

Title	Redlands Police Department	07/07/2023
	by Travis Martinez in Organized Retail Theft Prevention Grant Program	id. 41332699
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Original Submission 07/07/2023

The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION **This section requests information about the applicant's name, location, mailing address, and tax identification number.**

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department) **Redlands 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 **Redlands Police Department**

Applicant's Physical Address **30 Cajon St
Redlands
CA
92373
US**

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

Mailing Address for Payment **30 Cajon St
Redlands
CA
92373
US**

Tax Identification Number **95-6000766**

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 **Rachel Tolber**

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

Project Director's Physical Address **30 Cajon St
Redlands
CA
92373
US**

Project Director's Email Address **rtolber@redlandspolice.org**

Project Director's
Phone Number **+19095576584**

Financial Officer **Daniel
Garcia**

Financial Officer's
Title with
Agency/Department/Organization **Finance Director**

Financial Officer's
Physical Address **35 Cajon St
Redlands
CA
92373
US**

Financial Officer's
Email Address **dgarcia@cityofredlands.org**

Financial Officer's
Phone Number **+19097987637**

Day-To-Day Program
Contact **Travis
Martinez**

Day-To-Day Program
Contact's Title **Deputy Chief of Police**

Day-To-Day Program
Contact's Physical
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Redlands
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92373
US**

Day-To-Day Program
Contact's Email
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Day-To-Day Program
Contact's Phone
Number **+19095576583**

Day-To-Day Fiscal
Contact **Jimmy
Nguyen**

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

Day-To-Day Fiscal
Contact's Physical
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Redlands
CA
92373
US**

Day-To-Day Fiscal Contact's Email Address **jnguyen@redlandspolice.org**

Day-To-Day Fiscal Contact's Phone Number **+19094882983**

Name of Authorized Officer **Charles Duggan**

Authorized Officer's Title **Redlands City Manager**

Authorized Officer's Physical Address **300 E. State Street #360
Redlands
CA
92373
US**

Authorized Officer's Email Address **cduggan@cityofredlands.org**

Authorized Officer's Phone Number **+19097987637**

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 **Holistic Approach to Addressing Organized Retail Crime, Motor Vehicle Theft, and Motor Vehicle Accessory Theft**

Proposal Summary **Organized retail crime, motor vehicle theft, and motor vehicle accessory theft are three major problems that plague communities across the state and cost society billions of dollars each year. The Redlands Police Department has a holistic strategy that if funded, will have a tremendous impact on those committing these types of crimes.**

RPD has been at the forefront of utilizing technology to address crime trends. Staff has traveled across the country educating others on how to leverage technology to address crime trends. RPD looks forward to using grant funding to further enhance their efforts to address these crimes and provide a template for others to follow.

**PROGRAM
PURPOSE AREAS**

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

**Program Purpose
Areas (PPAs):**

**PPA 1: Organized Retail Theft
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

**Funding Category
Information**

Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

Funding Category

Medium Scope (Up to \$6,125,000)

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

Project Need

The City of Redlands is a bedroom community with a population of 73,000 people located 60 miles east of Los Angeles in San Bernardino County more commonly known as the Inland Empire. Interstate 10 and 210 freeways run through the City connecting Redlands to the nearby larger cities of San Bernardino and Riverside. The Redlands Police Department (RPD) is still trying to work its way back to the staffing levels of 2009 when it was forced to reduce its sworn staffing levels by over 20%. Despite the reduction in staffing, RPD has a rich history of leveraging technology and resources to provide an exceptional level of service to its businesses and residents when it comes to addressing crime trends. RPD was recently recognized for having solved 87 out of its last 88 homicides dating back to 1996 and received the California Organized Retail Crime Association's "Investigative Case of the Year" in 2023 for its role in using technology to apprehend a multi-jurisdictional organized retail crime crew. In 2015, RPD received the PoliceOne/Taser Law Enforcement Agency of the Year for its use of GPS technology to

address crime trends, and in 2018 the California Police Chief's Association in conjunction with Motorola Solutions honored RPD with their Excellence in Technology Award. Staff at RPD have not rested on their laurels as they have been committed to helping other police agencies develop similar technological strategies to address crime by presenting at conferences across the country and authoring numerous articles that have been published in law enforcement periodicals.

