

Title	<b>City of Roseville Police Department</b>	07/07/2023
	by <b>Brandon Fernandez</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41328928
	BFERNANDEZ@ROSEVILLE.CA.US	

## 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)	<b>City of Roseville Police Department</b>
Multi-Agency Partnerships Information (if applicable)	<b>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.</b>
Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>

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.**

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Lead Public Agency **Roseville Police Department**

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Applicant's Physical Address **1051 Junction Boulevard  
Roseville  
CA  
95678  
US**

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

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Mailing Address for Payment **311 Vernon Street  
Attn: Finance  
Roseville  
CA  
95678  
US**

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Tax Identification Number **946000409**

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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.**

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Project Director **Brandon  
Fernandez**

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

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Project Director's Physical Address **1051 Junction Boulevard  
Roseville  
CA  
95678  
US**

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Project Director's  
Email Address **bfernandez@roseville.ca.us**

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Project Director's  
Phone Number **+19167745095**

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Financial Officer **Mark  
Peinado**

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

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Financial Officer's  
Physical Address **1051 Junction Boulevrd  
Roseville  
CA  
95678  
US**

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Financial Officer's  
Email Address **mcpeinado@roseville.ca.us**

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Financial Officer's  
Phone Number **+19167745021**

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Day-To-Day Program  
Contact **Jeff  
Kool**

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Day-To-Day Program  
Contact's Title **Police Lieutenant**

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Day-To-Day Program  
Contact's Physical  
Address **1051 Junction Boulevard  
Roseville  
CA  
95678  
US**

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Day-To-Day Program  
Contact's Email  
Address **jkool@roseville.ca.us**

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Day-To-Day Program  
Contact's Phone  
Number **+19167461096**

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Day-To-Day Fiscal  
Contact **Mark  
Peinado**

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

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Day-To-Day Fiscal Contact's Physical Address	<b>1051 Junction Boulevard Roseville CA 95678 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>mcpeinado@roseville.ca.us</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19167745021</b>
Name of Authorized Officer	<b>Troy Bergstrom</b>
Authorized Officer's Title	<b>Police Chief</b>
Authorized Officer's Physical Address	<b>1051 Junction Boulevard Roseville CA 95678 US</b>
Authorized Officer's Email Address	<b>tbergstrom@roseville.ca.us</b>
Authorized Officer's Phone Number	<b>+19167745058</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>The City of Roseville Police Department Organized Retail Theft Grant Proposal</b>
Proposal Summary	<b>The Roseville Police Department commits itself to safeguarding our community; protecting life and property; reducing crime; and enforcing the law impartially. To better accomplish this mission, the police department is seeking funding through the BSCC Organized Retail Theft Grant. Funds from this grant will be used to purchase investigative tools and conduct additional enforcement activities that would otherwise not be possible through general fund expenditures. By increasing the investigative capacity of the Roseville Police Department, we anticipate achieving a higher level of success in both preventing theft related activities and solving theft related cases.</b>

**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).**

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Project Need

**Project Need**

**The City of Roseville is the largest city in Placer County with over 154,000 residents. It is located approximately 20 miles northeast of Sacramento and less than a two-hour drive from the bay area on Interstate 80. Roseville has several high-end shopping centers, anchored by the Westfield Galleria Mall and the Roseville Automall. Roseville also has an array of restaurants, entertainment venues, commercial spaces, and sprawling residential neighborhoods. These amenities attract citizens from all over the region to our beautiful community. Unfortunately, those same amenities also attract a criminal element fixated on theft.**

**In order to ensure accountability for these criminals, while maintaining a safe and prosperous community, the police department has identified and evaluated tools capable of aiding our enforcement efforts in property crime investigations. Although the**

police department had a budget of 54.7 million dollars in fiscal year 2022, it did not allocate funding for the purchase of more advanced crime fighting tools. With the introduction of the organized retail theft grant through the BSCC, it provides an alternative funding source to procure and implement these theft prevention and apprehension tools.

As Roseville emerges from the Covid-19 pandemic, we have seen a resurgence in retail theft. From May of 2022 to April of 2023, there were a total of 838 shoplifting incidents in the city. This equated to 70 shoplifting incidents per month and represents a significant increase from an average of 47 shoplifting incidents per month from May of 2021 to April of 2022 and 38 shoplifting incident per month from May 2020 to April of 2021. Robberies stemming from a shoplift incident, commonly referred to as 'Estes Robberies', have also increased in that same time frame. Between 2020 and 2022, the Roseville Police Department realized an average of 2.7 Estes Robberies per month while 2022 to 2023 saw an average of 3.6 per month.

Not only do thieves victimize our retailers, but they also target our citizens and their vehicles. From May of 2020 to April of 2023, Roseville citizens reported an average of 87 incidents of motor vehicle accessory theft per month. During that same time period, residents reported an average of 24 motor vehicle thefts per month. Currently the Roseville Police Department staffs one detective on the Placer County Regional Auto Theft Task Force (RATTF). Although this task force does exceptional work, their efforts alone are not enough to curtail the motor vehicle theft issues in our area.

In hopes of complementing the work of RATTF, the Roseville Police Department has installed 24 Flock license plate reader (LPR) cameras at strategic locations throughout our city. As a result of reads from those cameras, officers made a total 287 stolen or felony-related vehicle contacts from January of 2021 to May of 2023. Although this number demonstrates the success a license plate reader program may have, the Roseville Police Department understands that a vast portion of our city is still not covered by LPR cameras which allows many stolen vehicles to go undetected.

Unlike other municipalities in our region, Roseville is a city that continues to expand. Roseville has annexed significant portions of land to our west, creating opportunities for more master planned communities, a regional sports complex, and additional commercial spaces. Adequately providing public safety services to this growing community is a continual challenge for our police department and our city council. With rising concerns from retailers over product and personnel safety, the state has seen several businesses close their stores in major California cities. The Roseville Police Department is focused on taking action to prevent that same scenario from occurring in our area.

Of the reported shoplifting incidents to the Roseville Police Department from May of 2022 to April of 2023, 43% of those cases

were placed into pending status. A case is primarily placed into this type of status when the suspect cannot be identified. In working with our retail partners, they often track repeat offenders internally amongst different store locations by sharing images of suspects, vehicles, and methods of operation. Traditionally, without a suspect vehicle license plate or a suspect name, law enforcement investigators were limited in their ability to solve these cases. However, with the introduction of LPR cameras and facial recognition software, our chances of developing a viable lead are greatly improved. Obviously, a larger investment in these technologies will allow for the successful closure of more retail theft cases.

