

Title	<b>City of Citrus Heights Police Department</b>	07/07/2023
	by <b>Cassandra Kinnan</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41335323
	ckinnan@citrusheights.net	

## 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 Citrus Heights 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 **City of Citrus Heights Police Department**

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Applicant's Physical Address **Citrus Heights Police Department, 6315 Fountain Square Drive  
Citrus Heights  
California  
95621  
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 **Citrus Heights Police Department, 6315 Fountain Square Drive  
Attn: Cassandra Kinnan  
Citrus Heights  
California  
95621  
US**

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Tax Identification Number **91-1762645**

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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 **Wesley  
Herman**

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

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Project Director's Physical Address **6315 Fountain Square Drive  
Citrus Heights  
California  
95621  
US**

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Project Director's  
Email Address **wherman@citrusheights.net**

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Project Director's  
Phone Number **+19167275595**

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Financial Officer **Cassandra  
Kinnan**

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

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Financial Officer's  
Physical Address **6315 Fountain Square Drive  
Citrus Heights  
California  
95621  
US**

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Financial Officer's  
Email Address **ckinnan@citrusheights.net**

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Financial Officer's  
Phone Number **+19167275561**

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Day-To-Day Program  
Contact **Wesley  
Herman**

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

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Day-To-Day Program  
Contact's Physical  
Address **6315 Fountain Square Drive  
Citrus Heights  
California  
95621  
US**

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Day-To-Day Program  
Contact's Email  
Address **wherman@citrusheights.net**

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Day-To-Day Program  
Contact's Phone  
Number **+19167275595**

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Day-To-Day Fiscal  
Contact **Cassandra  
Kinnan**

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

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Day-To-Day Fiscal Contact's Physical Address	<b>6315 Fountain Square Drive Citrus Heights California 95621 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>ckinnan@citrusheights.net</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19167275561</b>
Name of Authorized Officer	<b>Alexander Turcotte</b>
Authorized Officer's Title	<b>Chief of Police</b>
Authorized Officer's Physical Address	<b>6315 Fountain Square Drive Citrus Heights California 95621 US</b>
Authorized Officer's Email Address	<b>aturcotte@citrusheights.net</b>
Authorized Officer's Phone Number	<b>+19167275575</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>Citrus Heights CARES About Safety &amp; Crime Prevention</b>
Proposal Summary	<b>The City of Citrus Heights Police Department (CHPD) is seeking \$2,752,138 in funding to install 98 Flock Safety Falcon cameras and 11 Flock Safety Condor PTZ cameras in strategic locations throughout the City, to create an enhanced video wall with innovative Live 911 service, and to acquire 6 mobile security camera trailers to enhance CHPD's capacity to detect, respond to, and investigate instances of organized retail theft, motor vehicle theft, and motor vehicle accessory theft.</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.**

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**Program Purpose  
Areas (PPAs):**

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

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**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.**

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**Funding Category**

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

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**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.**

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**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

**The City of Citrus Heights (the City) is located in the heart of California's capital region where the plains of the Sacramento Valley begin their gradual rolling ascent to the Sierra Nevada foothills. With over 600 businesses, Citrus Heights offers major department stores, specialty stores, and service businesses, having begun its emergence as a regionally important retail destination in the 1970s with the opening of the Sunrise Mall and Birdcage Walk shopping centers. Citrus Heights offers a business-friendly environment with a solid base of small businesses, retail chains, and food service establishments. With an ongoing commitment to providing high-quality, economical, responsive services to the local community, Citrus Heights is well-positioned for future economic development and redevelopment opportunities. However, the City continues to face challenges from organized retail theft and motor vehicle theft, which threaten the safety and livelihoods of Citrus Heights' retailers and residents.**

**Below is a selection of recent store closures in Citrus Heights and some of the challenges that retailers have communicated to CHPD that illustrate the devastating effect that rampant levels of organized retail theft are having on businesses in the community:**

