

Title	Petaluma Police Department	06/30/2023
	by Katherine McCoy in Organized Retail Theft Prevention Grant Program	id. 41287259
	kmccoy@cityofpetaluma.org	

Original Submission 06/30/2023

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) **Petaluma 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 **Petaluma Police Department**

Applicant's Physical Address **969 Petaluma Blvd N
Petaluma
CA
94952
US**

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

Mailing Address for Payment **11 English St
Petaluma
CA
94952
US**

Tax Identification Number **94-6000392**

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 **Brian
Miller**

Project Director's Title with Agency/Department/Organization **Deputy Chief of Police**

Project Director's Physical Address **969 Petaluma Blvd N
Petaluma
CA
94952
US**

Project Director's Email Address **bmiller@cityofpetaluma.org**

Project Director's
Phone Number **+17077784368**

Financial Officer **Janine
Tedrow**

Financial Officer's
Title with
Agency/Department/Organization **Finance and Accounting Manager**

Financial Officer's
Physical Address **11 English St
Petaluma
CA
94952
US**

Financial Officer's
Email Address **jtedrow@cityofpetaluma.org**

Financial Officer's
Phone Number **+17077784579**

Day-To-Day Program
Contact **Kate
McCoy**

Day-To-Day Program
Contact's Title **Management Analyst II**

Day-To-Day Program
Contact's Physical
Address **969 Petaluma Blvd N
Petaluma
CA
94952
US**

Day-To-Day Program
Contact's Email
Address **kmccoy@cityofpetaluma.org**

Day-To-Day Program
Contact's Phone
Number **+17077784375**

Day-To-Day Fiscal
Contact **Janine
Tedrow**

Day-To-Day Fiscal
Contact's Title **Finance and Accounting Manager**

Day-To-Day Fiscal
Contact's Physical
Address **11 English St
Petaluma
CA
94952
US**

Day-To-Day Fiscal Contact's Email Address	jtedrow@cityofpetaluma.org
Day-To-Day Fiscal Contact's Phone Number	+17077784579
Name of Authorized Officer	Peggy Flynn
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	11 English St Petaluma CA 94952 US
Authorized Officer's Email Address	pflynn@cityofpetaluma.org
Authorized Officer's Phone Number	+17077784345
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	Implementation of New Organized Retail Theft Counter Crime Unit
Proposal Summary	The Petaluma Police Department (PPD) is applying for the Organized Retail Theft Prevention Program Grant, due to high levels of retail thefts within our jurisdiction. In order to proactively address this emerging issue, the PPD is proposing the creation of a new Retail Theft Unit comprised of a Crime Analyst and a Detective. PPD does not have a Crime Analyst and wants to contract the position, while also funding a new Detective in the Investigations Unit. The Crime Analyst and Detective will work as a duo team and not only respond to these types of thefts, but proactively hotspot and build relationships and partnerships with local retailers.
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

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

Situated just over 30 miles north of San Francisco, the City of Petaluma, known as the gateway to Sonoma County wine country, possesses a unique blend of historical significance, a vibrant and diverse population, excellent shopping opportunities, and proximity to large cities in the San Francisco Bay Area. The city's strong sense of community creates a welcoming atmosphere, where locals and visitors alike revel in the beauty of the surrounding rural country. With a population of approximately 60,000 residents within 14 square miles, Petaluma is a close-knit community where neighbors often know each other by name. The city's historical significance is evident in its well-preserved downtown area, boasting architectural treasures and landmarks that harken back to its rich past. This historical charm, combined with a strong sense of community, creates an inviting atmosphere for both residents and visitors. Within Petaluma's downtown, a variety of shops and boutiques offer a diverse range of retail experiences. From quaint local stores to well-known brands, shoppers can explore a vibrant mix of unique

offerings. The city's commitment to supporting local businesses provides an opportunity for visitors to discover hidden gems and support the local economy. Petaluma in recent years has also expanded to include a number of shopping centers including large national retailers and a premium outlet mall just outside the downtown area.

However, Petaluma's advantageous location close to large cities in the Bay Area poses a risk when it comes to organized retail thefts. The proximity to urban centers like San Francisco, Oakland, and San Jose means that criminal elements and organizations from these areas may target Petaluma due to its proximity and the potential for quick getaways. The Highway 101 freeway runs through the center of town, splitting the jurisdiction between the west and east sides.

Highway 101 is the main freeway direct from San Francisco and runs all the way to Eureka in the very Northern part of California.

The proximity of the freeway presents the opportunity for retail crimes thieves to commit multiple thefts and robberies at similar or identical businesses in cities such as Santa Rosa, Rohnert Park, Novato, San Rafael, Cotati, Mill Valley, and Corte Madera all along the Highway 101 corridor in a relatively short period of time. The freeway provides an easily accessible getaway route or to neighboring cities to commit additional crimes. Frequently, when suspects are apprehended, the stolen merchandise recovered will be identified as being from various retailers from throughout the greater Bay Area and Northern California. Because of Petaluma's unique location, it is the perfect opportunity to apprehend retail theft suspects before they leave the area.