The same scenario is true for the motor vehicle and motor vehicle accessory thefts occurring in the City of Roseville. From May of 2022 to April of 2023, 68% of the motor theft cases are in pending status while 92% of our motor vehicle accessory theft cases are in pending status. Again, a greater investment in LPR cameras will aid in locating stolen vehicles traveling within our city and also assist in identifying suspect vehicles as part of motor vehicle accessory theft investigations. Securing funding to reimplement the police department's bait car program will also allow investigators to proactively address high-crime areas and potentially apprehend those criminals who would otherwise remain unidentified.

In summary, Roseville is a thriving city within Placer County and continues to be at the center of economic growth within the region. With a large regional mall, the fountains shopping center, two Walmart stores, two Home Depots, a Lowes Home Improvement, one Costco (with a second location planned), Dicks Sporting Goods, Best Buy, and many more retailers, Roseville remains a premier destination to shop but also from which to steal. With a major interstate connecting Roseville to other cities throughout Northern California, thieves drive from all over the region to victimize our businesses and our residents. With additional funding through the organized retail theft grant, the City of Roseville Police Department would heighten our efforts in combatting property crime in our area and continue our mission of safeguarding the community.

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## Project Description

## Project Description

If approved as a recipient of the BCSS organized retail theft grant, the City of Roseville Police Department will allocate that funding to the specific investigative tools and personnel expenses outlined in the attached budget proposal. Each of those proposal items directly align with the goals of reducing organized retail theft, motor vehicle theft, and/or motor vehicle accessory theft in our area. Not only will these tools and extra enforcement operations benefit the citizens of Roseville, but they will also be resources available for use by our allied agency partners.

In October of 2023, the police department will begin the procurement process using the quotes received from our product vendors. Each



of the funding expenditures will be discussed in further detail below to include their intended use, relevance to the project need, and expected implementation.

- **Clearview AI** - This web-based application will play a key role in identifying unknown theft suspects based off a digital image. Clearview AI provides law enforcement access to billions of facial images that are open sourced from public facing websites. A lead generated from this database is then vetted by a law enforcement investigator. The Elk Grove Police Department currently utilizes this software and has been gracious enough to assist the Roseville Police Department in the past with generating high quality leads for our theft investigations. Implementing this software will allow the Roseville Police Department to more accurately identify and associate individuals to known retail theft groups in our area. The police department has already received a demonstration of this software and obtained a three-year pricing plan which would run the length of the ORT grant period. We have also tentatively drafted a policy on the use of facial recognition, which would be finalized and implemented prior to any use of this software.

- **Leads Online & CellHawk** – Both of these software applications are available from the same vendor and would simplify retail theft and motor vehicle accessory theft investigations. The Leads Online software is able to track sales of an individual, establish patterns, and obtain additional information through popular e-commerce websites such as OfferUp and Ebay. This tool aids in the identification of prolific retail thieves and thieves targeting precious metal items such as catalytic convertors. CellHawk allows investigators to dive deeper into organized criminal networks by analyzing and mapping mobile device data. It would allow investigators to identify associates of known offenders and potentially solve additional theft cases from outside jurisdictions. Both of these products have been tested by investigators at our department and will be used in accordance with our bias based policing policy and CalECPA. Pricing for Leads Online is based upon the Power Plus subscription level while the pricing for CellHawk is based upon a 12-user license package. The proposed contracts are expected to run the length of the grant period.

- **GrayKey Forensic Software** – The Roseville Police Department recently obtained funding for the ‘Essentials’ level plan of Graykey mobile forensics software. Due to the complexity of motor vehicle theft and organized retail theft cases, accessing mobile device data is critical. Our base level plan allows for 30 annual advanced extractions when the passcode to a device is unknown. Due to the sheer number of retail theft cases investigated each month by the police department, that extraction allotment is not sufficient to sustain our current workload. An upgrade to the ‘Advanced’ Graykey plan would allow for 125 annual extractions, thus allowing officers to properly investigate and identify all of the individuals involved in regional retail theft and/or motor vehicle theft rings. The price difference between the two subscription plans has been itemized and

calculated to run the length of the grant period. All mobile device extractions will be performed in accordance with current statutes and legal process when required.

- **CovertTrack (3Si) GPS tracking Devices** – The Roseville Police Department previously had a bait property program to deter motor vehicle and motor vehicle accessory theft. Unfortunately, that equipment reached end of life and funding was not renewed. Over the past year there has been a resurgence of theft groups targeting specific business parking lots in Roseville such as Restaurant Depot. These groups are driving rental or cold plated vehicles and typically fail to stop for law enforcement when contacted. Purchasing two different types of tracking devices would allow investigators to deploy bait property in an effort to identify and apprehend these thieves in the safest manner possible. The police department may also partner with our retailers and use these devices to target known theft groups. The police department communications center currently monitors other 3Si bait tags in our area, so there is already a familiarity with that web-based system. The proposal includes pricing for 4 property tags, two soft pouch and two carboard units, along with the required annual tracking plan services. The contract would run the length of the grant period.

- **Bait Vehicle (4 Door Honda Sedan)** – The police department previously deployed multiple bait vehicles for various theft deterrent operations. As the vehicles reached their end of life, there were no subsequent vehicle donations to the police department through the National Insurance Crime Bureau (NICB). To properly institute the bait program referenced above, the purchase of a new 4 door sedan is required. This vehicle would be deployed with GPS tracking technology in direct response to areas experiencing an increase in motor vehicle and/or motor vehicle accessory theft. A 4-door Honda type sedan would be chosen to most appropriately blend into the Roseville environment. The cost of the vehicle was based upon current MSRP to include tax and title documents. There was also a line-item expenditure included in the proposal for monthly maintenance costs of the vehicle to be performed by our city garage. The cost of the vehicle is a one-time expenditure, while the maintenance costs are calculated to run the length of the grant period. The vehicle purchase is expected to occur in late October of 2023.

- **Flock License Plate Reader (LPR) Cameras** – The Roseville Police Department currently contracts with Flock to provide and deploy LPR cameras in Roseville. These cameras are placed at high volume intersections and the primary entry points into the city. From January through May of 2023 LPR cameras provided 109 verified reads on stolen, felony, or hot-listed vehicles. This led to 31 total arrests during that time period. LPR technology has also assisted post-incident with our theft investigations, solving numerous retail theft cases and even more serious armed robbery cases. The police department desires to expand our current Flock program to directly target thieves entering and exiting our city. The Roseville Police

Department crime analysis unit has identified 48 locations across the city which would benefit from the installation of an LPR camera. This data was based upon temporal maps with an overlay of high-theft locations. Of those locations identified, 26 were deemed as 'high priority' and subsequently included in this grant proposal. The purchase of additional cameras would begin in October of 2023, with installations occurring over the course of several weeks. The Flock contract for additional units would run the length of the grant period and all camera usage would be governed by the police department's current LPR policy.