- **Victoria Secret:** Closed because theft was reported to be over 500% and out of control.
- **Sunglass Hut:** Closed one location inside Sunrise Mall because they were experiencing too much loss versus revenue.
- **Bath and Body Works:** The longtime tenant of Sunrise Mall closed in January 2023.
- **Big Lots:** Closure rumored to be caused by homelessness and shoplifting.
- **Rite-Aid:** Closed May 2023 after previously letting their Loss Prevention team go.
- **ULTA:** Hired dedicated security for their store due to significant ORC losses.
- **Best Buy:** Eliminated their Loss Prevention agents despite continued crime.
- **JCPenney's:** Eliminated their Loss Prevention agents despite continued crime.
- **Macy's:** Expressed their inability to fix their outdated cameras (according to the mall officer) and lacks Loss Prevention agents.
- **Lowe's:** Expressed their desire for the evidence that license plate reader cameras can provide to increase prosecutions for the high levels of theft they experience.

**In December 2022, the California Retailers Association (CRA) responded to the Big Lots closure in Citrus Heights stating that “for every big name store that shuts down because of thefts, there are three smaller stores that will shut down.” CRA President and CEO Rachel Michelin said that she hopes the governor’s record funding to curb retail theft will start making a difference.**

**CHPD has reviewed the shoplifting crime statistics for a group of 16 specific retailers from 2019 to the beginning of this year. That group of retailers reported 141 instances of theft in 2019, 130 in 2020, 109 in 2021, 117 in 2022, and 52 between January 1 and May 31 of 2023. CHPD also reviewed statistics by category, including catalytic converter theft, shoplifting/retail theft, theft from vehicles/vehicle burglary, and stolen vehicles for the same period. The combined totals of these crimes, which this project seeks to mitigate, was 1,336 in 2019; 1,324 in 2020; 1,322 in 2021; 1,244 in 2022; and 538 between January 1 and May 31 of 2023. As of 2021, the Department is also tracking the number of shoplifting-turned-robbery cases (14 in 2021, 16 in 2022, and 12 from January 1 to May 31, 2023). Although CHPD diligently tracks crimes statistics, the figures pertaining to organized retail theft do not paint an accurate picture of the challenges retailers are facing. Over time, reported retail theft has declined due to a variety of reasons (not including a decrease in crime), such as:**

- **Lack of reporting by the store because they know the DA may not file charges.**

- Lack of reporting by the store because the police may be extended before they can take a report.
- Officers directing stores to online reporting due to lack of police resources and retailers then deciding not to file online or their staff are not trained to complete that task due to turnover.
- Store policies not to file on amounts under a relatively high threshold due to lack of perceived value for their staff's time.
- Store policies not to confront suspects due to increased liability.
- A societal trend to look the other way on petty theft crimes due to current anti-law enforcement rhetoric or sensitivity towards marginalized communities.

In order to address the challenge of organized retail theft as well as the ongoing challenge of motor vehicle and motor vehicle accessory theft, the City is seeking funding for an enhanced video wall, 98 Flock Safety Falcon cameras, 11 Flock Safety Condor PTZ cameras, Live 911 service, and 6 mobile security camera trailers that will allow CHPD to better protect and serve the retailers and residents of Citrus Heights.

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Project Description

The City of Citrus Heights Police Department (CHPD) is seeking \$2,752,138 in funding to install 98 Flock Safety Falcon cameras and 11 Flock Safety Condor PTZ cameras in strategic locations throughout the City, to create an enhanced video wall with innovative Live 911 service, and to acquire 6 mobile security camera trailers to enhance CHPD's capacity to detect, respond to, and investigate instances of organized retail theft, motor vehicle theft, and motor vehicle accessory theft.

The three primary goals of this project are:

1. Reduce instances of organized retail theft and motor vehicle theft/motor vehicle accessory theft.
2. Increase apprehensions/arrests of organized retail theft and motor vehicle/motor vehicle accessory theft suspects.
3. Improve response times to retail thefts and motor vehicle/motor vehicle accessory thefts in progress.

