

Title	Sunnyvale Department of Public Safety	07/07/2023
	by Elaine Ketell in Organized Retail Theft Prevention Grant Program	id. 41335298
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Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	Sunnyvale Department of Public Safety
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Multi-Agency Partnerships Information (if applicable)	Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.
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Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application
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Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **Sunnyvale Department of Public Safety, Police Dept. Unit**

Applicant's Physical Address **700 All America Way
Sunnyvale
CA
94088
US**

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

Mailing Address for Payment **Department of Public Safety
P.O. Box 3707
Sunnyvale
CA
94086
US**

Tax Identification Number **946000438**

SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director **Hank Syu**

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

Project Director's Physical Address **700 All America Way
Sunnyvale
CA
94088
US**

Project Director's
Email Address **hsyu@sunnyvale.ca.gov**

Project Director's
Phone Number **+14087307100**

Financial Officer **Tim
Kirby**

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

Financial Officer's
Physical Address **456 W. Olive Avenue
Sunnyvale
CA
94086
US**

Financial Officer's
Email Address **tkirby@sunnyvale.ca.gov**

Financial Officer's
Phone Number **+14087307603**

Day-To-Day Program
Contact **Elaine
Ketell**

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

Day-To-Day Program
Contact's Physical
Address **700 All America Way
Sunnyvale
CA
94088
US**

Day-To-Day Program
Contact's Email
Address **eketell@sunnyvale.ca.gov**

Day-To-Day Program
Contact's Phone
Number **+14087307234**

Day-To-Day Fiscal
Contact **Elaine
Ketell**

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

Day-To-Day Fiscal Contact's Physical Address	700 All America Way Sunnyvale CA 94088 US
Day-To-Day Fiscal Contact's Email Address	eketell@sunnyvale.ca.gov
Day-To-Day Fiscal Contact's Phone Number	+14087307234
Name of Authorized Officer	Kent Steffens
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	456 W. Olive Avenue Sunnyvale CA 94088 US
Authorized Officer's Email Address	ksteffens@sunnyvale.ca.gov
Authorized Officer's Phone Number	+14087307500
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Sunnyvale DPS Organized Retail Theft Reduction Project
Proposal Summary	<p>Activities will focus on PPA 1, Organized Retail Theft (specifically, goods purchased through online retailers) and PPA 2, Motor Vehicle and Motor Vehicle Accessory Theft.</p> <p>The project will target three areas:</p> <ol style="list-style-type: none"> 1. A campaign to increase public awareness and share behaviors and strategies to avoid retail and motor vehicle theft. 2. Enhanced capability to investigate and locate, and thus deter motor vehicle and motor vehicle accessory theft utilizing FLOCK cameras. 3. Deployment of law enforcement officers in a taskforce that will combat organized package theft of online retail goods delivered to Sunnyvale residences and businesses.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

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

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

Sunnyvale, California is located the heart of Silicon Valley. Just 44 miles south of San Francisco and ten miles northwest of San Jose, Sunnyvale is situated on the San Francisco peninsula in Santa Clara County. The City of Sunnyvale has a population of 156,234 people, making it the fifth largest city in San Francisco Bay Area and the second largest city in Santa Clara County.

The residential population expands to a workday population of 351,000. The City of Sunnyvale has been identified by the Bay Area Urban Area Security Initiative (UASI) as a critical target, home to 92 identified protected critical Infrastructure assets that include Apple, Google, Advanced Micro Devices, Northrop Grumman Systems, Lockheed Martin-Space, and Linked In. Sunnyvale is also the home of Onizuka Air Force Station, the primary artificial satellite control facility of the United States armed forces until August 2010.

Sunnyvale is served by the Santa Clara Valley Transportation

Authority (both light rail and buses) and the Caltrain commuter rail. The SR 85, US 101, SR 237, and I-280 freeways run through the city. A segment of State Route 82 runs through the center of the city, following the path of historic El Camino Real. Sunnyvale's commitment to every citizen within the community sets it apart. High quality parks, a full-service library, promotion of cultural arts activities and strong support for maintenance and repair of public facilities reflect this commitment.

In recent years, property crimes has been on the rise in Sunnyvale, impacting local businesses and residents. Ten year UCR crime stats, reported from 2011-2020, show a rise in per capita property crimes from 12.7 per 1,000 residents to 20.6 per 1,000 people. By type of offense, the increase over ten years in burglary was 31%; larceny/theft increased by 68%; and motor vehicle theft increased by 78%.