- **Officer Extra Enforcement Overtime (Salary Costs) –** Each year during the holiday season there is an influx of theft activity in Roseville centered around our retail establishments. In direct response to organized retail theft and motor vehicle accessory theft groups, the police department would deploy additional officers on overtime. These directed enforcement activities would occur 3 days a week over the course of 4 weeks. There would be a total of 4 officers working 6 hours a day. The operational period would begin in 2023 and conclude in 2026 for a total of 4 holiday seasons. Officers working this assignment would be expected to develop partnerships with retail establishments and to target known offenders. Officers would also be permitted to conduct bait property operations, surveillance, and/or roving patrols. The police department would also consider moving one or more of the designated enforcement days to another part of the year if the need to address a specific theft group arose. Hourly calculations were made using the current salary schedule for Roseville police officers, taking into consideration a contractual raise due in January of 2024. All officers would be expected to follow the department's policy on bias-based policing while working this enforcement detail.

By implementing the aforementioned tools at our agency, the Roseville Police Department expects to achieve the specified goals in our project work plan. Identifying suspects through the use of web-based software, and an increased network of LPR cameras, will allow officers to solve theft cases at a higher rate. In accordance with our county partnerships, those cases will then be passed onto the Placer County District Attorney and their vertical prosecutor. The police department will also use forensic and analytical tools to identify additional co-conspirators within the theft organizations. Extra enforcement operations will allow the police department to focus their efforts on known offenders and high-crime areas. In summary, the City of Roseville Police Department will integrate these grant expenditures with our current enforcement model to ultimately decrease organized retail, motor vehicle, and motor vehicle accessory theft.

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Project  
Organizational  
Capacity and  
Coordination

#### **Project Organizational Capacity & Coordination**

The City of Roseville Police Department has already received product demonstrations and official quotes from our identified vendors. Upon receipt of grant funding, the department would be ready to move

forward with the purchase of the software and hardware related expenditures immediately. The initial purchases, and any contract oversight, for these expenditures would be managed by our Investigations Lieutenant and Police Management Analyst. All related policies would be drafted, reviewed, and finalized by the department's Professional Standards Unit (PSU). Training on these new tools would occur shortly after the purchase period and will be the responsibility of each of the respective vendors.

The purchase of the bait vehicle will be coordinated through Roseville city fleet services by our department's fleet manager. Once the vehicle is received by the police department, the deployment of the vehicle will be the responsibility of the Investigations property crime sergeant and/or his designee. Once the grant period has expired, the police department will work in conjunction with the city budget team to locate funding for continued vehicle maintenance. Any damage to the bait vehicle resulting from an attempted or completed theft will be the responsibility of the City of Roseville to repair.

A Flock LPR camera purchase agreement will be drafted once grant funds have been authorized. Our crime analyst will continue to monitor the status of our Flock network and will work in conjunction with the city's traffic engineering department to install the new cameras once they arrive. Data sharing agreements have already been signed by allied agencies thus allowing our regional partners to enjoy the benefits of a larger LPR camera network. At the end of the grant period, an evaluation will be performed to determine the success of the added cameras and if their costs should be absorbed into the police department budget.

Funding allocated for officer overtime will be tracked by our management analyst through use of a unique budget code. Enforcement operations will be coordinated by our crime suppression team in conjunction with our designated retail theft detective. The Investigations Lieutenant and/or a Patrol Lieutenant will have oversight of these extra enforcement details and ensure a department approved operations plan has been completed. Officers will be afforded the opportunity to work these special details pursuant to the department's current overtime policies and practices.

In its entirety, the ORT grant will be overseen primarily by the Investigations Lieutenant. All purchases and reimbursement requests will funnel through the police department's Management Analyst. As specified in our letters of commitment, the Roseville Police Department will partner with surrounding agencies to create the Placer Regional Organized Retail Theft Team. The police department will identify one retail theft detective to be the point of contact for allied agencies regarding retail theft investigations. The Roseville Police Department will also work in conjunction with the Placer County District Attorney and their vertical prosecutor to streamline the adjudication process of retail theft cases.

At the conclusion of 2026, the police department will focus heavily on the evaluation portion of this grant. During this process each expenditure will be reviewed, at minimum, using a cost versus benefit analysis. Depending on the results of that analysis, combined with the financial health of the city, an advisory group will determine which expenditures will receive recommendations for continued funding. Those funding recommendations will then be presented before the police department command team and the city budget team for consideration.

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Project Evaluation  
and Monitoring

### **Project Evaluation & Monitoring**

The City of Roseville Police Department fully understands our obligation to properly oversee this project and evaluate its success through each stage of the grant process. The Investigations Lieutenant will be responsible for monitoring the project from its inception in 2023 through the required financial audit and final evaluation report submission in 2027. The Lieutenant will work alongside the department's Management Analyst to ensure all purchases are properly invoiced during the start-up phase of the project. The Management Analyst will create a unique budget code to allow each grant expenditure to be properly tracked and reconciled. Any officer working overtime enforcement pursuant to this grant shall be instructed to use the aforementioned budget code when submitting their timesheet for approval.

The Roseville Police Department has two dedicated crime analysts who will be responsible for data collection and auditing. Sources of information may include, but are not limited to, the Roseville Police Department Tyler Technologies Records Management System (RMS), Flock database, ClearView AI, Leads Online, Sun Ridge Systems RIMS RMS, and Placer County E-Prosecutor. Roseville crime analysts will also work with their counterparts from surrounding Placer County agencies to share any statistical data relevant to this grant. As needed, Roseville crime analysts will provide the compiled data to the Investigations Lieutenant for evaluation and reporting.

To determine the impact expenditures had on retail, motor vehicle, and motor vehicle accessory theft during the grant period, there will need to be quantifiable process and outcome measures. Prior to the submission of this grant proposal, baseline statistical data was compiled as it related to the program purpose areas. Data gathered during the grant period will be juxtaposed against the pre-grant data. Some of the categories that may be used in this comparison process are listed below:

- Total number of retail theft cases investigated and their clearance rate.
- Total number of theft cases prosecuted by the Placer County DA.
- Frequency at which an organized retail theft charge (490.4 PC) was used.
- Total number of individual shoplifting cases consolidated into a singular organized retail theft case by the District Attorney.

- Total number of motor vehicle and motor vehicle theft cases investigated and their clearance rate.
- Total number of bait property deployments and the correlating number of apprehensions as a result of deployment.
- Total number of Flock LPR reads and resulting apprehensions.
- Theft cases solved through use of LPR network.
- Auditing ClearView AI and Leads Online for policy compliance as well as the total number of leads generated.
- Success rate of Graykey unlocking mobile devices related to theft follow-up investigations.
- Work product generated from overtime enforcement operations.