The City is seeking to install 98 Flock Safety Falcon cameras and 11 Flock Safety Condor PTZ cameras. The former capture objective vehicle data, including license plate numbers and vehicle descriptions 24/7, while the associated software offers real-time hot list alerts, searchable evidence, and vehicle analytics, empowering officers to improve response times during critical incidents and streamline investigations. The latter offer live and recorded video with remote point, tilt, zoom (PTZ) controls that are ideal for open areas like intersections. Flock OS is a cloud-based public safety platform that seamlessly integrates first and third-party data across video, license plate reader (LPR) technology, and audio to deliver real-time intelligence and retroactive crime solving with unmatched scalability.

The purpose of these cameras is to enhance public safety by



enabling early detection and response to potential threats. Additionally, implementing this strategy and tool will lead to faster response times and improved regional coordination during crises. This proposal—"Citrus Heights CARES About Safety & Crime Prevention"—is aptly named to describe the benefit it will have to the safety of our community through an enhanced criminal detection infrastructure network. Additionally, this initiative directly aligns with the crime reduction goals of the Citrus Heights Police Department 2022–2023 Strategic Plan.

Suspects often target stores with easy access to get-away cars and with easy access on and off major freeways because they are aware that most departments will not risk the dangers of a high-speed chase over a misdemeanor citation. Interstate 80, the main transcontinental highway connecting San Francisco and New York, cuts through the northwest portion of the City's jurisdiction, providing vital connections for residents to surrounding communities such as Roseville (north), Orangevale (east), Fair Oaks (south), and Antelope/Foothill Farms and the City of Sacramento (west), while also providing suspects with a quick way out of the City.

These additional cameras would be strategically placed at ingress and egress points around the City—focused along the major arterial corridors and on/off ramps to Interstate 80—and around Sunrise MarketPlace, the center of the city's business activity and a hotspot for retail theft. This strategy will benefit both the Operations and Special Services Divisions. Patrol officers will receive early detection alerts when felony-wanted vehicles enter the city. Once located, they may likely prevent subsequent crimes from occurring. Similarly, LPR data would provide detectives with follow-up suspect leads during the investigation of criminal activity. Beyond organized retail theft and motor vehicle theft detection, these cameras have also proven highly effective at locating at-risk missing persons in vehicles who may suffer from limited cognitive function or are in need life-sustaining medical support, further supporting the safety of the wider community.

The City's existing Flock cameras have been key in identifying suspects in a variety of crimes, however officers have often noted that a lack of PTZ functionality has hindered their efforts. The requested Condor cameras will address this gap in functionality. Listed below are a few recent cases where existing Flock cameras, in conjunction with our regional Real-Time Information Center (RTIC) partnership, have assisted in solving crimes by locating wanted felony suspects.

- **Serial Bank Robbery Case (CH23-02402 / CH23-02745):** Suspect committed five bank robberies across multiple jurisdictions in the region during a 14-day period. Flock cameras located the suspect vehicle confirming his route of travel. Our RTIC Operator found the suspect vehicle with a Flock PTZ Condor camera following a pattern of behavior by the suspect observed on Flock Falcon LPR cameras. The suspect was subsequently identified and arrested, preventing

further victimization.

• Home Invasion Robbery Case (CH23-02832): The suspect vehicle was located one week after an armed home invasion robbery in Citrus Heights. The suspect's vehicle was flagged as a felony-wanted vehicle and alerted Rocklin PD on their Flock cameras upon entering their city. CHPD Detectives responded to their traffic stop and interviewed the occupants and searched the vehicle for evidence of the crime. Further investigation is still occurring, but this information will likely lead to the suspect's identification and arrest.

These examples are illustrative of how powerful these cameras are in assisting CHPD's law enforcement efforts, and their application to organized retail theft and motor vehicle theft will be just as impactful.

The City is requesting 10 Live 911 licenses and base software. Live 911 is a real-time service that plays incoming emergency calls in the responders' vehicles. The live 911 call feed can be set on geographical parameters such as beats or the radius around their patrol car. This (1) decreases response times, (2) increases situational awareness and safety for the officers, (3) can be used to address specific crime conditions such as having the officer dedicated to the Sunrise MarketPlace be able to head towards the incident before the call processing has completed, and (4) means that there is a greater likelihood of apprehension of the suspect and diminishes the possibility of continued crimes by the same organized retail theft rings.