In the last ten years, Redlands has become a destination point for shoppers. Home to several large shopping complexes and a vibrant downtown business atmosphere both in the day and at night, shoppers flock to Redlands from the surrounding communities because Redlands is perceived to have higher end retail establishments. But with the influx of businesses and shoppers also comes the crime problems associated with retail establishments and their respective parking lots. In 2022, businesses located in Redlands reported 520 crimes involving theft, burglary, or robbery and the city had 294 stolen vehicles. In addition, 283 motor vehicle accessory parts were reported stolen with most of thefts involving catalytic converters. Several of these incidents occurred at car dealerships and business parking lots. So far in 2023, organized retail crime events in Redlands have skyrocketed at one store that specializes in selling fragrances. In a one month period, the store had been targeted 14 times by ORC crews making off with tens of thousands of dollars in stolen product. Responding officers were able to develop leads on several of the cases utilizing available technology that is in place and even make some arrests. If RPD had the had funding to expand the deployment of the technology that they are currently using and purchase other technology, there is no doubt that many more viable leads would be developed on several other cases which would ultimately lead to additional arrests.

Motor vehicle and accessory theft have also skyrocketed. Some of the car dealership lots have been hit hard with catalytic converter theft. Again, technology that RPD has deployed has helped generate strong leads. If RPD was able to acquire funding to add to its existing technology and fund a detective that is specifically assigned to investigate these types of crimes, additional leads followed by arrests would likely occur.

Staff at RPD believes that if funding were made available to acquire additional technology, the technology could be deployed in a manner that will prove to be sustainable over time. It does not make any sense for a jurisdiction to blow through the grant funding over a three year period only to end up having to abandon the technology when the grant ends because fiscal constraints prohibit sustainability. RPD has an outstanding track record of partnering with private entities to acquire the tools necessary to help keep Redlands as safe as possible and feels that if they market the use of the technology in a transparent manner, then businesses will help support the prolonged use.

One-third of the technological strategy that RPD has been utilizing includes the use of specialized GPS tracking devices that can easily be embedded in all sorts of property that is being stolen at retail establishments. The pliable devices are about 1.5" wide by about 3.5" long allowing for versatile deployments including inside cash. The devices track on motion and provide officers with a perfect bread crumb trail that leads them directly to the suspects immediately after they committed their crime. Convenience stores, retail establishments, auto parts stores, electronic stores, and clothing stores are a small sample of retail establishments that have taken advantage of RPD's proactive electronic stakeout program. The problem is that RPD only has 13 devices which means they must rotate the devices amongst interested businesses. If RPD were able to fund 100 GPS tracking devices, literally any business in Redlands that wants to partake in the ESO strategy would be able to.

The second third of the tech strategy being deployed by RPD involves the use of automated license plate recognition cameras at the highly traveled egress points of the city. The cameras utilized by RPD address the privacy concerns of the public and have assisted responding officers to develop viable leads that can be used to identify suspects and their getaway vehicles. Most all ORC suspects utilize a motor vehicle to aid in the commitment of their crimes. Witnesses are often able to provide officers with a description of the getaway vehicle but are unable to provide a license plate. The cameras utilized by RPD allow officers to search for a vehicle by make , color, and other unique identifiers such as a bumper sticker. The cameras are activated by motion so if suspects remove their license plate or replace it with a paper plate, the camera still catches an image of the vehicle.

The last part of the RPD strategy is to utilize crime analytic software that enables detectives to connect apprehended suspects to their acquaintances, to other crimes they have committed, and to where they are fencing the stolen property. The software helps detectives obtain accurate information on suspects, stolen items, and criminal activity patterns. When police make an ORC arrest utilizing technology, it is a pretty sure bet that it is not the first time the crew has committed organized retail crime. Software analytics allow detectives to connect the suspects to other crimes.