Any data that cannot be directly accessed by Roseville Police Department personnel will be obtained via sharing agreements through the Placer Regional Organized Retail Theft Team. This data may be shared electronically or at periodic team meetings held throughout the course of the grant period. All comparison data shall be evaluated for its impact on the overall project goals, reviewed by the Investigations Lieutenant, and ultimately presented to the BSCC. Results of this project should align with the intended outcomes of reducing retail, motor vehicle, and motor vehicle accessory theft.

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#### 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.

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#### Budget Attachment

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final.xlsx](#)

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#### 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

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#### Project Work Plan (Appendix B)

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

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix\\_D.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Local\\_Impact\\_Letter.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[Rocklin\\_Support\\_Letter.pdf](#)

[Placer\\_County\\_Support\\_Letter.pdf](#)

[Rocklin\\_Support\\_Banks.pdf](#)

[Placer\\_DA\\_Support.pdf](#)

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Policies Limiting Racial Bias

[Bias\\_Based\\_Policing\\_Policy.pdf](#)

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Policies on Surveillance Technology

[BWC\\_Policy.pdf](#)

[LPR\\_Policy.pdf](#)

[Facial\\_Recognition\\_System-3.pdf](#)

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

[Signed\\_Appenix\\_G.pdf](#)

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

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OPTIONAL: n/a  
Bibliography

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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.)**

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## 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 the clearance rate of retail theft cases while deterring organized theft groups from operating in our area.		
Objectives (A., B., etc.)	> A. Solve retail theft cases at a higher frequency, to include successful prosecution and diversion if applicable. B. Identify organized theft operations through information sharing with regional law enforcement and retail partners. C. Use advanced processing and forensic tools to target those purchasing or receiving stolen goods.		
Process Measures and Outcome Measures:	> The percentage of Roseville Police theft cases in closed status should increase while those in pending status decrease. The Placer County DA should see an increase in the number of theft cases submitted to their office. An increased number of mobile device data extractions should lead to an increase in co-conspirator identifications.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Regional team meetings to share information on theft groups and active investigations. Identification of unknown suspects through the use of facial recognition, pattern analysis, and an expanded LPR network. Establishing partnerships with retailers and their loss prevention associates.	Roseville Police Department, Rocklin Police Department, Placer County DA, CHP ORC Regional Task Force, Westfield Galleria & other Major Retailers	> October 2023	December 2026
List data and sources to be used to measure outcomes: > Roseville PD and Placer County DA RMS data. Graykey, Flock, and Clearview AI audit data.			



<b>(2) Goal:</b>	<b>&gt; Reduce motor vehicle &amp; motor vehicle accessory theft through the use of targeted operations and technology.</b>		
Objectives (A., B., etc.)	> A. Solve motor vehicle, and motor vehicle accessory theft cases at a higher frequency. B. Partner with Placer RATTF to identify and target motor vehicle theft rings. C. Deter repeat thefts in high crime parking lots and neighborhoods.		
Process Measures and Outcome Measures:	> The percentage of Roseville PD motor vehicle/accessory theft cases in closed status should increase while those in pending status should decrease. Placer County RATTF should see an increase in recovered stolen vehicles and stolen vehicle accessories such as catalytic converters. Increased number of suspect apprehensions in high theft areas through bait property deployment.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Deploy bait vehicle with bait property to combat theft. Use an expanded LPR network along with facial recognition to identify unknown theft suspects. Conduct targeted operations with the Placer RATTF.	Roseville Police Department, Placer County DA, Placer RATTF	> November 2023	> December 2026
List data and sources to be used to measure outcomes: > Roseville PD and Placer County DA RMS. Flock, Clearview AI, and Leads Online audit data. Total number of bait car deployments tracked internally.			

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

**Name of Applicant:** *City of Roseville 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	\$91,817.00
2. Services and Supplies	\$386,231.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$31,099.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$609,147.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer Extra Enforcement Overtime	288 hours @ \$78.24 (2023 OT rate) per hour (\$22,533.12). 864 hours @ \$80.19 (2024+ OT rate) per hour (\$69,284.16). Salary only costs based upon top step police officer overtime rate with a raise occurring in Jan 2024.	\$91,817.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$91,817.00</b>

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

*Retail theft and motor vehicle accessory theft typically spike in Roseville during the holiday season (November and December) due to our larger regional mall and influx of shoppers. To combat theft during this time period, the department would deploy extra officers in strategic locations across the city. The officers would work in two, two-man teams for a total of 4 officers. These officers would work 6 hours a day, three days per week, for four weeks. The officers would primarily partner with retail loss prevention associates to target known thieves but may also conduct bait property operations or roving patrols. The extra enforcement would begin in 2023 and conclude in 2026 for a total of four holiday seasons. The department would also explore moving an extra enforcement day to another month during the calendar year if the specific need arose to combat an emerging retail theft group or motor vehicle accessory theft trend.*

*The hourly calculations are as follows: 4 officers x 6 hours a day = 24 hours x 3 days per week = 72 hours x 4 weeks = 288 hours x 4 years = 1,152 hours.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Clearview.AI Facial Recognition Software	3 Year, 15 User Contract @ \$16,392.	\$16,392.00
GrayKey Forensic Software Upgrade	Upgrade from Essential Plan to Advance Plan. Price difference of \$19,800 x 3 Years.	\$59,400.00
CovertTrack GPS Tracking Tools	2 Soft Case Units @ \$565ea (\$1,130) . 2 Cardboard Units @ \$565ea (\$1,130). Annual Tracking Plan per unit (\$360 x4) x 3 Years (\$4,320).	\$6,580.00
Flock License Plate Reader Cameras	26 Cameras @ \$3,000ea (\$78,000) x 3 Years.	\$234,000.00
Fleet services for Bait Vehicle	Monthly preventative maintenance costs \$203 per month x 38 months.	\$7,714.00
LeadsOnline Software	PowerPlus subscription. \$13,720 x 3 Years.	\$41,160.00
Cell Hawk Analytics Software	12 User Package. \$6,995 x 3 Years.	\$20,985.00
		\$0.00
<b>TOTAL</b>		<b>\$386,231.00</b>

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



		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$75,000.00</b>

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

*As mandated, the Roseville Police Department will set aside \$75,000 for data collection and evaluation efforts. These costs will include personnel time spent for the development of the local evaluation plan and evaluation report. It will also include the personnel time spent for data compilation, analysis, and final reporting.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
4 Door Honda Accord (or similar) - Bait Vehicle	MSRP Pricing (\$28,390) + Tax (\$2,200), Title/Registration (\$429), & Documentation Fee (\$80)	\$31,099.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$31,099.00</b>

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

*The Roseville Police Department previously had success with a bait vehicle program to combat motor vehicle and motor vehicle accessory theft. The vehicles used for this program were donated and reached end of life, thus ending the program. A new vehicle would allow the department to re-institute the bait vehicle program and subsequently deploy in high theft areas. Tracking devices would allow for the identification and safe apprehension of thieves.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial Audit	Approximate cost to contract a certified public accountant.	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**7b. Financial Audit Narrative:**

*These costs would be necessary for the required financial audit at the end of the grant period to ensure all allocated funds were spent appropriately.*

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

Description	Calculation for Expense	Total
Travel	Grantee team meetings. No cost for one day trips.	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

No cost incurred when traveling to Sacramento for one day meetings.

