong support of the City of Orange's application and request your full consideration.

Sincerely,

Donald Shaut

Home Depot

Asset Protection Specialist



## THE HOME DEPOT

Orange #0615, 435 W. Katella Avenue, Orange CA, 92867

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 6, 2023

Please accept this letter of support for the City of Orange's application to the BSCC Organized Retail Theft Prevention grant program. If funded, the City's proposed project will be implemented by the Orange Police Department.

Orange Police Department (OPD) has experienced an increase in organized retail theft as well as motor vehicle theft in recent years. The Orange Police Department had 62 reported incidents of shoplifting/retail theft and 8 vehicle thefts from the Home Depot (store # 0615), located at 435 W. Katella in the past five years. Our location is located on Katella Avenue between the 57 and 55 freeways, allowing for quick and easy access for retail theft suspects. Home Depot stores throughout Southern California are being targeted by organized retail theft rings resulting in 3 million dollar loss of revenue statewide.

The City of Orange and OPD are requesting funds through the BSCC Organized Retail Theft Prevention grant in order to help combat these instances of organized theft in the community. These funds will be used to purchase license plate readers and install them at strategic locations on city property. Any grant award will also fund overtime for officers to perform additional anti-retail theft duties.

To protect the city's retailers and residents, I am in strong support of the City of Orange's application and request your full consideration.

Sincerely,

Donald Shaut

Home Depot

Asset Protection Specialist



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 13, 2023

Please accept this letter of support for the City of Orange's application to the BSCC Organized Retail Theft Prevention grant program. If funded, the City's proposed project will be implemented by the Orange Police Department.

Orange Police Department (OPD) has experienced a significant increase in organized retail theft as well as motor vehicle theft in recent years. Most of these crimes occur at The Outlets at Orange which is a 74-acre property with more than 120 name brand retailers. The Outlets at Orange welcomes millions of annual visitors and is a premier destination for shopping, dining, and entertainment at well-known establishments such as Saks Off 5<sup>th</sup>, Bloomindale's – The Outlet Store, Nordstrom Rack, Nike Factory, Neiman Marcus Last Call, Polo Ralph Lauren, Victoria's Secret, Bath & Body Works, Levi's, and several jewelry stores.

Within the past five years The Outlets at Orange had 233 reported incidents of retail theft. The surrounding parking lot of The Outlets at Orange has seen a significant increase in stolen vehicles and stolen vehicle parts. The Outlets at Orange is located near the 5, 22, and 57 freeways allowing for quick ingress and egress of retail and vehicle theft suspects. Many of the vehicles taken from The Outlets have been recovered in Los Angeles County.

The City of Orange is requesting funds through the BSCC Organized Retail Theft Prevention grant in order to combat these crimes of organized theft in the community. These funds will be used to purchase license plate reader technology installed in strategic locations on city property. Any grant award will also fund overtime operations to apprehend suspects, gain intelligence and reduce Organized Retail Theft activities.

To protect the city's retailers and residents, The Outlets at Orange are in strong support of the City of Orange's application and request your full consideration.

Respectfully,

Kristin M. Elfring  
General Manager  
The Outlets at Orange



Target

Orange (T0230)

2191 N Tustin St, Orange, CA 92865-3701

(714)974-2800

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 20, 2023

---

Please accept this letter of support for the City of Orange's application to the BSCC Organized Retail Theft Prevention grant program. If funded, the City's proposed project will be implemented by the Orange Police Department.

Orange Police Department (OPD) has experienced an increase in organized retail theft as well as motor vehicle theft in recent years. In the northern portion of the city surrounding the shopping mall the Village at Orange, there have been 203 incidents of retail theft in the past five years. The Target located at 2191 N. Tustin is located near the Village at Orange and is frequently victimized by retail theft suspects. Our store is located close to the 55-Freeway allowing for easy access for retail theft suspects. Target stores throughout Southern California are being victimized by organized retail theft rings resulting in \$1,883,846 loss of revenue at just this location.

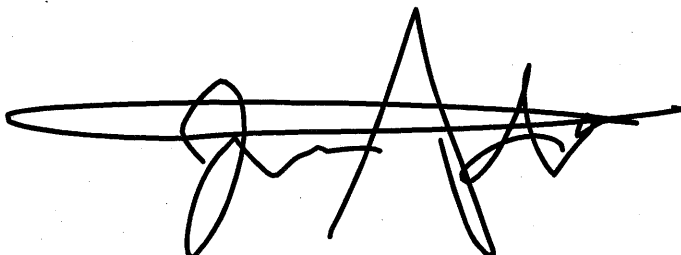
The City of Orange and OPD are requesting funds through the BSCC Organized Retail Theft Prevention grant in order to help combat these instances of organized theft in the community. These funds will be used to purchase license plate readers and install them at strategic locations on city property. Any grant award will also fund overtime for officers to perform additional anti-retail theft duties.