Organized retail crime (ORC) is a growing issue that has resulted in billions of dollars in losses for retailers. Retailers and law enforcement must work together to implement advanced technology solutions to address this problem effectively. This grant project aims to acquire the necessary technology to combat ORC, and the same technology will used to address motor vehicle theft (MVT) and motor

vehicle accessory theft (MVAT). Technology that will be acquired includes advanced camera surveillance systems, GPS/RFID tracking technology, and data analytical tools. The increased use of technology will no doubt generate numerous potential leads, so in order to follow up on those leads RPD is also requesting to use the funds to add an ORC/GTA detective. In addition, the grant application is requesting funding to have overtime officers provide extra patrols of targeted shopping centers on Friday and Saturdays during the afternoon and evening hours when most of these crimes seem to take place at the shopping centers. The detective will provide training to both retail stores and RPD staff as to the proper use of the technology. The project is expected to reduce losses due to ORC, MVT, and MVAT and improve the safety and security of retail staff and customers.

A. Technology Solutions

Retailers have taken several steps to combat ORC, including the deployment of loss prevention personnel, increased physical security measures, and collaboration with law enforcement agencies. However, these measures have been insufficient to stem the tide of ORC. RPD has proven that technology is a key solution to the ORC problem. Retailers and law enforcement must acquire advanced technology solutions to identify and prevent ORC, MVT, and MVAT crimes. This grant project aims to acquire and deploy advanced technology solutions to effectively address these crimes. These solutions will help retailers and law enforcement identify and prevent ORC activities.

1) Specialized GPS Tracking Systems

GPS (Global Positioning System) tracking technology can be an effective tool in addressing theft in various ways. Some benefits of using GPS tracking technology to address theft include:

a) **Real-time tracking:** GPS tracking technology allows the location of a stolen item to be tracked in real-time, which can aid in the recovery of the item. Stolen product that is equipped with GPS enables law enforcement to make direct contact with those who are intent on committing crime and provides officers with the tactical high ground to make arrests. In addition, officers can choose to track a stolen item which could likely lead them to a fencing operation.

b) **Deterrence:** The presence of GPS tracking technology can act as a deterrent for theft. Potential thieves may be less likely to steal an item if they believe law enforcement is proactively equipping items with GPS tracking.

c) **Improved response time:** GPS tracking technology can help law enforcement respond more quickly to a theft by providing them with real-time location data. This can improve the chances of recovering stolen items and apprehending the perpetrators.

d) Cost-effective: GPS tracking technology can be a cost-effective solution for addressing theft. It can be less expensive than hiring security personnel or implementing other security measures such as having surveillance teams monitor a location. Once purchased, the tracking devices can be deployed on a 24/7/365 basis.

Overall, the use of GPS tracking technology can provide numerous benefits in addressing theft and improving security. The Redlands Police Department has been proactively utilizing specialized yet affordable GPS tracking devices for over twelve years. We have made arrests for crimes including robbery, burglary and all types of theft including ORC, laptop, mail and construction site theft. Staff at RPD have been identified as national experts teaching POST approved classes across the country and authoring articles that have been published in various law enforcement periodicals.

RPD has deployed GPS trackers in retail establishments in the past. RPD's program will be much more effective if their inventory can grow by 100 GPS tracking devices. The infrastructure is already in place, we just need more trackers.

2) Automated License Plate Recognition Systems

Automated License Plate Recognition (ALPR) cameras can be a powerful tool in addressing theft by helping law enforcement agencies identify and track stolen vehicles and provide images of getaway vehicles shortly after the occupants of the vehicle has committed a crime. Here are some of the benefits of ALPR cameras for this purpose:

a) Real-time identification of stolen vehicles and vehicles that have been identified as being used in a past crime: ALPR cameras can scan license plates in real-time and match them against a database of stolen vehicles. This can help law enforcement officers quickly identify and track down stolen vehicles, potentially leading to their recovery and the arrest of suspects.

b) Enhanced efficiency and accuracy: ALPR cameras can scan license plates much faster and more accurately than a human operator could, which can save time and improve the accuracy of the identification process.

c) Wider coverage area: ALPR cameras can be installed in multiple locations throughout a city or town, which can increase the coverage area and improve the chances of capturing license plate data from stolen vehicles or vehicles whose occupants had just committed a crime.

d) Deterrence of theft: The presence of ALPR cameras in a community can serve as a deterrent to potential criminals, as they increase the risk of getting caught and prosecuted.