**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 <b>does not have</b> a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<i>\$0</i>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<i>\$0</i>	
<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>		
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>

**9b. Indirect Costs Narrative:**

None.



**Roseville Police Department**  
1051 Junction Blvd  
Roseville, CA 95678

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Troy Bergstrom, Chief of Police

### **Local Impact Letter**

The City of Roseville Police Department is currently applying for funding through the Organized Retail Theft Prevention Grant Program.

The Roseville Police Department has established tremendous working relationships with our regional retail and law enforcement partners. In the process of preparing this grant proposal, members of the Roseville Police Department meet with representatives from the Placer County DA's office, Rocklin Police Department, Auburn Police Department, and Placer County Sheriff's Department. Each expressed desire to investigate retail thefts cases collaboratively and use any tools obtained from grant funding for the benefit of the entire region. The Placer County DA acknowledged that their personnel would likely see an increased workload if more theft cases were referred to their office for prosecution. In response, the Placer County DA is submitting for additional funding through the BSCC vertical prosecution grant. Please refer to the signed letter of commitment by the Placer County District Attorney outlining their pledge to provide staffing and resources as necessary to advance the goals of our respective proposals.

The City of Roseville Police Department acknowledges that our retailers will also play a key role in the effort to reduce theft at their respective locations. The police department does not foresee any adverse effects on business operations resulting from the expenditures related to the ORT grant. However, the police department will continue to build and maintain relationships with our retailers in the event that targeted theft operations will require private sector assistance or resources. If any unexpected impacts arise from the ORT grant project, the Roseville Police Department will immediately act to mitigate those impacts to the best of our ability.

Signed by,

A handwritten signature in blue ink, appearing to read "Brandon Fernandez", written over a light blue horizontal line.

Brandon Fernandez  
Investigation Lieutenant, Roseville Police Department  
1051 Junction Blvd.  
Roseville, CA 95678



**Roseville Police Department**  
1051 Junction Blvd  
Roseville, CA 95678

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Troy Bergstrom, Chief of Police

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Vertical Prosecution Grant Program  
Date: June 30<sup>th</sup>, 2023

This letter is being submitted to document that the Roseville Police Department agrees to partner on the Organized Retail Theft Vertical Prosecution Grant Program proposal being submitted by the Placer County District Attorney's Office.

Placer County and its cities including Roseville, Rocklin, Lincoln, and Auburn, frequently top national lists ranking health and quality of life. Central to the health and quality of life of our residents and businesses is the collaboration between community, law enforcement, and regional business.

Placer County hosts a variety of large retail hubs like the Roseville Galleria Mall, the Rocklin Commons Shopping Center, along with vibrant small business districts in the downtown areas of our cities. Organized retail theft impacts these and other retail areas in our community, resulting in a negative financial impact to business, tax revenue, as well as undermining the safety of our community.

As a part of this project, the Roseville Police Department agrees to partner with the Placer County District Attorney's Office and surrounding law enforcement agencies to create the "Placer Regional Organized Retail Theft Team".

The "Placer Regional Organized Retail Theft Team" will work to enhance the collaboration between law enforcement and business owners through increased communication, information sharing, and targeted enforcement efforts. Members will work to hold those who engage in organized retail theft accountable, but also to provide support and resources to retailers and businesses affected by these crimes.

The "Placer Regional Organized Retail Theft Team" will be comprised of representatives from the Roseville Police Department, the Rocklin Police Department, and the Placer County District Attorney's Office (as well as other interested regional law enforcement entities). The named agencies will provide the staff and resources necessary to complete thorough investigations into organized retail theft in support of the vertical prosecution model implemented by the Placer County District Attorney's Office. Agencies will meet bimonthly to discuss strategies, trends, and ongoing cases related to retail theft.

Further, Roseville Police Department agrees to:

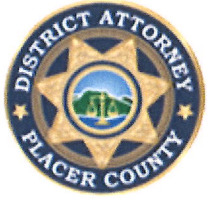
- 1) Deploy bait tracking technology in areas targeted by retail theft.
- 2) Utilize technological methods (real time crime center, digital license plate readers, and cell phone forensic technology) to respond to and investigate retail theft.
- 3) Participate in organized retail theft specialized enforcement operations.
- 4) Provide a detective to act as a point of contact for organized retail theft.

Signed by,

A handwritten signature in black ink, appearing to read "T Bergstrom".

Troy Bergstrom  
Chief of Police, Roseville Police Department  
1051 Junction Blvd  
Roseville, CA 95678





**MORGAN B. GIRE**  
DISTRICT ATTORNEY

**PLACER COUNTY DISTRICT ATTORNEY**

10810 Justice Center Drive, Suite 240 • Roseville, CA 95678-6231  
916 543-8000 • FAX 916 543-2550  
[www.placer.ca.gov](http://www.placer.ca.gov)

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: July 5, 2023

This letter is being submitted to document that the Placer County District Attorney agrees to partner on the Organized Retail Theft Grant proposal being submitted by the Roseville Police Department.

Placer County and its cities including Roseville, Rocklin, Lincoln, and Auburn, frequently top national lists ranking health and quality of life. Central to the health and quality of life of our residents and businesses is the collaboration between community, law enforcement, and regional business.

Placer County hosts a variety of large retail hubs like the Roseville Galleria Mall, the Rocklin Commons Shopping Center, along with vibrant small business districts in the downtown areas of our cities. Organized retail theft impacts these and other retail areas in our community, resulting in a negative financial impact to business, tax revenue, as well as undermining the safety of our community.

As a part of this project, the Placer County District Attorney agrees to partner with the Roseville Police Department and surrounding law enforcement agencies to create the “Placer Regional Organized Retail Theft Team”.

The “Placer Regional Organized Retail Theft Team” will work to enhance the collaboration between law enforcement and business owners through increased communication, information sharing, and targeted enforcement efforts. Members will work to hold those who engage in organized retail theft accountable, but also to provide support and resources to retailers and businesses affected by these crimes.

The “Placer Regional Organized Retail Theft Team” will be comprised of representatives from the Roseville Police Department, the Rocklin Police Department, and the Placer County District Attorney’s Office (as well as other interested regional law enforcement entities). The named agencies will provide the staff and resources necessary to complete thorough investigations into organized retail theft in support of the vertical prosecution model implemented by the Placer County District Attorney’s Office. Agencies will meet bimonthly to discuss strategies, trends, and ongoing cases related to retail theft.