To mitigate these risks, the Petaluma Police Department implements robust security measures and community-based initiatives.

Enhanced law enforcement patrols, automated license plate readers, and strategic surveillance systems are deployed to deter criminal activities. The city also encourages community engagement through district policing and neighborhood watch programs, where residents can actively participate in crime prevention efforts.

However, despite our extensive efforts, our data shows that organized retail theft is a problem and is frequently happening in our jurisdiction. While we are currently unable to determine which retail theft crimes are done by organized groups, there has been a steady increase in shoplifting since 2020, and 2023 is on track to be the highest year of retail thefts in the last three years. Not only are we seeing the frequency of the thefts increase, but we are seeing the nature of the thefts becoming more brazen as well as the value or scale of the thefts increasing. We have recently seen incidents where the same suspects are returning to targeted stores on consecutive days to carryout coordinated thefts resulting in the loss of tens of thousands of dollars' worth of merchandise. The crimes are creating concerns from the public and business community regarding the safety and security of their employees, merchandise, and consumers.

COUNT OF SHOPLIFT CRIME REPORTS BY YEAR

2020- 59

2021- 85

2022- 106

2023 (through May)- 66 anticipated 158 based on the monthly average

MONTHLY AVERAGE

2020- 4.9

2021- 7.1

2022- 8.8

2023 -13.2

Because of the high dollar amount and the sophistication of these crimes, there is more of a media spotlight on organized retail theft. The Petaluma Village Premium Outlets has several brand name designer stores and high value merchandise for resale, including; Coach, Michael Kors, Saks 5th Avenue, and Sunglass Hut. According to the Head Manager of the Petaluma Outlets, the shipping center loses over \$100,000 in merchandise. However, in 2023, year to date, the outlets have said that they lost over \$250,000 in retail theft loss . Other large-scale retailers in town are: Kohls, Dicks Sporting Goods, Ulta, Target, Friedmans, and all are located along the Highway 101 freeway.

The Petaluma Police Department focuses on our four service priorities which include; reducing crime, increasing traffic safety, improving the quality of life, and engaging with the community. Through these service priorities the department prides itself in providing professional police services, and the protection and safety of the community as our ultimate priority. As organized retail crime is a growing concern and gaining media attention, we want our community to feel safe and protected, while also protecting the economic interests of businesses in our town. In order to proactively address this emerging issue, the Department is proposing to use grant funding for the creation of a new retail theft team comprised of a Crime Analyst and a Detective that will operate within our current Investigations Team. Currently, there are no staff dedicated to handling these types of crimes, especially with tracking, investigating specifically organized retail crimes. Additionally, there is no means to differentiate organized retail theft from opportunistic shoplifters. Funding from this grant is critical to implementing this new team to combat a huge and growing problem within the City of Petaluma.

Project Description

The City of Petaluma is facing a pressing issue with organized retail theft, posing significant challenges to the local community, businesses, and law enforcement, causing distress and economic losses. To effectively address this escalating problem, we propose the implementation of a specialized program that will focus on proactive investigations, intelligence gathering, and collaboration with law enforcement agencies, businesses, and community stakeholders. The Petaluma Police Department would like to utilize grant funding to staff a contracted Crime Analyst and a Petaluma Police Department Detective, creating an Organized Retail Theft

Team (ORTT), operating out of the Police Investigations Team.

ORTT Program Goal and Objectives:

The following program goals and objectives reflect the work detailed in the work plan attachment. Overall, hiring two new positions: a contracted Crime Analyst and creating a new opening for a Detective is the first goal in order to address the need in accurately tracking organized retail theft. The below bullet points will also address our second goal of better understanding the problem through identification of theft rings and target locations. Utilizing current and new technologies will aid in sophisticated and specialized data collection. Our 3rd goal of actually reducing organized retail theft is shown through the targeted enforcement and focused prosecution of thefts in a strategic partnership with the Sonoma County District Attorneys office.

- Deter, disrupt and prevent organized retail theft networks from committing crimes.
- Develop new and innovative ways to combat and actively predict where these crimes will occur.
- Research various emerging technologies that can be used as a tool to in combating crimes.
- Develop partnerships with local retailers, other law enforcement agencies, and the District Attorney's office.
- Work with other department team members to educate the public on the problems associated with this crime.

Proposed Activities:

Hiring a Crime Analyst:

- Recruit a skilled contracted crime analyst through the Northern California Intelligence Regional Center (NCRIC) to collect, analyze, and interpret crime data related to organized retail theft.
- Utilize advanced data analytics tools to identify crime patterns, hotspots, and trends, enabling effective resource allocation and strategic decision-making. The crime analyst will have full access to NCRIC intelligence data.
- Collaborate with law enforcement agencies, businesses, and community organizations to share intelligence and develop targeted crime prevention strategies.
- Provide timely and actionable intelligence reports to the detective to support ongoing investigations.