Overall, the use of ALPR cameras can be an effective tool in the fight

against all types of crime including ORC, MVT, and MVAT by enhancing the ability of law enforcement agencies to identify and track stolen vehicles or other vehicles that were recently used in a crime. The ALPRs can lead to the recovery of stolen property and the arrest of suspects. For example, a retail establishment was recently burglarized. Video surveillance images from the business clearly captured the suspect's face as he loaded stolen merchandise into a grey Audi SUV that did not have a license plate on at the time of the crime but did have a very distinct window sticker. Using search features from our ALPR database, the crime analyst was able to search for the past 30 days for similar vehicles bearing a window sticker, and within a few minutes, she obtained an image of the same vehicle but this time it had its license plate on it.

3) Closed Circuit Surveillance Systems

A closed circuit surveillance system, also known as a CCTV system, can provide a number of benefits to a city. Some of these benefits include:

- a) **Increased public safety:** One of the primary benefits of a CCTV system is that it can help to deter crime and provide evidence for criminal investigations. By monitoring public spaces, authorities can identify potential threats and take action to prevent criminal activity from occurring.
- b) **Reduced crime rates:** In addition to deterring criminal activity, a CCTV system can also help to reduce crime rates. Knowing that they are being monitored can discourage criminals from committing crimes in public areas, which can ultimately lead to a safer and more secure city.
- c) **Enhanced emergency response:** CCTV systems can provide real-time information to emergency responders in the event of a crime or theft. This can help to speed up response times and ensure that resources are allocated in the most effective way possible.

RPD used to have a comprehensive state of the art CCTV system however the technology is now 15 years old. About 75% of the cameras are no longer working and the ones that do, go in and out on a routine basis. The old technology just does not mesh with current infrastructure. The funding isn't available to scrap the old system and upgrade to a new system. Over the years, the CCTV system has certainly proved its worth. One time, it provided the crucial lead that led to the identification and arrest of a homicide suspect.

The new closed circuit surveillance systems can provide a range of benefits to a city, including increased public safety, reduced crime rates, improved traffic management, enhanced emergency response, and increased accountability.

4) Data Analytics

Data analytic tools are essential in identifying patterns of ORC activity. The tools can analyze data from surveillance systems, point of sale systems, and other sources to identify patterns of theft. The tools can also identify individuals who engage in ORC activities.

The project will acquire and deploy data analytics tools in retail stores. The tools will be used to analyze data from the surveillance systems and point of sale systems. The tools will also be used to identify patterns of ORC activity and individuals who engage in ORC activities.

B) Personnel and Equipment Expenses

1) Obtaining leads through technology is pointless if a dedicated detective is not available to follow up on all of the leads. This proposal is asking for funding to hire a detective whose primary responsibility will be to investigate ORC, GTAs, and MVA crimes. This detective will be responsible for providing training to both retail staff and law enforcement on the use of the technology solutions. The proposal also includes a reasonable amount of overtime for the detective to respond and investigate crimes after the normal workday. In addition, the proposal is requesting overtime funding to have uniformed officers provide extra patrols at the shopping complexes on Friday and Saturdays, days in which these types of crimes typically occur.

2) The ORC detective will need necessary equipment to perform his job. RPD has a vehicle that the detective will be able to drive. The following equipment will need to be purchased: Desktop computer, dual monitors, robust hard drive, laptop for field work, smart phone, HT radio, in-car radio, software licensing.

Conclusion:

RPD already has existing policies in place to ensure compliance with applicable privacy laws and regulations and to limit racial bias (see attachments). RPD currently uses an ALPR vendor who only retains images for 30 days which gives peace of mind to privacy groups. In addition, there are strict auditing features in place to help ensure that personnel are only using the cameras for their intended purpose.

Project
Organizational
Capacity and
Coordination

As previously mentioned, RPD has been well versed in technology and has paved the way for other law enforcement agencies to learn how to implement similar technological programs. With that in mind, RPD feels as if it can effectively implement the proposed project with its current funded staff, with the exception of funding the additional detective position. RPD has tremendous experience in each one of these technological objectives so the learning curve will be miniscule. Staff at RPD have taught nationwide on how to effectively

deploy technology to address crime trends. RPD can hit the ground running and have all of the available contacts to implement each technological program in an expeditious manner. A command staff member with extensive experience in instructing other police departments on how to implement various technology to solve crime trends will oversee the project management to ensure the proposed project is implemented to obtain maximum potential.