As an example, sometime between 9/15/20 and 9/22/20, an unknown suspect stole 60 Apple iPhone XR's from an unlocked storage cabinet at Lockheed Martin in Sunnyvale. The phones were valued at \$30,000.00. Thanks to excellent work on the part of the City's Department of Public Safety (DPS) the suspect was identified and taken into custody after a month of surveillance work. During that same time, 12 other unrelated arrests were made for similar crimes.

To address this issue, DPS formed and developed a department task force entitled "Burglary Suppression Detail (BSD)." Officers assigned to BSD conduct proactive patrols throughout Sunnyvale during peak seasons of package theft and other retail crimes. In December 2022, BSD initiated a traffic enforcement stop on a vehicle with two occupants. Both occupants of the vehicle had felony warrants for their arrests for probation violations and grand theft. When BSD officers searched the vehicle, they found illegal weapons, methamphetamine, heroin, drug paraphernalia, counterfeit money, stolen checks and ID cards. Both suspects were taken into custody.

This highly effective task force is currently unfunded in our department budget. Overtime for BSD has averaged approximately \$30,000 per year in the past three years. Although this amount is only a fraction of the department's overtime expenditures, the reality of vacant sworn positions, in an environment where recruiting is challenging for all law enforcement agencies, created overtime backfill demand that caused the department to exceed it's operating budget by \$1 million or more in the past two years.

Another challenge that impacts the success of BSD related to vehicle theft/burglary the ability to identify, investigate and locate suspect vehicles. The location within Sunnyvale of the four highways described above provides quick access from any main Sunnyvale street to a high-speed exit route. The most common pattern of crime activity related to theft of motor vehicle accessories is a "smash and grab" scenario, where small groups of organized suspects from another jurisdiction enter the city, target retail parking lots, and

conduct a string of thefts before fleeing in what is often a stolen vehicle. Similarly, theft of packages from homes and businesses, an ongoing problem that escalates during peak shopping periods, is often perpetrated by organized groups who target a neighborhood, acquire retail goods illegally, and flee.

DPS has been researching a pilot project involving a vendor who can install surveillance cameras at strategic locations throughout the city to identify and track these vehicles (FLOCK). However, there is currently no city or department funding source for this project. A pilot project such as FLOCK would allow the City to determine the effectiveness of such a system in locating suspect vehicles and taking the perpetrators into custody.

DPS has determined that a 3-year project to address the above problems would cost approximately \$343,708. With the addition of a minimum required set-aside for data collection and evaluation of \$75,000, the project will require a total of \$418,708 in grant funding.

Project Description

The project will address the current up trend in property crimes through three strategic goals.

1. Increase the clearance rates for property crimes, particularly those related to auto theft.
2. Increase public awareness and education focusing on preventative behavior that will reduce package thefts and auto theft/burglary.
3. Deter property theft and auto theft/burglary using targeted enforcement with media coverage

To achieve the first goal, the Sunnyvale Department of Public Safety ("DPS") will work collaboratively with the identified vendor (Flock Safety) to install Flock cameras at 20 strategic locations throughout the City. Camera placement and data usage will conform with existing policy. Data extracted from Flock cameras will be utilized to investigate retail package theft, auto burglary and auto theft. The success of this objective will be measured by evaluating comparative crime clearance data from prior years measured against data during the project period. Clearance rates will be calculated as follows: number of crimes cleared divided by the total number of crimes reported. Staff responsible for this activity will be the Senior Crime Analyst under supervision of the Project Manager (Captain).

Project activities that support this goal will include the acquisition of Flock cameras in compliance with City purchasing and procurement policy and practice, supporting the vendor in installation of the system, training of staff in use of Flock system, and extraction of data from Flock cameras to investigate auto burglary and auto theft. The department Records Management System (RMS) data as reported to NIBRS will be used to evaluate the outcomes of this activity. The metric will be a percentage derived from dividing the number of crimes cleared by the total number of crimes reported.

To achieve goal number two, increased public awareness, DPS will

develop and implement a social media campaign to increase public awareness of preventative behavior. Prior to launch, the department will obtain approval from department chain of command and City communications officer. This campaign will be conducted for the entire term of the grant agreement. During the same time, DPS will conduct at least one community wide meeting in either in-person or virtual format to address questions from the public about best practices to avoid retail theft and auto burglary

The third project goal will be achieved by conducting highly publicized annual Burglary Suppression Detail (BSD) operations during peak holiday seasons to reduce theft of online retail purchases delivered to residential locations. Each operation will be conducted over a ten week period and will require grant funding for overtime costs that are currently not included in the department budget.