The project would also create a 4x2 video wall (8 displays total, measuring 4.5 ft. tall and 16 ft. across). The addition of an enhanced video platform into the Communications Center will aid in the telecommunicators' abilities to view real-time footage from various video sources such as LPRs, City-owned traffic cameras, the Computer Aided Dispatch System (CAD), NG9-1-1 maps and data in addition to setting up the department for future technological resources. The dispatch team can then share incoming information with responding units-enhancing the accuracy of responding peace officers towards a greater likelihood of a successful outcome. The video feed will allow dispatchers to "on-view" incidents and direct patrol to in-progress events and the larger viewing format will allow for a better description of suspect vehicles to responding units aiding in the apprehension of those who have committed thefts.

This project seeks funding for 6 mobile security camera trailers to deter, prevent, and capture evidence related to organized retail theft. Mobile trailers equipped with cameras and LPR technology can be mobilized and placed in various locations to provide a greater sense of security and capabilities to combat crime, particularly in locations where the installation of cameras would otherwise pose difficulties. The trailers would be transported to the desired location, within the marketplace or business district to deter crime and capture evidence related to retail theft.

The system will provide remotely accessible and controllable live

video using a cellular or Wi-Fi connection. Remote control allows officers to view video and control the pan tilt zoom camera from any Internet connected device, and a built in NVR stores recorded video. The system setup also provides for email and text notifications based on real-time video analytics. The trailers are equipped with adjustable masts allowing cameras to be raised up to 30 feet high. By providing a visual deterrent with the use of large mast with flashing light, potential thieves will be dissuaded from committing a theft.

By having several cameras, equipped with License Plate Reader Technology, CHPD can identify a vehicle's direction of travel or create alerts when certain vehicles enter the designated area. This is especially useful when officers are alerted to a known vehicle entering the area, allowing responding officers to arrive at the location and sometimes interrupt, capture, or deter the organized retail theft subjects from committing the crime. With multiple cameras at designated locations and the ability to move them around, it creates a perception of an umbrella of security over the retail shopping areas as the locations can quickly be changed day-to-day or week-to-week. The trailers feature solar panels and a reliable battery backup system to keep running. In a typical deployment with sufficient sunlight, the system can run continuously and autonomously year-round. The trailers can be deployed to a location temporarily or be used for long-term field use; they are designed to withstand rugged conditions.

This project extends and enhances the City's existing LPR Flock program, which was strategically established with business and community partners. In doing so, CHPD has prioritized transparency and trust with the community by providing them with first-hand experience regarding how their data is collected and stored, ensuring their privacy rights are protected within the Flock system. Because of that, the initial program received overwhelming support from within the community, with seven private stakeholder partners deploying 17 LPR Flock cameras. Funding the installation of the proposed Flock cameras will provide a value-added benefit to our existing private partnership stakeholders by completing the interconnected infrastructure network of LPR cameras in the city designed to prevent theft and reduce violent crime within the community.

Implementing these LPR cameras will help further support CHPD's goal of regional communication and information sharing about criminal activities that occur across jurisdictional boundaries. This is of particular importance in regards to organized retail theft and motor vehicle theft, wherein suspects regularly cross jurisdictional boundaries. As noted, the City is connected both by surface streets and Interstate 80 to surrounding communities such as Roseville (north), Orangevale (east), Fair Oaks (south), and Antelope/Foothill Farms and the City of Sacramento (west). CHPD has drafted a MOU with Elk Grove Police Department to share crime intelligence and communication (ATTACHED) within the region and with other allied agency partners and hopes to host regional meetings wherein best practices and protocols are discussed and identified in order to

decrease crime and increase safety.

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Project  
Organizational  
Capacity and  
Coordination

The City of Citrus Heights is committed to providing high quality, economical, responsive city services to our community and strives to be the city of choice for residents and businesses to prosper and thrive. The Citrus Heights Police Department (CHPD), tasked with public safety, is a Community First police department that is dedicated to progressive training and technologies with forward-thinking strategies to solve problems, reduce crime, and improve the quality of life within the City, while recognizing the power of building partnerships within the community to do so. CHPD has established strong relationships with retailers in the City and already works closely with businesses and their Loss Prevention agents to deter, identify, and investigate instances of theft, particularly within Sunrise MarketPlace. The communication between CHPD and retailers will continue throughout the proposed project, as officers work with retailers on preventative measures and respond to calls for service.