Employing a Detective:

- Creating a new detective position with expertise in organized crime investigations, focusing on retail theft.
- Conduct thorough investigations into theft incidents, including suspect identification, evidence collection, and case preparation for prosecution.
- Conduct comprehensive investigations into organized retail theft and vehicle theft cases, including the identification and apprehension of suspects involved in these criminal activities.
- Develop strong partnerships with local businesses, loss prevention teams, and community members to enhance information sharing and gather vital evidence.

- Collaborate closely with the crime analyst to develop proactive strategies, target high-risk areas and people, and allocate resources effectively.

Roles of the ORTT:

Proactive Response:

The contracted crime analyst will play a crucial role in identifying patterns, trends, and hotspots related to organized retail theft. By utilizing advanced analytical techniques and data integration, they will gather and analyze intelligence from various county law enforcement consortium sources and local businesses. This proactive approach will enable the ORTT to anticipate criminal activities, identify emerging trends, and develop targeted strategies for prevention and enforcement.

Reactive Response:

The police detective, working closely with the crime analyst, will conduct thorough investigations into organized retail theft incidents. Their primary focus will be on apprehending and working with the DA's Office to prosecute offenders responsible for these crimes. The detective will leverage intelligence provided by the crime analyst to gather evidence, identify suspects, and build strong cases for prosecution. Through collaboration with local businesses, loss prevention teams, and community members, the ORTT will establish a network of partnerships to facilitate information sharing and enhance investigation outcomes.

Collaboration and Outreach:

- Facilitate regular meetings and workshops with law enforcement agencies, businesses, and community stakeholders to exchange information, share best practices, and strengthen collaboration efforts.
- Organize public awareness campaigns to educate residents about the impact of organized theft and the importance of reporting suspicious activities.
- Establish a dedicated hotline or online platform for reporting theft incidents and gathering anonymous tips.

Expected Outcomes:

Through the implementation of this program, we anticipate achieving the following outcomes:

1. **Reduction in Organized Retail Theft:** By targeting organized theft rings and implementing proactive measures, we aim to significantly decrease the occurrence of these crimes within the City of Petaluma.
2. **Enhanced Collaboration:** By fostering partnerships between law enforcement, businesses, and community stakeholders, we will create a unified front against theft, improving information sharing and increasing overall community safety.
3. **Effective Crime Prevention:** The utilization of a crime analyst will enable us to identify crime patterns and implement targeted prevention strategies, leading to a proactive approach to combatting organized theft.
4. **Improved Public Safety:** The program will enhance public

confidence, encouraging reporting of theft incidents and ensuring the community feels secure.

5. Heightened public awareness and confidence in the community's efforts to combat organized theft, leading to increased cooperation and reporting of suspicious activities.

Description of current policies:

- The Petaluma Police Department currently has several department policies related to the governance of various surveillance technology. All comply with applicable privacy laws/regulations.
- The Petaluma Police Department also has several policies related to the limitations of racial bias. This is shown through our robust training policies.

- Organize public awareness campaigns to educate residents about the impact of organized theft and the importance of reporting suspicious activities.

- Establish a dedicated hotline or online platform for reporting theft incidents and gathering anonymous tips.

Expected Outcomes:

1. Through the implementation of this program, we anticipate achieving the following outcomes:

2. Reduction in Organized Retail Theft: By targeting organized theft rings and implementing proactive measures, we aim to significantly decrease the occurrence of these crimes within the City of Petaluma.

3. Enhanced Collaboration: By fostering partnerships between law enforcement, businesses, and community stakeholders, we will create a unified front against theft, improving information sharing and increasing overall community safety.

4. Effective Crime Prevention: The utilization of a crime analyst will enable us to identify crime patterns and implement targeted prevention strategies, leading to a proactive approach to combatting organized theft.

5. Improved Public Safety: The program will enhance public confidence, encouraging reporting of theft incidents and ensuring the community feels secure.

6. Enhanced collaboration between law enforcement agencies, businesses, and community stakeholders to create a united front against these crimes.

7. Heightened public awareness and confidence in the community's efforts to combat organized theft, leading to increased cooperation and reporting of suspicious activities

Project
Organizational
Capacity and
Coordination

The implementation of the Organized Retail Theft Team (ORTT) within the Petaluma Police Department marks a significant step forward in combating organized retail theft in the City of Petaluma. However, it is important to emphasize that the success of the ORTT does not solely rely on the contracted crime analyst and police detective. This pilot program highlights the collaborative efforts and support from other key staff members, including Deputy Chief of Police Brian Miller,

Management Analyst Kate McCoy, and Field Services Lieutenant Jeremy Walsh, which further strengthens the ORTT's effectiveness in addressing this pressing issue.