RPD already has existing relationships forged with the key stakeholders of this project (see attached letters of commitment). These existing relationships will enable all aspects of the grant funded programs to be implemented without delay. RPD already has city approved hold harmless agreements available for retailers who want to partake in the GPS program to sign. In addition, RPD has experience with obtaining all of the necessary permits to install ALPR cameras on city, state, and private property so as to minimize any potential delay.

RPD has already begun research into available technologies that would be supported by this grant so RPD will not need to take advantage of the full six month implementation period. It is expected that RPD will be able to begin service delivery on all aspects of the grant by January 1, 2024.

Command Staff from RPD will be responsible for overseeing the implementation of the grant. Line staff at RPD have already been identified and trained as to how to implement these various technologies. Various technology companies have already been evaluated so RPD knows which companies can provide the best return on investment.

In order to sustain the programs once the grant funding subsides in 2027, RPD has only proposed a reasonable implementation of technologies that are more likely to gather support from the private sector to sustain. For example, when it comes to installing ALPR cameras, RPD is taking the approach that it is better off cordoning off bigger spaces than smaller ones. If you try to surround smaller land spaces, it will likely be easier to search for vehicle images but at the cost of needing numerous additional cameras which would require much more funding. With state-of-the-art artificial intelligence capabilities, the ALPR database allows users to search by inputting the color, make, and other unique characteristics of a vehicle. The chances of a suspect vehicle staying within the ALPR perimeter after the crime is committed is slim to none, so if the strategy is to isolate bigger sections of the city with the cameras, fewer cameras will be required which means the program will be much easier to sustain in the long run.

The same goes for the GPS tracking program. The GPS tracking devices identified by RPD essentially cost about \$2.00 per day to deploy during the first year and about \$1.00 a day every year after. Once businesses have seen the impacts the devices have on assisting law enforcement in apprehending thieves, the businesses are

likely able to dedicate the funds needed to pay for the devices once the grant funding ends. That has certainly been the case in Redlands in the past where a few businesses that were fortunate enough to have a tracker deployed appreciate the value of the GPS tracker and end up funding a tracker for their store. Many store employees have attested that they feel much more comfortable with the trackers in the store because if thieves hit them, they do not have to worry about trying to get a good vehicle description or interrupt them from committing their crime. They simply have to call the police and let the tracker do its job. In a day where unfortunately, we see clerks being murdered for trying to interrupt a shoplifter, the trackers are the perfect mechanism to provide employees with an increased feeling of safety and security which in turn will likely lead the owners to sustain the program once the grant funding runs out.

Project Evaluation
and Monitoring

LOCAL EVALUATION PLAN

Staffing - The evaluation plan will primarily involve three people. Evaluation design and analysis will be led by Dr. Travis Taniguchi. Dr. Taniguchi is a research criminologist with nearly 20 years of experience in program and policy evaluation. He will be responsible for designing the evaluation strategy, conducting statistical analyses, and assisting with writing the final report.

A to-be-determined RPD crime analyst will be responsible for data collection and routine monitoring. Up to 30% of their time will be dedicated to project needs. This work will focus on ensuring that process and outcome measures are tracked and recorded. The crime analyst will also be responsible for tracking program and technology implementation (e.g., when and where devices are deployed).

Deputy Chief Martinez will ensure that the technology is implemented in a coordinated manner and that necessary process and outcome measures are captured by relevant staff. This will include routine meetings with software and hardware vendors to manage project timelines and data availability. He will have primary responsibility for program progress reports.

Project staff will routinely meet to ensure that all aspects of the evaluation are being carried out and that data are being collected to support the process and outcome evaluation.

Process and Outcome Measures - Preliminary process measures include:

- Number of trackers deployed
- Number of LPR devices deployed
- Number of license plates scanned by LPR devices
- Number of CCTV cameras deployed

- Amount of officer overtime

- Policing activity (e.g., arrests, business checks) conducted by the ORC detective

Preliminary outcome measures include:

- Count of ORCs, GTAs, and MVAs occurring over time (pre/post implementation)

Plan for Monitoring Implementation - RPD's crime analyst and Deputy Chief Martinez will be responsible for program implementation monitoring. This will include tracking when, where, and the number of technologies deployed as part of the program. An electronic log will be established to ensure that key implementation measures are routinely tracked.