**MORGAN B. GIRE**  
DISTRICT ATTORNEY

**PLACER COUNTY DISTRICT ATTORNEY**

10810 Justice Center Drive, Suite 240 • Roseville, CA 95678-6231

916 543-8000 • FAX 916 543-2550

[www.placer.ca.gov](http://www.placer.ca.gov)

Further, Placer County District Attorney agrees to:

1. Provide a dedicated Deputy District Attorney, District Attorney Investigator, and Crime Analyst to the retail theft case load.
2. Employ a vertical prosecution model related to the prosecution of retail theft.
3. Share statistics related to Retail Theft with partners
4. Identify individuals appropriate for alternative sentencing/programs
5. Participate in organized retail theft specialized enforcement operations.

Signed by,

Morgan Gire

District Attorney Placer County



**To: Board of State and Community Corrections**  
**Re: The Organized Retail Theft Prevention Grant Program**  
**Date: July 3, 2023**

This letter is being submitted to document that Rocklin Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Roseville Police Department.

Placer County and its cities including Roseville, Rocklin, Lincoln, and Auburn, frequently top national lists ranking health and quality of life. Central to the health and quality of life of our residents and businesses is the collaboration between community, law enforcement, and regional business.

Placer County hosts a variety of large retail hubs like the Roseville Galleria Mall, the Rocklin Commons Shopping Center, along with vibrant small business districts in the downtown areas of our cities. Organized retail theft impacts these and other retail areas in our community, resulting in a negative financial impact to business, tax revenue, as well as undermining the safety of our community.

As a part of this project, Rocklin Police Department agrees to partner with Roseville Police Department and surrounding law enforcement agencies to create the "Placer Regional Organized Retail Theft Team".

The "Placer Regional Organized Retail Theft Team" will work to enhance the collaboration between law enforcement and business owners through increased communication, information sharing, and targeted enforcement efforts. Members will work to hold those who engage in organized retail theft accountable, but also to provide support and resources to retailers and businesses affected by these crimes.

The "Placer Regional Organized Retail Theft Team" will be comprised of representatives from the Roseville Police Department, the Rocklin Police Department, and the Placer County District Attorney's Office (as well as other interested regional law enforcement entities). The named agencies will provide the staff and resources necessary to complete thorough investigations into organized retail theft. Agencies will meet bimonthly to discuss strategies, trends, and ongoing cases related to retail theft.

Further, Rocklin Police Department agrees to:

- 1) Provide an officer dedicated to the investigation and prevention of retail theft.
- 2) Utilize technological methods (real time crime center, digital license plate readers) to respond to and investigate retail theft.
- 3) Participate in organized retail theft specialized enforcement operations

Signed by,

Rustin Banks

**RUSTIN BANKS, Chief of Police**  
**CITY OF ROCKLIN Police Department, 4080 Rocklin Rd. Rocklin, CA 95677**  
**RocklinPD.com | P. 916-625-5400 | F. 916-625-5495 | TTY. 916-632-4093**

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Roseville Police Department's commitment to policing that is fair and objective. The intent of this policy is to increase the Department's effectiveness as a law enforcement agency and to build mutual trust and respect with the city's diverse groups and communities.

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).

**Racial or Identity Profiling** - the consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description.

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

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

### 401.2 POLICY

The Roseville Police Department is committed to providing law enforcement services to the community without being unduly influenced toward the racial, cultural or other differences of those served. The Department is committed to providing services and enforcing the laws in a professional, nondiscriminatory, fair, and equitable manner that keeps both the community and officers safe and protected.

# Roseville Police Department

## POLICY MANUAL

### *Bias-Based Policing*

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Department personnel must not delay or deny policing services based on an individual's actual or perceived personally identifying characteristics.

All Department personnel, including dispatchers and professional staff, are responsible for understanding and complying with this policy. All Department personnel share the responsibility of preventing bias-based policing and shall report any violations of this policy they observe or of which they have knowledge.

At no time shall any member retaliate against any person who complains of biased policing or expresses negative views about them or law enforcement in general.

#### **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. Except as provided above, officers shall not consider personal characteristics in establishing either reasonable suspicion or probable cause.

##### **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.

#### **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.

To cultivate and foster transparency and trust with all communities, each Department member shall do the following when conducting pedestrian or vehicle stops or otherwise interacting with members of the public, unless circumstances indicate it would be unsafe to do so:

- (a) Be courteous, professional, and respectful.
- (b) State the reason for the stop as soon as practicable, unless providing this information will compromise officer or public safety or a criminal investigation.

# Roseville Police Department

## POLICY MANUAL

### *Bias-Based Policing*

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- (c) Reasonably answer questions that the individual may have about the stop.
- (d) Ensure that a detention is no longer than necessary to take appropriate action for the known or suspected offense and Department member convey the purpose of any reasonable delays.
- (e) All personnel, including dispatchers and professional staff, shall not use harassing, intimidating, derogatory, or prejudiced language, including profanity or slurs, particularly when related to an individual's actual or perceived personal characteristics.
- (f) Dispatchers and sworn personnel shall be aware of and take steps to curb the potential for bias by proxy in a call for service.
- (g) Officers should draw upon their training and use their critical decision-making skills to assess whether there is criminal conduct and to be aware of implicit bias and bias by proxy when carrying out their duties.
- (h) All personnel, including dispatchers and professional staff, shall aim to build community trust through all actions they take, especially in response to bias-based reports.

#### 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

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

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).

# Roseville Police Department

## POLICY MANUAL

### *Bias-Based Policing*

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If multiple agencies are involved in a stop and the Roseville Police Department is the primary agency, the Roseville 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).

The Department should regularly analyze data to assist in identifying practices that may have a disparate impact on any group relative to the general population.

#### **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 Peace Officers Bill of Rights (Government Code 3300-3312) and the Internal Affairs Investigations Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - (a) Supervisors should document these discussions, in the prescribed manner.
- (b) In accordance with the Body-Worn Camera Policy, supervisors shall conduct monthly compliance reviews for all officers they supervise.
  - (a) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for any potential administrative investigation purpose.
- (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 Professional Standards 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)).
- (d) Officers should be mindful of their training on implicit bias and regularly reflect on specific ways their decision-making may be vulnerable to implicit bias.

# Roseville Police Department

## POLICY MANUAL

### *Bias-Based Policing*

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

The Professional Standards Unit Manager and the Records Manager or the authorized designee shall ensure that all data required by the Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).

# Facial Recognition System

## 608.1 PURPOSE AND SCOPE

Facial recognition technology involves the ability to examine and compare distinguishing characteristics of a human face through the use of biometric algorithms contained within a software application. This technology can be a valuable investigative tool to detect and prevent criminal activity, or reduce an imminent threat to health or safety.