As the Deputy Chief of Police, Brian Miller plays a pivotal role in ensuring the success of the ORTT. He oversees the internal workings of the department and provides the necessary leadership and guidance to support the team's efforts. Deputy Chief Miller is responsible for the organizational structure and direction, aligning the department's resources and strategies with the goals of the ORTT. His expertise in law enforcement operations and experience in managing complex initiatives will contribute to the team's overall effectiveness.

Kate McCoy, the Management Analyst, serves as the manager of the grant supporting the ORTT. In this role, she plays a critical part in ensuring the program's success and adherence to grant requirements. McCoy's responsibilities extend beyond grant management, as she is also responsible for overseeing the overall implementation of the ORTT and its reporting obligations. Her expertise in project management, data analysis, and program evaluation will contribute to the effective coordination and monitoring of the team's activities. McCoy's involvement ensures that the ORTT remains accountable, efficient, and aligned with the established grant objectives.

Lieutenant Jeremy Walsh, who oversees the Investigations Team, is instrumental in supporting the ORTT's operational aspects. As a supervisor within the department, he provides guidance, resources, and expertise to the team. Lieutenant Walsh's knowledge of investigative techniques, criminal procedures, and case management will assist the ORTT in conducting thorough and efficient investigations. His experience and leadership within the Investigations Team ensure that the ORTT is equipped with the necessary tools and resources to effectively respond to organized retail theft incidents.

The collaborative efforts among these key staff members ensure a well-rounded and comprehensive approach to addressing organized retail theft. The combined expertise of the Deputy Chief of Police, the Management Analyst, and the Field Services Lieutenant creates a supportive environment for the ORTT, allowing them to focus on their core responsibilities with confidence.

The success of the Organized Retail Theft Team (ORTT) in combatting organized retail theft within the City of Petaluma relies not only on the contracted crime analyst and police detective but also on the collaborative efforts and support from key staff members. Deputy Chief of Police Brian Miller, Management Analyst Kate McCoy, and Field Services Lieutenant Jeremy Walsh contribute their expertise, leadership, and resources to enhance the overall effectiveness of the ORTT. Through this collaborative approach, the Petaluma Police Department is well – equipped to proactively and reactively address

organized retail theft, ensuring safety and security of the community.

**Project Evaluation
and Monitoring**

The success of the Organized Retail Theft Team (ORTT) within the Petaluma Police Department relies on effective project evaluation and monitoring. To ensure the program's efficiency and impact, a separate contracted crime analyst with extensive experience in law enforcement agencies will be engaged.

To effectively combat organized retail theft, it is essential to continuously evaluate the program's progress, measure its impact, and make data-driven decisions. The contracted crime analyst plays a crucial role in this process, providing objective oversight and analysis that inform program improvements and enhance its effectiveness.

Julie Wartell, a contracted independent crime analyst, brings a wealth of experience in law enforcement agencies, including the Petaluma Police Department. With her deep understanding of crime analysis methodologies and best practices, Wartell will serve as the primary evaluator and monitor of the ORTT's activities. Her role is multi-faceted and instrumental in the program's success. If awarded grant funding for the ORTT, the \$75,000 project evaluation and monitoring requirement will go towards years 2 and 3 of the contract for Wartell. Years 2 and 3 of the contract will be primarily relegated to the ORTT duties.

Wartell will work closely with the ORTT and other key stakeholders to establish a comprehensive program structure. This includes defining measurable objectives, developing data collection protocols, and establishing evaluation criteria. Through her expertise, Wartell will guide the team in creating a robust framework that ensures the program's goals align with the desired outcomes.

Working in collaboration with the ORTT, Wartell will refine and streamline measurable objectives that align with the grant's requirements and the program's overall mission. She will assist in identifying key performance indicators, developing data collection methods, and implementing evaluation tools to track progress accurately. By establishing clear metrics, Wartell will enable the team to measure their achievements and make informed decisions to improve program effectiveness.

Wartell will work closely with the ORTT and Management Analyst Kate McCoy to ensure accurate and timely reporting on program progress. Her evaluations will identify areas for improvement and inform strategic decision-making. Through regular reporting, Wartell will help the team showcase the program's success, demonstrate the efficient utilization of grant funds, and foster transparency and accountability.

Budget Instructions **Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

Budget Attachment

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT_2.pdf](#)

Local Impact Letter(s) (Appendix E)

[Mou_with_Petaluma_Village_Outlets.pdf](#)

Letter(s) of Commitment, (Appendix F)

[MOU_with_SCDA.pdf](#)

[Letter_of_Cooperation_-_PPD_SCSO_-_Organized_Retail_Theft.pdf](#)

[Letterhead_MOU_Petaluma_Police_and_NCRIC_Signed.pdf](#)

Policies Limiting Racial Bias

[Racial_Bias_Policies.pdf](#)

Policies on Surveillance Technology

[Surveillance_Technology_Policies.pdf](#)