Plan for Data Collection and Evaluation – Primary data for the implementation and outcome evaluation will come from (1) administrative data maintained in RPDs computer-aided dispatch (CAD) and records management system (RMS), (2) metadata from the technology being implemented, and (3) data manually captured for this project. Data from the CAD and RMS are already available to support the evaluation and RPD has a long history of conducting analyses with these data. Metadata from the technology will include measures such as where data systems were implemented, location, and number of license plates scanned. These will be obtained directly from the technology vendors in the lowest resolution possible (e.g., LPR captures per day per camera). Data manually captured for this project will include characteristics such as tracker deployment date and location.

At this time, we do not anticipate needing any data-sharing agreements; if funded, the need for data-sharing agreements will be reassessed when developing the Local Evaluation Plan.

Evaluation Strategy - The evaluation strategy will rely on a quasi-experimental design comparing outcome measures before and after program implementation. For most outcome measures, time series analysis will be used. This strategy will allow for control over confounding factors (such as seasonality and ongoing trends) that can create problems for other analytical strategies. Baseline data for these measures are already captured by the RPD's CAD and RMS.

LOCAL EVALUATION REPORT - The RPD will complete a local evaluation report after the ORT Prevention Grant Program. The local evaluation report will provide an overview of program implementation, implementation assessment, and outcome assessment. The format of the report will follow all requirements of the ORT program.

STATEWIDE EVALUATION - RPD will cooperate with all efforts of the

BSCC to complete a statewide evaluation of the Prevention Grant Program. RPD can support these efforts by providing quantitative data (e.g., reported crime and incidents), reporting on process and outcome measures, facilitating access to officers, staff, and business partners to conduct qualitative assessments of program effectiveness, and assisting in the development of best practices and lessons learned that can be shared with other law enforcement agencies.

Budget Instructions

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

Budget Attachment

[**Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final_5.1.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_4.docx**](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[**Grantee-Assurance-for-Non-Governmental-Organizations-ORT_1.docx**](#)

Local Impact Letter(s) (Appendix E)

[**Impacts_Organized_Retail_Theft_Prevention_Grant_6.6.23.docx**](#)

Letter(s) of Commitment, (Appendix F)

[**Chamber_of_Commerce_letter_signed_060523.pdf**](#)

[**Majestic_letter_final_060523.pdf**](#)

[**Stater_Bros_letter.pdf**](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[RPD_ALPR_Policy.pdf](#)

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

[ORTP_Grant_Appendix_G_2.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[City_Council_Resolution.pdf](#)

OPTIONAL:
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 apprehensions of suspects committing ORC, MVT, and MVAT immediately after they commit their crimes.		
Objectives (A., B., etc.)	> A. Partner with retail establishments and supply them with GPS technology that can be embedded into high targeted items. B. Reduce the crime rate associated with these types of crimes over the three year period. C. Promote public/private partnerships		
Process Measures and Outcome Measures:	> A. Utilize surveys with participating businesses. B. Track number of apprehensions that utilized GPS technology. C. Evaluate crime rate numbers.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Implementation of GPS technology, hold business community meetings which educate retailers as to the benefit of GPS technology	> Travis Martinez	> 12/01/2023	> 1/01/2027
List data and sources to be used to measure outcomes: >	CAD/RMS data; GPS stat sheet		

(2) Goal:	>Create an ingress/egress perimeter around major shopping centers and an egress perimeter around the City with automated license plate recognition cameras (ALPR)		
Objectives (A., B., etc.)	> A) Develop leads to crimes that have been committed in shopping centers. B) Develop leads to MVT and MVAT that have been committed in the City of Redlands. C) Identify and apprehend suspects that are committing these crimes.		
Process Measures and Outcome Measures:	> A) Track leads developed by ALPRs that have been placed around shopping centers B) Track leads to other crimes around the City that have been developed by ALPRs.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Hold community meetings as to how ALPRs can help detectives develop leads to crimes that occur in the City.	> Travis Martinez	> 12/01/2023	> 1/01/2027
List data and sources to be used to measure outcomes: >	CAD/RMS; ALPR stat sheet		