It is the purpose of this policy to provide Roseville Police Department personnel with guidelines and principles for the collection, access, use, dissemination, retention, and purging of images related to facial recognition (FR). This policy will ensure that the use of facial recognition does not violate the privacy, civil rights, and civil liberties of individuals.

All deployments of the facial recognition system are for official use only/law enforcement sensitive. The provisions of this policy are provided to support the following authorized uses of face recognition information:

- (a) An active or ongoing criminal investigation.
- (b) To mitigate an imminent threat to health or safety.
- (c) To investigate and/or corroborate tips and leads.
- (d) To assist in the identification of potential witnesses and/or victims of violent crime.
- (e) To support law enforcement in critical incident responses and special events.

## 608.2 POLICY

This policy was established to ensure that all images are lawfully obtained, and facial recognition software is used only for the purposes outlined therein.

All authorized personnel will comply with the Roseville Police Department's facial recognition policy and will be required to complete the mandatory training.

## 608.3 DEFINITIONS

**Facial Recognition-** An application that uses biometric algorithms to detect multiple landmarks and measurements of a face that may be compared to a gallery of known images to find potential matches.

**Face Identification-** The manual process (the human aspect) of examining potential matches from facial recognition, looking for similarities or differences.

**Gallery-** Any database of known images.

**Probe Image -** Any unknown image used for facial recognition.

**Gallery Image-** An image from an existing database. Once a probe image is run through the facial recognition system, it is manually compared to gallery images to identify possible matches.



# Roseville Police Department

## POLICY MANUAL

### *Facial Recognition System*

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#### **608.4 DISCLOSURE REQUESTS**

Records will be disclosed in accordance with RPD Policy 805, Records Maintenance and Release.

#### **608.5 ROLES AND RESPONSIBILITIES**

Facial recognition systems shall only be deployed for official law enforcement purposes. Facial recognition possible matches shall NOT be the sole basis for enforcement. Facial recognition shall only be used as an investigative tool to provide leads; further investigation should be completed for additional evidence, in order to make a positive identification of the suspect.

If a possible match is located by an facial recognition user, a second trained facial recognition user shall complete a second check in order to confirm a possible match.

##### **608.5.1 USER RESPONSIBILITY**

Authorized users who utilize facial recognition to assist in their investigation are required to capture and maintain facial recognition data according to the guidelines outlines in the associated Facial Recognition Procedure.

[See the Roseville Police Department Procedural Manual: 1201.3 SEARCHES AND RESULTS for specifics.](#)

#### **608.6 FACIAL RECOGNITION SEARCH REQUESTS**

An employee may request that an authorized user run a search of facial recognition to assist in an investigation. **The requestor must complete the Facial Recognition Request Form available through the HUB.**

Although the authorized user is the one conducting the search, they are not required to document their findings in a supplemental report. The Authorized user will notify the requestor of the search findings and will provide them all related facial recognition material. The requestor is responsible for documenting the search and findings in their related case report.

Data collected by a body worn camera shall not be used as a probe image for purposes of facial recognition.

##### **608.6.1 OUTSIDE AGENCY REQUESTS/BULLETINS**

Authorized users should not run proactive facial recognition searches related to an outside agency information bulletin.

When an outside agency requests our assistance in running a facial recognition search, the request shall be handled on a case by case basis and only with the approval of the Services Division Captain or designee. If facial recognition use is approved for an outside agency, the authorized user shall provide the requestor a disclaimer that the findings of the search are to be used as an investigative lead only and that further investigation should be completed for additional evidence, in order to make a positive identification of a suspect.

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### *Facial Recognition System*

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#### **608.7 FACIAL RECOGNITION ADMINISTRATOR**

The Services Division Captain or designee shall be responsible for developing guidelines and procedures to include:

- (a) A description of the job title or other designation of the members who are authorized to use or access or use facial recognition.
- (b) Training requirements for authorized users.
- (c) A description of how the facial recognition 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.
- (e) The title and name of the current designee overseeing the facial recognition operation.
- (f) Working with the Custodian of Records on the retention and destruction of facial recognition data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

Facial Recognition administrators shall:

- (a) Coordinate the training for all users of the facial recognition programs.
- (b) Conduct facial recognition quarterly audits of user queries.
- (c) Update access to the database for users who show a continued need for it.

#### **608.8 DATA COLLECTION AND RETENTION**

The Services Division Captain or designee is responsible for ensuring systems and processes are in place for the proper retention of facial recognition data.

All facial recognition data should be stored for a minimum of two years and in accordance with the established records retention schedule as updated on an annual basis with the City. Thereafter, facial recognition 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 booked into evidence. Probe images are not stored in the image repository within the facial recognition system.

The Roseville Police Department has authorized access to and can perform facial recognition searches utilizing image galleries not owned or maintained by the Roseville Police Department. Images not maintained or owned by the Roseville Police Department and are subject to the retention policies of the respective agencies authorized to maintain those images.

#### **608.9 AUDITING**

The Professional Standards Unit Sergeant will be responsible for conducting facial recognition audits. Facial recognition auditing will include the following:

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### *Facial Recognition System*

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#### **608.10 TRAINING**

The Facial Recognition Administrator shall ensure that members receive department-approved training for those authorized to access the facial recognition system.

Prior to utilizing the facial recognition system each user shall complete appropriate training and review facial recognition policy and procedure.

## Automated License Plate Readers (ALPR)

### 425.1 PURPOSE AND SCOPE

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

### 425.2 POLICY

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

### 425.3 DEFINITIONS

1. **AUTOMATED LICENSE PLATE READER (ALPR)**- A device that uses camera and computer technology to capture license plate numbers and vehicle photos with date, time, and GPS coordinate information at time of detection.
2. **STATIONARY ALPR CAMERA**- All ALPR cameras will have at least one ALPR camera integrated to detect license plate or vehicle information in at least one direction.
3. **DETECTION** – Data obtained by an ALPR within the public view that is captured, including images of license plates, vehicles, subjects, or objects, with GPS information regarding the location, date, and time of the ALPR read.
4. **HIT**- A notification from the ALPR system that alerts the users that a license plate scanned by the ALPR may be in National Crime Information Center (NCIC) or other law enforcement database or that the vehicle is on a “Hot List” for a specific reason, including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order, or terrorist-related activity.
5. **HOT LIST** – License plate(s) associated with vehicles of interest from various databases, including, but not limited to, NCIC, DOJ, DMV, IJIS Warrant, and local investigations.
6. **SPECIAL HOT LIST** – Created solely to bring the officers’ attention to specific vehicles that have been associated with criminal activity. Special Hot Lists could be generated by comparing data from several law enforcement databases.
7. **ALPR ADMINISTRATOR** – Any person authorized to create or disable, monitor, and audit user accounts.