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

Certification_of_Compliance_with_BSCC_Policies_on_Debarment.pdf

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan


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

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

(1) Goal:	> Increase Staffing Focused on Retail Theft		
Objectives (A., B., etc.)	A. Hire a contracted crime analyst through NCRIC B. Create a new Police Detective position and hire for that role		
Process Measures and Outcome Measures:	PROCESS: Develop a scope of work and sign a Professional Services Agreement with NCRIC and the City of Petaluma for the Crime Analyst OUTCOME: Hiring for Crime Analyst PROCESS: Open memo for police detective position OUTCOME: Add additional detective to staff.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Meet with NCRIC to develop scope of work for crime analyst, route contract and begin onboarding. Begin process to add a new detective position to the police department and then start recruitment process.	> Brian Miller, Deputy Chief Kate McCoy, Management Analyst/ Command Staff Team	> 10/01/23	> 10/1/2024
List data and sources to be used to measure outcomes: > Development of contracts and implementation of hire dates			

(2) Goal:	> Better understand the problem through identification of theft rings and targeted locations		
Objectives (A., B., etc.)	> A. Use Crime and Intelligence Data for analysis B. Coordinate with partner agencies and businesses		
Process Measures and Outcome Measures:	> PROCESS: Number of theft rings identified; Number of targeted enforcement efforts OUTCOME: Reduction in retail theft by organized rings		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED] Data collection, processing and analysis; Create data sharing agreements with partner agencies	> NCRIC Crime Analyst/ Contracted Crime Analyst Julie Wartell/ IT staff from Sonoma County Consortium	> 01/01/2024	> 12/31/2026
List data and sources to be used to measure outcomes: > internally creating tracking system, develop applications in the DAT Site, RMS, and CAD systems			

(3) Goal:	> Reduction in organized retail theft		
Objectives (A., B., etc.)	A. Target Enforcement B. Focused Prosecution		
Process Measures and Outcome Measures:	> [REDACTED] Process: number of targeted enforcement efforts; number of arrests made; Outcome: number of retail thefts, particularly organized		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
	Detectives, Patrol Teams,	Start Date	End Date
> [REDACTED] ORTT identifies targets (people and places) through analysis; ORTT collaborates with DA for enhanced focus on prosecution	> [REDACTED] Retail theft team, Patrol officer	> [REDACTED] 7/1/24	> [REDACTED] 12/31/26

List data and sources to be used to measure outcomes: >  RMS and DA CMS

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

Name of Applicant: *Petaluma 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	\$945,445.41
2. Services and Supplies	\$75,000.00
3. Professional Services or Public Agencies	\$631,463.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$1,726,908.41

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer (Detective) Year 1	100% FTE Salary and Benefits	\$308,706.28
Police Officer (Detective) Year 2	100% FTE Salary and Benefits	\$315,022.82
Police Officer (Detective) Year 3	100% FTE Salary and Benefits	\$321,716.31
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$945,445.41

1b. Salaries & Benefits Narrative:

The Petaluma Police Department will use grant fundings to create and develop a new reactive and proactive Organized Retail Theft Team that will operate within the Investigations Unit. The additional detective will work all the retail and vehicle theft cases and work in tandem with the crime analysis to hotspot potential targets. Having a dedicated detective in this role will alleviate these investigations from other detectives who have many other types of cases to investigate.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Detective Response Vehicle	Approximately \$65,000 for full electric detective vehicle plus custom outfitting for code 3 and mobile radios	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$75,000.00

2b. Services and Supplies Narrative:

In order to respond to crimes and be an active unit, the Petaluma Police Department is requesting funding to purchase a vehicle for the detective. The vehicle will be undercover with fully operating code 3 equipment and critical mobile radio equipment that is built clandestinely. Our City is committed to climate change reform and requires all new vehicle purchases be electric or at the very least be hybrid. We will purchase a non-patrol style all electric vehicle that will most likely be from the California state bid.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Contracted Crime Analyst through Fusion Center (NCRIC) Year 1	Crime Analyst contracted year 1	\$190,774.00
Contracted Crime Analyst through Fusion Center (NCRIC) Year 2	Crime Analyst contracted year 2	\$209,852.00
Contracted Crime Analyst through Fusion Center (NCRIC) Year 3	Crime Analyst contracted year 3	\$230,837.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$631,463.00

3b. Professional Services Narrative

The Petaluma Police Department will use BSCC grant funding to implement a new Organized Retail Theft Crime Unit. In addition to a top-level Detective, we will be contracting a Crime Analyst through the Northern California Regional Intelligence Center (NCRIC). The Crime Analyst will work full time at our department and working tandem with the Retail Theft Detective. This analyst will be an experienced professional working crime and intelligence analysis. Also because this would a NCRIC crime analyst operating fully here at the Department, the contract allows for the crime analyst to have full access to NCRIC systems, above and beyond the databases here at the Department. The Crime Analyst and the detective will work in tandem to be not only reactive to retail and vehicle thefts as they occur, but also proactively by utilizing technology to hotspot potential high target crime areas. The yearly costs include the salary, benefits and access to intelligence databases.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Independent Contracted Crime Analyst	hiring an additional crime analyst on a contract basis to monitor and evaluate the new Retail Theft Crime Unit. This would apply in year 2 and three.	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