(3) Goal:	> Assist detectives in identifying crime patterns and where stolen property is being sold		
Objectives (A., B., etc.)	> A) Connect suspects to other crimes B) Assist detectives in locating stolen property.		
Process Measures and Outcome Measures:	> Track how much stolen property is recovered using analytical databases. Track how many suspects have been identified using various analytical databases.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Acquire analytical databases	> Amy Varela (crime analyst)	> 12/01/2023	> 01/01/2027

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

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

Name of Applicant: Redlands Police Department/ City of Redlands

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	\$896,148.13
2. Services and Supplies	\$2,758,891.00
3. Professional Services or Public Agencies	\$403,135.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$7,600.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$4,140,774.13

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
1 ORC Detective- year 1	217,889.21	\$217,889.21
1 ORC Detective- year 2	222,246.99	\$222,246.99
1 ORC Detective- year 3	226,691.93	\$226,691.93
Overtime for extra patrol at targeted areas	three year total	\$229,320.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$896,148.13

1b. Salaries & Benefits Narrative:

The only personnel that RPD will need to hire to support the grant is one full-time detective to follow up on all of the leads to the ORC, motor vehicle, and motor vehicle accessory theft crimes that are captured. The sub-categories for the total include: Salary, FICA/Medicare, Health/Dental, Pension Contribution, Unemployment Ins, Life Ins, Medical Stipend. In addition, the budget includes overtime for two officers to work Fridays and Saturdays at hot-spot locations.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
6 SNT GPS Trackers	\$375 to purchase; \$192 annual cell fee; 3 years	\$10,206.00
100 ESO GPS Trackers; 6	\$565 to purchase; \$360 annual cell fee	\$277,500.00
3 RF beacons	\$395 each	\$1,185.00
100 ALPR cameras	\$3000 per year; \$700 installation fee	\$970,000.00
CCTV System	complete install of CCTV cameras around city	\$1,500,000.00
TOTAL		\$2,758,891.00

2b. Services and Supplies Narrative:

5b. Data Collection and Evaluation Narrative

The criminalist will charge the standard federal consulting rate of \$650 per day. He will work just over two days per month for the 44 month grant period until he reaches \$75,000.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Laptop Computer		\$2,700.00
Desktop Computer		\$3,400.00
Cell phone and case		\$1,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$7,600.00

6b. Equipment/Fixed Assets Narrative

The detective will need a laptop, desk computer, and cell phone. RPD has plenty of vehicles and will not need to purchase a vehicle for the detective.

7a. Financial Audit

Description	Calculation for Expense	Total
Completed by internal staff		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

7b. Financial Audit) Narrative:

Any financial auditing will be completed by current FT employees and no reimbursement is being requested.

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

Description	Calculation for Expense	Total
None		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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

None

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:

The Redlands Police Department will assume responsibility for any indirect costs associated with the grant.



Christopher R. Catren, Chief of Police
1270 West Park Ave./P.O. Box 1025
Redlands, CA 92373

CITY OF REDLANDS POLICE DEPARTMENT

July 11, 2023

RE: Organized Retail Theft Prevention Grant

The Redlands Police Department (RPD) has been utilizing technology to address various crime trends for over a decade. If RPD is fortunate to acquire grant funding, RPD will be expanding its use of surveillance technology along with acquiring various forms of analytical technology. This technology will no doubt lead to additional arrests and prosecutions but the organizations and agencies in place should be able to handle the additional workload. RPD has not identified any adverse impacts to any local agencies or retailers. In fact, it is quite possible that the implementation of the technology may actually decrease the workload of local retailers due to the probability that crime may decrease at the stores as word spreads that Redlands is being extremely proactive in curbing retail theft, motor vehicle theft, and motor vehicle accessory theft.