Law enforcement officers will be deployed to conduct BSD activities throughout the city. The BSD task force is comprised of Public Safety Officers assigned to Police Field Services, Public Safety Lieutenants, and Detectives from the crime investigations unit.

Data from the department Records Management System (RMS) as reported to NIBRS will be used to measure outcomes for this activity. The metric will be a percentage derived from dividing the number of property theft crimes reported in the current year by the number of property theft crimes reported in the previous year. This activity will continue throughout the term of the grant agreement, projected to be three successive years operating from mid-October through December each year.

Project
Organizational
Capacity and
Coordination

The Sunnyvale Department of Public Safety (SDPS) upholds its commitment to the community by providing fully integrated Fire, EMS, and Police services. We strive to exceed the expectations of the community by providing effective, innovative and valuable services. We proactively engage our diverse and dynamic community through collaborative, supportive and productive partnerships. It is our vision to continually improve our standing as a leader in the fully integrated Public Safety Model. Our unique model of service delivery requires each sworn officer to be fully trained in all three disciplines.

Public Safety Officers (PSOs) are assigned to a specific bureau (Police or Fire), but can be called upon to provide cross bureau services on a daily basis. The cross-functional service model extends into our Communications Center where dispatchers are trained in all three disciplines, allowing for a single point of contact and immediate assistance upon receipt of a 911 call.

PSOs assigned to the Bureau of Police Field Operations are deployed to all structure fires and respond to emergency medical services calls requiring lifesaving measures. Every police patrol car a rapid

response fire vehicle; patrol officers carry specialized equipment in their vehicles which allows them to provide firefighting and emergency medical services. The enhanced capability to respond to fire and EMS calls has proven to be a lifesaving benefit to the community.

Our office of emergency services actively participates in county wide and regional efforts to construct preparedness plans for response to natural hazards. SDPS also assists and participates in Urban Shield training and exercises in the greater bay area, preparing for response to hostile attacks and terrorist threats.

Sunnyvale is annexed in the Santa Clara County Hazard Mitigation Plan, and the city participated in the regional planning process sponsored by the Association of Bay Area Governments (ABAG) and Santa Clara County Office of Emergency Services (OES). SDPS regularly participates in regional mutual aid activities and actively assists in the development of Emergency Operations Plans for the County of Santa Clara. With the impending Super Bowl 50

Project activities will be managed by the Bureau of Special Operations Captain. Grant monitoring, including report preparation and financial data, will be the responsibility of the Bureau of Special Operations, Fiscal Unit. The Deputy Chief, Bureau of Special Operations, will have oversight of the entire project.

The Sunnyvale DPS Organized Retail Theft Reduction Project will support local retailers in their efforts to maintain safe parking lots for customers, where there is the most frequent occurrence of motor vehicle burglary. It will also support the community by reducing organized package theft activities, particularly during holiday seasons when this type of activity is most likely to occur.

This project will not directly impact any other agency. However, during its implementation there may be some collaboration with other agencies if data from FLOCK cameras indicates that enforcement activities will be conducted in another jurisdiction. Agencies using FLOCK cameras can also access data collected by Sunnyvale to support their pursuit of suspect vehicles related to this type of crime.

Project Evaluation
and Monitoring

A Local Evaluation report will be prepared and submitted in April 2024 as required by the granting agency. DPS will comply with the City's current procurement policy and practices to identify a professional consultant to collect data and prepare the report. In addition, the City will utilize an external auditor to conduct a grant financial audit at the end of the grant performance period.

At the end of the grant term, the Department of Public Safety will evaluate the effectiveness of the proposed project activities and seek additional funding from its governing body to support those activities which show successful outcomes, i.e., a reduction in retail property theft and auto theft/burglary and an increase in related crime clearance rates.

Budget Instructions

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

Budget Attachment

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[Svl_-_Project-Work-Plan-ORT.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Svl_Grantee-Assurance-for-Non-Governmental-Organizations-ORT.pdf](#)

Local Impact Letter(s) (Appendix E)

[Svl_Local_Impact_Letter.pdf](#)

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

Policies Limiting Racial Bias

[Lexipol_403_Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology n/a

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

[Svl_-_Certification-of-Compliance-with-BSCC-Policies-.pdf](#)