To protect the city's retailers and residents, I am in strong support of the City of Orange's application and request your full consideration.

Sincerely,

Juan Adame

Executive Team Lead - Asset Protection

A handwritten signature in black ink, appearing to read 'Juan Adame', written over a horizontal line.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department employees that affirms the Orange 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).

#### 401.1.1 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).

### 401.2 POLICY

The Orange 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.

### 401.3 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.

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Employees shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (refer to the California Government Code).

Employees shall not assist federal government authorities (refer to the California Government Code):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

# Orange Police Department

## Orange PD Policy Manual

### *Bias-Based Policing*

---

- (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.

#### 401.3.2 RACIAL AND IDENTITY PROFILING ACT (RIPA)

On or before January 1, 2022, the Department is required to begin collecting data on all stops conducted by employees within the department. Commencing on or before April 1, 2023, the Department is required to annually report to the California Attorney General data on all stops, as defined, conducted by the agency's peace officers, and require that data to include specified information, including the time, date, and location of the stop, and the reason for the stop for the preceding calendar year (Government Code 12525.5).

#### **DEFINITIONS:**

The following definitions relate to terms used within this policy (Government Code 12525.5):

**Peace officer:** as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, is limited to members of the California Highway Patrol, a city or county law enforcement agency, and California State or university educational institutions. "Peace officer," as used in this section, does not include probation officers and officers in a custodial setting.

**Stop:** means any detention by a peace officer of a person, or any peace officer interaction with a person in which the peace officer conducts a search, including a consensual search, of the person's body or property in the person's possession or control.

#### **DATA COLLECTION:**

Sworn employees shall complete all applicable data field in the Department's AB 953 RIPA Stop Application for each stop. The reporting shall include, at a minimum, the following information for each stop:

- (1) The time, date, and location of the stop.
- (2) The reason for the stop.
- (3) The result of the stop, such as, no action, warning, citation, property seizure, or arrest.
- (4) If a warning or citation was issued, the warning provided or violation cited.
- (5) If an arrest was made, the offense charged.
- (6) The perceived race or ethnicity, gender, and approximate age of the person stopped, provided that the identification of these characteristics shall be based on the observation and perception of the peace officer making the stop, and the information shall not be requested from the person stopped. For motor vehicle stops, this paragraph only applies to the driver, unless any actions specified under paragraph (7) apply in relation to a passenger, in which case the characteristics specified in this paragraph shall also be reported for them.
- (7) Actions taken by the peace officer during the stop, including, but not limited to, the following:

# Orange Police Department

## Orange PD Policy Manual

### *Bias-Based Policing*

---

(a) Whether the peace officer asked for consent to search the person, and, if so, whether consent was provided.

(b) Whether the peace officer searched the person or any property, and, if so, the basis for the search and the type of contraband or evidence discovered, if any.

(c) Whether the peace officer seized any property and, if so, the type of property that was seized and the basis for seizing the property.

When two or more reporting agencies are involved in a stop, only the primary agency shall submit a report. The primary agency is the agency with investigative jurisdiction based on local, county, or state law or applicable interagency agreement or memoranda of understanding. If there is uncertainty as to the primary agency, the agencies shall agree on which agency is the primary agency for reporting purposes. If a stop is done in conjunction with a reporting agency and an agency that is not subject to the reporting requirements of this chapter, the reporting agency is required to submit data on the stop, even if it is not the primary agency responsible for the stop.

If more than one peace officer of a reporting agency conducts a stop, only one officer shall collect and report the information required to be reported. The officer with the highest level of engagement with the person stopped shall submit the full report for all data elements, regardless of whether that officer performed the specific action(s) reported.

An officer shall complete all stop reports for stops made during their shift by the end of that shift, unless exigent circumstances preclude doing so. In such circumstances, the data shall be completed as soon as practicable. (11 CCR 999.227)

#### **SUPERVISORS:**

Supervisors should ensure that data stop reports are completed by the end of the officer's shift or as soon as practical. Supervisors should ensure that data stop requirements are provided to the Records Manager for required annual reporting to the DOJ.

#### **REPORTING TO THE CALIFORNIA ATTORNEY GENERAL:**

The Records Manager in the Records Bureau is the custodian of all data collected. The Records Manager or their authorized designee shall ensure data is collected and reported in accordance with Government Code section 12525.5 and that all data collected is used strictly within the scope of compliance with this policy.

The data provided to the California Attorney General shall not include the name, address, social security number, or other unique personal identifying information of persons stopped, searched, or subjected to a property seizure, for purposes of this section.

Notwithstanding any other law, the data reported shall be available to the public, except for the badge number or other unique identifying information of the peace officer involved, which shall be released to the public only to the extent the release is permissible under state law.