Sincerely,

Travis Martinez
Deputy Chief of Police



Christopher R. Catren, Chief of Police
1270 West Park Ave./P.O. Box 1025

CITY OF REDLANDS POLICE DEPARTMENT

May 19, 2023

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that the Redlands Chamber of Commerce agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Redlands Police Department. The Redlands Chamber of Commerce is made up of over 500 businesses that work together to ensure a strong, viable economy. The Chamber's programs and activities are focused on three main themes: business promotion and assistance, community development, and community promotion. The problems associated with ORC are a common concern amongst the Chamber's members. The Redlands Chamber of Commerce and the Redlands Police Department have a strong history of working together to utilize technology to address organized retail crime and motor vehicle theft within various Redlands business complexes.

As a part of this grant, Redlands Chamber of Commerce agrees to work with the Redlands Police Department to encourage the installation of specialized GPS tracking technology in stores that are prone to organized retail theft. In addition, the Redlands Chamber of Commerce will support the Redlands Police Department in the installation of automated license plate recognition cameras at strategic points around the city.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis Martinez".

Travis Martinez
Deputy Chief of Police
Redlands Police Department

A handwritten signature in black ink, appearing to read "Evan Sanford".

Evan Sanford
Executive Director
Redlands Chamber of Commerce



Christopher R. Catren, Chief of Police
1270 West Park Ave / P.O. Box 1025
Redlands, CA 92373

CITY OF REDLANDS

April 27, 2023

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Majestic Realty agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Redlands Police Department. Majestic Realty is the property management company of two major shopping complexes located within Redlands, CA. Majestic Realty and the Redlands Police Department have a strong history of working together to utilize technology to address organized retail crime.

As a part of this grant, Majestic Realty agrees to work with the Redlands Police Department to encourage the installation of specialized GPS tracking technology in businesses that are prone to organized retail theft. Majestic Realty will also allow the Redlands Police Department to install automated license plate recognition cameras at ingress and egress points of their shopping centers.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis Martinez".

Travis Martinez
Deputy Chief of Police
Redlands Police Department

A handwritten signature in black ink, appearing to read "Sandy Richley".

Sandy Richley
Majestic Realty Representative



Christopher R. Catren, Chief of Police
1270 West Park Ave./P.O. Box 1025
Redlands, CA 92373

CITY OF REDLANDS POLICE DEPARTMENT

June 5, 2023

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Stater Bros. agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Redlands Police Department. Stater Bros. has three stores located within separate shopping complexes in Redlands, CA. Stater Bros. and the Redlands Police Department have a strong history of working together to utilize technology to address organized retail crime and motor vehicle theft within the three shopping complexes.

As a part of this grant, Stater Bros. agrees to work with the Redlands Police Department to encourage the installation of specialized GPS tracking technology in store product that is prone to organized retail theft. Stater Bros. will also allow the Redlands Police Department to install automated license plate recognition cameras at ingress and egress points of their shopping centers.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis Martinez".

Travis Martinez
Deputy Chief of Police
Redlands Police Department

A handwritten signature in black ink, appearing to read "Todd Fernandez".

Todd Fernandez
Stater Bros. Representative

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Redlands 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 Redlands 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

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

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

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

Bias-Based Policing

401.4 MEMBER RESPONSIBILITIES

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

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.

401.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Redlands Police Department is the primary agency, the Redlands Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 1. Supervisors should document these periodic reviews.

Redlands Police Department

Redlands PD Policy Manual

Bias-Based Policing

2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 TRAINING

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

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit Policy.

Supervisors should ensure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Automated License Plate Readers (ALPRs)

430.1 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.

430.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Redlands 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 Investigations and Support Services Assistant Chief of Police. The Investigations and Support Services Assistant Chief of Police will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

430.2.1 ALPR ADMINISTRATOR

The Assistant Chief of Police 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.

430.3 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).

- (a) An ALPR shall only be used for official law enforcement business.

Redlands Police Department

Redlands PD Policy Manual

Automated License Plate Readers (ALPRs)

- (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.

430.4 DATA COLLECTION AND RETENTION

The Investigations and Support Services Assistant Chief of Police 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.

430.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Redlands 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 relate to a specific criminal investigation or department-related civil or administrative action.

Redlands Police Department

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Automated License Plate Readers (ALPRs)

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

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

430.6 POLICY

The policy of the Redlands 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.

430.7 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 Investigations and Support Services Assistant Chief of Police 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).

430.8 TRAINING

The Training Supervisor 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).