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

OPTIONAL: Bibliography n/a

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

Appendix B: Project Work Plan

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

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

(1) Goal:	Increase the clearance rates for property crimes, particularly those related to auto theft.		
Objectives (A., B., etc.)	A. Install Flock cameras at 20 strategic locations throughout the City (collaborative between DPS and vendor) B. Using existing policy, utilize data extracted from Flock cameras to investigate auto burglary and auto theft		
Process Measures and Outcome Measures:	Comparative crime clearance data from prior years will be measured against data during the project period Clearance rates = number of crimes cleared/total number of crimes reported.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Acquire Flock cameras in compliance with City purchasing and procurement policy and practice	A. Senior Management Analyst, Deputy Chief of Special Operations	A. 10/1/2023	12/31/2023
B. Support vendor in installation of the system	B. Project Manager/Captain and Vendor	B. 01/01/2024	03/31/2023
C. Train staff in use of Flock system	C. Project Manager/Captain and Vendor	C. 04/01/2024	06/01/2024
D. Utilize data from Flock cameras to investigate auto burglary and auto theft	D. Public Safety Officers assigned to Police Field	D. 07/01/2024	12/31/2026

	Services, Lieutenants, and Detectives		
List data and sources to be used to measure outcomes: Data sources to be used will be department Records Management System (RMS) data as reported to NIBRS. The metric will be a percentage derived from dividing the number of crimes cleared by the total number of crimes reported			

(2) Goal:	Increase public awareness and education focusing on preventative behavior that will reduce package thefts and auto theft/burglary.		
Objectives (A., B., etc.)	A. Develop and implement a social media campaign to increase public awareness of preventative behavior B. Conduct at least one community wide meeting in either in-person or virtual format to address questions about best practices to avoid retail theft and auto burglary		
Process Measures and Outcome Measures:	A. Number of views on social media posts B. Course Evaluation worksheet or survey for community meetings		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Develop a social media campaign and obtain approval from department chain of command and City communications officer. B. Launch Social Media campaign and track views C. Conduct a community wide meeting to answer questions	A. Project Manager (Captain) and Social Media Coordinator B. Social Media Coordinator C. Neighborhood Resource Officers	A. 10/31/2023 B. 04/01/2023 C. 01/01/2024	.03/31/2023 12/31/2026 12/31/2026
List data and sources to be used to measure outcomes: > Social media platform data on number of views; community input via a course evaluation or survey			

(3) Goal:	Deter property theft and auto theft/burglary using targeted enforcement with media coverage.
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Objectives (A., B., etc.)	Conduct annual Burglary Suppression Detail (BSD) operations during peak holiday seasons to reduce theft of online retail purchases delivered to residential locations		
Process Measures and Outcome Measures:	Comparative analysis of annual reports of residential package theft during Years 1, 2 and 3 of the grant.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Overtime will be used to conduct Burglary Suppression Detail throughout the city	Public Safety Officers assigned to Police Field Services, Lieutenants, and Detectives	11/01/2023	12/31/2026
List data and sources to be used to measure outcomes: Data sources to be used will be department Records Management System (RMS) data as reported to NIBRS. The metric will be a percentage derived from dividing the number of property theft crimes reported in the current year by the number of property theft crimes reported in the previous year			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$116,958.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$224,750.00
7. Financial Audit (Up to \$25,000)	\$2,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$343,708.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Year 1 - Overtime cost for Burglary Suppression Detail	Public Safety Officer 2 - Budgeted Overtime Rate \$144.38 x 200 hours (includes Worker's comp)	\$28,876.00
Year 1 - Overtime cost for Burglary Suppression Detail	Public Safety Lieutenant - Budgeted Overtime Rate \$171.81 x 50 hours (includes Worker's comp)	\$8,591.00
Year 2 - Overtime cost for Burglary Suppression Detail	Public Safety Officer 2 - Budgeted Overtime Rate \$150.16 x 200 hours (est. 4% increase -includes Worker's comp)	\$30,032.00
Year 2 - Overtime cost for Burglary Suppression Detail	Public Safety Lieutenant - Budgeted Overtime Rate \$178.68 x 50 hours (est 4% increase - includes Worker's comp)	\$8,934.00
Year 3 - Overtime cost for Burglary Suppression Detail	Public Safety Officer 2 - Budgeted Overtime Rate \$156.17 x 200 hours (est. 4% increase -includes Worker's comp)	\$31,234.00
Year 3 - Overtime cost for Burglary Suppression Detail	Public Safety Lieutenant - Budgeted Overtime Rate \$185.83 x 50 hours (est 4% increase - includes Worker's comp)	\$9,291.00
		\$0.00
		\$0.00
TOTAL		\$116,958.00

1b. Salaries & Benefits Narrative:

Deployment of law enforcement officers in a taskforce that will combat organized package theft of online retail goods delivered to Sunnyvale residences and businesses. Taskforce operations will take place during peak package-theft seasons (November - January). Public Safety Officer Overtime will be allocated at 20 hours per week for 10 weeks; Public Safety Lieutenant Overtime will be allocated at 5 hours per week for 10 weeks, each year of the grant funded operations. Operations will be highly publicized on Social Media to deter persons participating in organized theft activities.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

2b. Services and Supplies Narrative:

5b. Data Collection and Evaluation Narrative

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

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Year 1 - Flock Camera Installation & Implementation	15 Standard Safety Falcon® @ 650.00 each, plus 5 Advanced Falcon LR® @ \$1,000 each	\$14,750.00
Year 1 - Flock Safety Platform	January 1, 2024 - December 31, 2024 recurring fee	\$70,000.00
Year 2 - Flock Safety Platform	January 1, 2025 - December 31, 2025 recurring fee	\$70,000.00
Year 3 - Flock Safety Platform	January 1, 2026 - December 31, 2026 recurring fee	\$70,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$224,750.00

6b. Equipment/Fixed Assets Narrative

Flock Safety Falcon® : An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.
Flock Safety Falcon® LR: A long-range infrastructure-free license plate reader camera designed
FlockOS Features Description
Community Cameras (Full Access) - Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users - Unlimited users for FlockOS
State Network (LP Lookup Only) - Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only) - Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access) -Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search - Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup - Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search - Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page - Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface - Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras - Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists - Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Estimated cost for one audit: \$2,000 (based on budget for Asset Forfeiture Audit)	\$2,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,000.00

7b. Financial Audit) Narrative:

The City of Sunnyvale engages the accounting firm Macias, Gini and Oconnell LLP to conduct independent audit of various funds. The above cost is based on the FY2022/23 department budget for auditing asset forfeiture expenditures.

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

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

		\$0.00
	TOTAL	\$0.00

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

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

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.



Sunnyvale

Public Safety

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July 7, 2023

State of California
Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

RE: ORGANIZED RETAIL THEFT PREVENTION GRANT PROGRAM, EXHIBIT E LOCAL IMPACT LETTER

To California Board of State and Community Corrections:

This letter will acknowledge anticipated impacts of the grant project proposed by the City of Sunnyvale Department of Public Safety (DPS).

Grant funds will be used to implement the Sunnyvale DPS Organized Retail Theft Reduction Project. Activities will focus on PPA 1, Organized Retail Theft (specifically, goods purchased through online retailers) and PPA 2, Motor Vehicle and Motor Vehicle Accessory Theft.

The project will target three areas:

1. A campaign to increase public awareness and share behaviors and strategies to avoid retail and motor vehicle theft.
2. Enhanced capability to investigate and locate, and thus deter motor vehicle and motor vehicle accessory theft utilizing FLOCK cameras.
3. Deployment of law enforcement officers in a taskforce that will combat organized package theft of online retail goods delivered to Sunnyvale residences and businesses.

The Sunnyvale DPS Organized Retail Theft Reduction Project will support local retailers in their efforts to maintain safe parking lots for customers, where there is the most frequent occurrence of motor vehicle burglary. It will also support the community by reducing organized package theft activities, particularly during holiday seasons when this type of activity is most likely to occur.

This project will not directly impact any other agency. However, during its implementation there may be some collaboration with other agencies if data from FLOCK cameras indicates that enforcement activities will be conducted in another jurisdiction.

Respectfully,

Elaine Ketell
Senior Management Analyst
Bureau of Special Operations
eketell@sunnyvale.ca.gov
Phone: 408-730-7234

Bias-Based Policing

403.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the City of Sunnyvale Department of Public Safety's commitment to policing that is fair and objective.

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

403.1.1 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).

403.2 POLICY

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

403.3 TRAINING

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

- (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)).

403.4 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Unit Lieutenant shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided

Bias-Based Policing

to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit Policy.

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

403.5 RACIAL AND IDENTITY PROFILING ACT (RIPA) COMPLIANCE

All sworn members of this department shall collect and report data to the California Department of Justice (DOJ), in accordance with RIPA, which requires officers to complete an entry for each individual detained or searched during a call for service or self-initiated activity.

This data shall be collected through the DOJ Stop Data Collection System.

Responsibilities:

- (a) Officers shall:
 - 1. Complete a RIPA entry for every individual detained and /or searched. Only one RIPA entry is required for each detainee.
 - 2. Complete the RIPA entry by end of every shift.
- (b) Supervisors shall:
 - 1. Ensure officers complete RIPA entries.
 - 2. Review RIPA entries to ensure no personal identifying information (PII) or unique identifying information (UII) regarding the person stopped is entered into the narrative field prior to submission to DOJ.