The Data Collection and Evaluation component of this grant is covered through the yearly costs for the contracted Crime Analyst. Contracting with the Bay Area Law Enforcement Fusion center (NCRIC) allows our department to have a full time in-house top-level crime analyst. Part of that funding for the contract is for that position to data collect and evaluate the efficiencies or deficiencies of the organized retail theft prevention program. Contracting a position through NCRIC will allow our crime analyst to have access to data and evaluation tools above and beyond what we have now. Because of the nexus to crime and terrorist activities, the PPD will have a crime analyst with full access to intelligence/crime and data collection tools and databases through federal intelligence agencies. In order to meet this \$75,000 requirement I removed \$25,000 per year from the professional services table above.

6a. Equipment/Fixed Assets

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

6b. Equipment/Fixed Assets Narrative

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

7a. Financial Audit

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

7b. Financial Audit) Narrative:

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

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

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

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

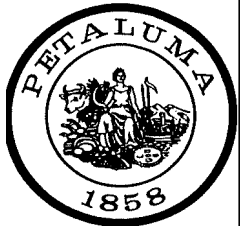
Enter narrative here. You may expand cell height if needed.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only 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>	\$0	\$0
TOTAL	\$0	\$0

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 PETALUMA

POST OFFICE Box 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
Mike Healy
Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Letter of Cooperation (LOC) Between the Petaluma Police Department And Petaluma Village Premium Outlets

This Letter of Cooperation (LOC) is made between The Petaluma Police Department (PPD) and Petaluma Village Premium Outlets with the objective of enhancing public safety in our community by combating organized retail thefts.

Purpose:

The purpose of this LOC is to establish a cooperative framework between the PPD and Petaluma Village Premium Outlets to effectively address the issue of organized retail thefts in our community. By working together, we aim to reduce criminal activities, protect businesses and employees, and ensure the safety and well-being of the public.

Scope of Cooperation:

a. **Information Sharing:** Both parties agree to share relevant information related to organized retail thefts, including known suspects, criminal activities, modus operandi, and emerging trends. The information exchange will be conducted in a timely manner to aid in the prevention, investigation, and prosecution of organized retail thefts.

b. **Joint Training and Education:** The PPD and Petaluma Village Premium Outlets will collaborate on organizing training programs and workshops aimed at enhancing the knowledge and skills of their respective personnel. These programs will focus on identifying organized retail theft activities, implementing preventive measures, and conducting effective investigations. By sharing expertise and resources, we aim to strengthen our capabilities in combating this type of criminal activity.

c. **Joint Operations:** The parties agree to conduct joint operations targeting organized retail thefts based on shared intelligence and information. These operations may involve coordinated surveillance, deployment of resources, and joint investigations, with the ultimate goal of apprehending and prosecuting individuals and groups involved in organized retail thefts.

d. **Enhanced Security Measures:** Petaluma Village Premium Outlets will work in conjunction with the PPD to enhance security measures within their premises. This may include the use of mobile surveillance systems, access control mechanisms, and other preventive measures aimed at deterring organized retail thefts. The PPD will provide guidance and assistance in the implementation of effective security protocols.

e. **Public Awareness and Outreach:** Both parties agree to collaborate on public awareness campaigns aimed at educating the community about the impact of organized retail thefts and the importance of reporting suspicious activities. By raising awareness and fostering a sense of shared responsibility, we aim to create a safer environment for businesses, employees, and the public.

Police Department
969 Petaluma Boulevard North
Petaluma, CA 94952-6320

Phone (707) 778-4372
Fax (707) 656-4059

E-Mail: policead11111@cityofpetaluma.org

Confidentiality:

Both parties understand the sensitive nature of the information shared under this LOC and agree to maintain strict confidentiality. Information exchanged shall be used solely for the purpose of preventing and combating organized retail thefts, and it shall not be disclosed to any third party without prior written consent from the other party, unless required by law.

Term and Termination:

This LOC shall come into effect on the date of its signing and shall remain in force for a period of four years. Either party may terminate this agreement by providing a written notice of termination at least 30 days prior to the intended termination date.

We, the undersigned, hereby acknowledge and agree to the terms and conditions set forth in this LOC.

For Petaluma Police Department

Signature _____

NAME (print): Ken Savano, Chief of Police

DATE:

Representative For Petaluma Village Premium Outlets

Signature: _____ 

NAME & TITLE (print): Stevan Stankovich, Area General Manager Petaluma Village PO

DATE: 6/16/23



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
Mike Healy

Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Memorandum of Understanding (MOU) Between Petaluma Police Department And Sonoma County District Attorney's Office

This Memorandum of Understanding (MOU) is made and entered into on this [Date] between the Petaluma Police Department ("PPD") and the Sonoma County District Attorney's Office ("SCDA") to establish a cooperative partnership in investigating and prosecuting criminals conducting organized retail theft in our jurisdiction.