### 425.4 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Roseville 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, active criminal investigations, suspect interdiction and stolen property recovery.

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

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All ALPR data access, shall be managed by the Investigative Services Captain or designee. The Services Division Captain or designee will assign members under his/her command to administer the access to the ALPR data.

#### 425.4.1 ALPR ADMINISTRATOR

The Investigative Services Captain or designee 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 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.

ALPR administrators shall:

Ensure all installed ALPR system equipment is functioning properly, on as needed basis.

- (a) Coordinate the training for all users of the ALPR programs.
- (b) Conduct audits every 60 days of ALPR user queries.
- (c) Update access to the database for users who show a continued need for it.

#### **425.5 ROLES AND RESPONSIBILITIES**

ALPR systems shall be deployed for official law enforcement purposes, including, but not limited to

- (a) Locating stolen vehicles, wanted or missing persons, or vehicles, or identifying stolen license plates as designated on various Hot Lists.
- (b) Canvassing areas surrounding recent crimes to capture vehicle license plates in an attempt to locate vehicles that may have been connected to the crimes.
- (c) Other uses as approved and documented by an appropriate supervisor or ALPR administrator.
- (d) ALPR hits shall NOT be the sole basis for an enforcement or investigative stop. Independent reasonable suspicion or probable cause is required before making a traffic stop.

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

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#### **425.6 OPERATIONS**

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

- (a) ALPR data shall only be used for official law enforcement business.
- (b) ALPR data may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before accessing ALPR data.
- (c) No ALPR end user may access department, state or federal data unless otherwise authorized to do so.
- (d) The officer shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

#### **425.6.1 INOPERABLE OR DAMAGED ALPR EQUIPMENT**

Upon discovery of any ALPR equipment that is inoperable or damaged, officers shall:

- (a) Not attempt to repair defective or inoperable ALPR equipment and immediately notify an ALPR Administrator and their Supervisor.
- (b) Document damage or vandalism to any fixed ALPR camera, ALPR equipment, or a mobile trailer in a crime report and notify the ALPR Administrator. Damaged or vandalized mobile trailers shall be returned to the police facility by a trained officer.

#### **425.6.2 ALPR HITS**

ALPR hits shall be broadcast in a timely fashion so that Dispatch can confirm the status of the wanted vehicle and ensure officer and public safety.

- (a) Officers broadcasting ALPR hits from a vehicle shall have Dispatch confirm vehicle status on the appropriate radio channel and not run the plate via the MDC prior to broadcast.
- (b) Personnel broadcasting ALPR hits from a desktop shall confirm the vehicle status prior to broadcast on the appropriate radio channel.

ALPR hits shall be dispatched as provided below:

- (a) ALPR hits shall be entered as a call for service using the appropriate LPR call type to classify the incident.
- (b) Dispatchers receiving ALPR hit information shall enter a call for service and:
  1. Confirm the license plate status by running a CLETS/NCIC query and attaching the results to the incident.
  2. Obtain the vehicle description and direction of travel.
  3. Make the appropriate broadcast based on the circumstances surrounding the hit. At a minimum dispatchers will broadcast on the main channel to the Patrol Division.

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

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4. In the event contact is made with the vehicle, the call type shall be updated to LOCLPR.

#### 425.6.3 HOT LISTS

- (a) Hot Lists (SVS, SRV, SLR) will be automatically downloaded into the ALPR system multiple times a day, with the most current data overwriting the old data.
- (b) Special Hot Lists will only be allowed with approval by the Investigative Services Captain or designee.
  1. The Hits from Special Hot Lists should be viewed as informational only, created solely to bring the officers' attention to specific vehicles that have been associated with criminal activity. Department Special Hot Lists shall not be shared with any other LEA without prior authorization from the Investigative Services Captain or designee.

#### 425.6.4 HOT PLATES

Hot Plates added to any ALPR database shall have an expiration date not to exceed thirty (30) days.

1. Hot Plates use is currently restricted to authorized personnel with supervisor approval.

Hot Plates entered into the ALPR system shall contain the following information:

1. Entering officer's name and contact phone number.
2. Related case number.
3. Short synopsis of originating call or reason for entry with as much description as possible.

License plates entered into ALPR as a Hot Plate that will also be entered into SVS, SLR, SFR, MUPS, etc. shall have an expiration not to exceed twenty-four (24) hours.

#### 425.6.5 USER SEARCHES

When an officer uses any ALPR system to aid in an investigation, the following information shall be entered upon each search:

1. Searching officer's name.
2. Related case/CFS number, if applicable.
3. If no case/CFS number is available, the officer must provide a reason for the search with as much description as possible.

### **425.7 DATA COLLECTION AND RETENTION**

The Investigative Services Captain or designee is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.

All ALPR data should be stored for 60 days (Vehicle Code § 2413) and in accordance with the established records retention schedule as updated on an annual basis with the City. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it

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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 booked into evidence.

#### **425.8 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The Roseville 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 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.

#### **425.9 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.

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).

##### **425.9.1 DATA SHARING - OUTSIDE AGENCIES**

Requests received from outside agencies to access Roseville Police Department (RPD) ALPR data will be evaluated under the following guidelines:

- (a) Sharing request will be limited to agencies within 150 mile radius of the City of Roseville or on a case by case basis with agencies outside of that area.
- (b) Sharing requests will be reviewed by the Investigative Services Captain or designee to make a determination.

##### **425.9.2 DATA SHARING - SPECIAL REQUESTS**

Special requests received from outside agency personnel will be evaluated, on a case by case basis, under the following guidelines:

- (a) The agency makes a written request for the ALPR data that includes:
  - (a) The name of the agency.
  - (b) The name of the person requesting.
  - (c) The intended purpose of obtaining the information.
- (b) The request is reviewed by the Investigative Services Captain or the authorized designee and approved before the request is fulfilled.
- (c) See the associated ALPR procedure for specific guidelines.



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

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#### **425.10 AUDITING**

The Professional Standards Unit Sergeant will be responsible for conducting ALPR audits. ALPR auditing will include the following:

- (a) Sharing Agreements
  - 1. Sharing agreements will be audited annually for assessment of continued need.
  - 2. Sharing agreements include both agencies that the Department shares data with, and agencies that share data with the Department.
- (b) User Accounts
  - 1. User accounts will be audited every 60 days for assessment of continued need.
- (c) Searches
  - 1. User searches will be audited every 60 days for policy compliance.
- (d) Hot Plate Entries
  - 1. Hot plate entries will be audited every 60 days for policy compliance.

#### **425.11 TRAINING**

The ALPR Administrator shall ensure that members receive department-approved training for those authorized to access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

Prior to utilizing any ALPR system each user shall complete training under the following guidelines:

- (a) Complete Department training with an approved ALPR trainer.
- (b) Review ALPR policy and procedure annually and complete associated training quiz.