## *Bias-Based Policing*

---

### **401.4 EMPLOYEE'S RESPONSIBILITIES**

Every employee of this department shall perform their 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. Employees should, when reasonable to do so, intervene to prevent any biased-based actions by another employee.

#### **401.4.1 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.

### **401.5 SUPERVISOR RESPONSIBILITIES**

- (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 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 employee of this department who discloses information concerning bias-based policing.

### **401.6 ADMINISTRATION**

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

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

# Orange Police Department

## Orange PD Policy Manual

### *Bias-Based Policing*

---

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

#### **401.7 TRAINING**

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

- (a) All sworn police officers of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all employees of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn police officer 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 (refer to the California Penal Code).

#### **401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

The Legal Affairs Supervisor 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 Manager for required reporting to the DOJ (refer to the California Penal Code). See the Records Bureau Policy.

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

---

# Information Technology Use

## 322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 322.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Orange Police Department that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

## 322.2 POLICY

It is the policy of the Orange Police Department that employees shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

## 322.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

# Orange Police Department

## Orange PD Policy Manual

### *Information Technology Use*

---

The Department shall not require an employee to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **322.3.1 NO EXPECTATION OF CONFIDENTIALITY OR PRIVACY**

- (a) Employees who use electronic systems and/or communication devices provided by the city are not guaranteed privacy. Access to the system or to an employee's data or files will allow the viewing of all stored contents of all files and messages, regardless of an indication as to their confidentiality. This does not apply to data, files or messages subject to the attorney/client privilege or other statutory privileges the city may assert.
- (b) In the course of maintaining the technical operation of the system, the system administrator may view internally stored data, which would expose the contents or portions of data, files and messages in the system.
- (c) Employees should delete items not necessary for the ordinary course of city business on a daily basis. Employees should be aware that due to technical aspects of the city's electronic system, the system administrator can retrieve electronic data even though the employee and/or the receiver have deleted it.
- (d) Employees should be aware that the use of individual passwords for access to personal computers does not guarantee confidentiality or privacy of data. The system administrator has the ability to override passwords and to access data and information from any of the city's systems.

#### **322.4 RESTRICTED USE**

Employees shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software or systems by another employee to their supervisors or Watch Commanders.

Employees shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **322.4.1 SOFTWARE**

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, employees shall not install any unlicensed or unauthorized software on any department computer. Employees shall not install personal copies of any software onto any department computer.



## *Information Technology Use*

---

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No employee shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by employees should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

### **322.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized employees who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

### **322.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of an employee's assignment.

Downloaded information shall be limited to messages, mail and data files.

## **322.5 PROTECTION OF AGENCY SYSTEMS AND FILES**

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Employees shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet

## *Information Technology Use*

---

the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

### **322.6 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its employees or a employee's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

### **322.7 PROCUREMENT OF ELECTRONIC HARDWARE AND SOFTWARE**

All computer hardware, software, cabling or related automation acquisitions are to be in conformance with city standards, prepared as required and reviewed by the system administrator.

### **322.8 NETWORK AND SYSTEM ACCESS**

The police department shall complete and submit a Network Access form approved by the Chief of Police to Personnel Services for the creation of employee network and system access. Likewise, the Personnel and Training Bureau shall complete and submit a Network Access form approved by the Chief of Police to the Personnel Department to remove network and/or system access, as required.

#### **322.8.1 REMOTE ACCESS**

Remote access to city systems must be in accordance with the city's Virtual Private Network Policy (VPN), which is managed by the City's Computer Services Department. Employees and authorized third parties must read and sign the VPN Policy along with completing the VPN Access Request form. Both the policy and the form require the signature of the employee's division commander and must then be returned to the Computer Services Department. For a copy of the Virtual Private Network Policy and VPN Access Request form, please contact Computer Services.

## Automated License Plate Readers (ALPRs)

### 423.1 PURPOSE AND SCOPE

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

### 423.2 POLICY

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

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

### 423.3 ADMINISTRATION

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

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

#### 423.3.1 ALPR ADMINISTRATOR

The Administrative Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of the California Civil Code. This includes, but is not limited to (refer to the California Civil Code):

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

# Orange Police Department

## Orange PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

---

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

#### **423.4 ALPR OPERATIONS**

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose (refer to the California Civil Code).

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

#### **423.5 DATA COLLECTION AND RETENTION**

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

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

#### **423.6 ACCOUNTABILITY AND SAFEGAURDS**

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

# Orange Police Department

## Orange PD Policy Manual

### *Automated License Plate Readers (ALPRs)*

---

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Manager or their designee and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (refer to the California Civil Code).
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative investigation.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

#### **423.7 TRAINING**

The Personnel and Training Sergeant should ensure that personnel receive department-approved training for those authorized to use or access the ALPR system (refer to the California Civil Code).