Purpose:

The purpose of this MOU is to facilitate collaboration and cooperation between the PPD and SCDA in addressing the issue of organized retail theft. By working together, we aim to effectively investigate, gather evidence, and prosecute individuals and groups involved in these criminal activities, thereby reducing the prevalence and impact of organized retail theft in our community.

Scope of Collaboration:

- a. **Information Sharing:** Both parties agree to exchange relevant and timely information pertaining to organized retail theft cases, including intelligence on criminal networks, suspect information, evidence collection, and case updates. This information sharing will enable both organizations to make informed decisions and take appropriate actions to combat organized retail theft effectively.
- b. **Joint Investigations:** The PPD and SCDA will collaborate on conducting joint investigations into organized retail theft cases. This collaboration may include joint task forces, shared resources, coordinated efforts, and the pooling of expertise to identify, apprehend, and prosecute individuals and organizations engaged in organized retail theft. Both parties will work together to ensure seamless coordination and maximize the effectiveness of these investigations.
- c. **Evidence Collection and Preservation:** The PPD and SCDA will work in partnership to ensure proper collection, preservation, and presentation of evidence related to organized retail theft cases. This collaboration will include sharing best practices, utilizing advanced forensic techniques, and maintaining the chain of custody to strengthen the evidentiary value and successful prosecution of these cases.
- d. **Legal Strategies and Case Management:** The SCDA will provide legal guidance and expertise to the PPD in developing effective legal strategies and case management approaches for organized retail theft prosecutions. Regular meetings and consultations will be conducted to review case progress, assess legal strengths and weaknesses, and ensure a coordinated approach to securing successful convictions.
- e. **Community Outreach and Public Awareness:** The PPD and SCDA will jointly engage in community outreach initiatives to raise public awareness about organized retail theft, its impacts, and the importance of reporting suspicious activities. By fostering a sense of shared

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969 Petaluma Boulevard North
Petaluma, CA 94952-6320

Phone (707) 778-4372
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E-Mail:
policeadmin@cityofpetaluma.org

responsibility and educating the public, we aim to enhance community engagement and cooperation in combating organized retail theft.

Confidentiality:

Both parties acknowledge the sensitive nature of the information shared under this MOU and agree to maintain strict confidentiality. Information exchanged shall be used solely for the purpose of investigating and prosecuting organized retail theft cases and shall not be disclosed to any third party without prior written consent from the other party, unless required by law.

Term and Termination:

This MOU shall come into effect on the date of its signing and remain in force for a period of four years. Either party may terminate this agreement by providing written notice of termination at least 30 days prior to the intended termination date.

Governing Law:

This MOU shall be governed by and construed in accordance with the laws of the State of California. Any disputes arising out of or in connection with this MOU shall be subject to the exclusive jurisdiction of the courts in Sonoma County.

We, the undersigned, hereby acknowledge and agree to the terms and conditions set forth in this MOU.

For Petaluma Police Department:

Signature: Ken Savano

NAME (*print*): Ken Savano, Chief of Police

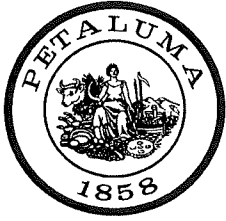
DATE: 06/13/23

For Sonoma County District Attorney's Office:

Signature: Carla Rodriguez

NAME (*print*): Carla Rodriguez, Sonoma County District Attorney

DATE: 6/23/23



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
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Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Letter of Cooperation (LOC)
Between the Petaluma Police Department
And the Sonoma County Sheriff's Office

This Letter of Cooperation (LOC) is made between The Petaluma Police Department (PPD) and the Sonoma County Sheriff's Office (Sonoma Sheriffs) with the objective of enhancing public safety in our community by combating organized retail thefts.

Purpose:

The purpose of this LOC is to establish a cooperative framework between the PPD and the Sonoma Sheriffs to effectively address the issue of organized retail and vehicle thefts in our community. By working together, we aim to reduce criminal activities, protect businesses and employees, and ensure the safety and well-being of the public.

Scope of Cooperation:

a. Information Sharing: Both parties agree to share relevant information related to organized retail theft and vehicle thefts. The information exchange will be conducted in a timely manner to aid in the prevention, investigation, and prosecution of organized retail thefts.

b. Joint Operations: As necessary, the parties agree to conduct joint operations targeting organized retail and vehicle thefts based on shared intelligence and information. These operations may involve coordinated surveillance, deployment of resources, and joint investigations, with the ultimate goal of apprehending and prosecuting individuals and groups involved in thefts.

c. Public Awareness and Outreach: Both parties agree to collaborate on public awareness campaigns aimed at educating the community about the impact of organized retail thefts and the importance of reporting suspicious activities. By raising awareness and fostering a sense of shared responsibility, we aim to create a safer environment for businesses, employees, and the public.

Confidentiality:

Both parties understand the sensitive nature of the information shared under this LOC and agree to maintain strict confidentiality. Information exchanged shall be used solely for the purpose of preventing and combating organized retail thefts, and it shall not be disclosed to any third party without prior written consent from the other party, unless required by law.

Term and Termination:

This LOC shall come into effect on the date of its signing and shall remain in force for a period of four years. Either party may terminate this agreement by providing a written notice of termination at least 30 days prior to the intended termination date.

Police Department
969 Petaluma Boulevard North
Petaluma, CA 94952-6320

Phone (707) 778-4372
Fax (707) 656-4059

E-Mail:
policeadmin@cityofpetaluma.org

We, the undersigned, hereby acknowledge and agree to the terms and conditions set forth in this LOC.

For Petaluma Police Department

Signature: KEN SAVANO

NAME (print): Ken Savano, Chief of Police

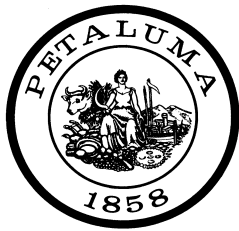
DATE:

For Sonoma County Sheriff's Office

Signature: Eddie Engram

NAME (print): Eddie Engram, Sonoma County Sheriff

DATE: 6/22/23



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

June 19, 2023

Brian Barnacle
Janice Cader-Thompson, *Dist. 1*
Mike Healy
Karen Nau, *Dist. 3*
Dennis Pocekay
John Shribbs, *Dist. 2*
Councilmembers

Subject: Letter of Cooperation - Crime Analysis Services for Grant Proposal

Dear Director Sena,

I am writing to formalize our commitment to collaborate on contracting crime analysis services as part of the BSCC Organized Retail Theft Prevention grant proposal submitted by the Petaluma Police Department. We acknowledge the importance of meeting grant funding requirements and the need for a strong scope of service on organized retail theft and vehicle theft. In this regard, we hope to have your support in a cooperative partnership in the form of contracted crime analysis services.

NCRIC, as a recognized law enforcement fusion center, possesses extensive expertise in intelligence analysis and access to a comprehensive range of intelligence databases. Our Department is committed to proactively addressing crime and promoting the safety and security of our community, and would like to partner with NCRIC to utilize resources and capabilities to support the Petaluma's efforts in this area.

The proposed contracted crime analysis services provided by NCRIC will include:

- Collection, collation, and analysis of relevant crime data, focusing on organized retail theft and vehicle theft within the jurisdiction of the Petaluma Police Department.
- Identification and tracking of patterns, trends, and modus operandi related to these specific crimes.
- Generation of actionable intelligence products, including crime bulletins, reports, and analytical briefings to aid in the prevention, investigation, and prosecution of organized retail theft and vehicle theft cases.
- Collaboration with Petaluma Police Department personnel to ensure seamless information sharing and effective coordination between both entities.
- Training and technical assistance to enhance the capacity of Petaluma Police Department personnel in utilizing crime analysis techniques and intelligence resources.

By entering into this Letter of Cooperation, we affirm our mutual commitment to combating organized retail theft and vehicle theft through proactive analysis and intelligence sharing. Our collaboration will be instrumental in strengthening the grant proposal and enhancing the overall effectiveness of crime prevention strategies in the Petaluma community.

We look forward to working closely with NCRIC in the coming months to develop a detailed implementation plan for the crime analysis services outlined above. Furthermore, we are open to any additional suggestions or specific requirements that NCRIC may have regarding the proposed collaboration.

Police Department
969 Petaluma Boulevard North
Petaluma, CA 94952-6320

Phone (707) 778-4372
Fax (707) 656-4059

E-Mail:
policeadmin@cityofpetaluma.org

Sincerely,

Signature: Ken Savano

NAME (print): Ken Savano, Chief of Police

DATE:

Agreed, and Accepted by:

Signature: Mike L. Sena

NAME (print): Mike L. Sena, NCRIC Director

DATE: June 27, 2023

Automated License Plate Readers (ALPRs)

462.1 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.

462.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Petaluma 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 shall be managed by the designated Patrol Division Commander. ALPR data collection, access, and retention shall be managed by the Support Services Division Commander. The designated Patrol Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and use.

462.2.1 ALPR ADMINISTRATOR

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

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

462.3 OPERATIONS

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

Petaluma Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

- (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.

462.4 DATA COLLECTION AND RETENTION

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

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

462.5 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data

Petaluma Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

relate to a specific criminal investigation or department-related civil or administrative action.

- (c) ALPR system audits should be conducted on a regular basis.

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

462.6 POLICY

The policy of the Petaluma 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.

462.7 RELEASING ALPR DATA

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

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

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

462.8 TRAINING

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