Chief Alex Turcotte, Commander Kris Frey (Operations), and Commander Jason Russo (Special Services–Investigations) will provide oversight to the implementation of this project. The following individuals will work closely on the day-to-day implementation of the project in conjunction with officers and a crime analyst who will continue to monitor statistics and data on retail, motor vehicle, and motor vehicle accessory theft occurring within the City.

Wesley Herman has 15 years of experience in law enforcement at CHPD working in operations, special operations, and investigations. He is responsible for the implementation of two innovative police units at CHPD utilizing both technology and community partnerships to maximize efficiencies for law enforcement to serve the community. Lieutenant Herman is focused on police futures and public-private partnerships to leverage the detection and apprehension of criminals victimizing Citrus Heights' community members and businesses. He holds a Master's Degree in Law Enforcement and Public Safety Leadership from the University of San Diego, is a graduate of the Commission of Peace Officer Standards and Training's (POST) Supervisory Leadership Institute, and is currently enrolled in the California POST Command College program focused on police futures.

Chela Cottrell has 20 years of experience in law enforcement as a dispatcher, communications training officer, communications supervisor, and now as the manager of the Communications division. She is focused on the professionalization of the telecommunicator industry, promoting training and tactics to enhance response both within and outside the organization. A recognized subject matter expert by the Commission of Peace Officer Standards and Training (POST), she was involved in the rewrite of four modules of the Basic Dispatch Course and the authorship of a new module to teach about human trafficking for the state of California. Cottrell also served in the development and execution of training videos for the POST learning portal for the state of California.

**She holds a Master's Degree in Law Enforcement and Public Safety Leadership from the University of San Diego and is also a graduate of POST's Supervisory Leadership Institute.**

**Nikki Bell has 20 years of experience in law enforcement and has been with the CHPD since 2007. She has served in many roles within the organization and has implemented several programs to enhance the quality of service to both the community and to the team members of the Department. She was an inaugural member of the Tactical Dispatch Team and the Communications Training Officer Team. Bell has experience with multiple critical incident types including RADO deployment and has been a supervisor since 2020. She is currently enrolled in the Commission of Peace Officer Standards and Training (POST) Supervisory Leadership Institute course and was selected as one of the class speakers.**

**Regina Harmon has 13 years of experience in law enforcement. Harmon joined the Citrus Heights Police Department in October 2021, bringing with her over thirteen years of communications experience. She is a certified Communications Training Officer and has experience as a Tactical dispatcher.**

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**CHPD will track specific crime rates for the target project areas and compare those to crime rates prior to the implementation of the project. The Department already tracks this data and thus will have no difficulty in continuing to do so to ensure that the project is showing success. As noted, a crime analyst will collect and analyze the latest retail, motor vehicle, and motor vehicle accessories theft in the City. This real-time analysis will help CHPD and the City measure the success of the project, and make adjustments or pivot as needed. This will also ensure that CHPD and the City can easily comply with all the reporting requirements associated with a grant award. In addition to overtime for relevant staff members, CHPD will utilize a per diem dispatcher to assist with gathering and analyzing data.**

**Examples of specific monitoring and evaluation efforts include:**

- **Creating a dedicated “type code” in the CAD RMS system to identify and quantify which calls for service originate from a LPR alert.**
- **Surveying major retailer stakeholders to determine quantifiable outcomes and measured success at inception the of grant period for a historical baseline perspective about satisfaction in detecting, deterring, and solving crime, followed up by an annual survey asking the same questions for the duration of the grant period.**
- **Comparing historical response times to determine if project implementation results in an improved response time with the use of the Flock LPR camera system, Live 911, the mobile security camera trailers, and the video wall.**

**CHPD will leverage reports from the monitoring and evaluation efforts to make a proposal to City Council to continue the program with City funds in a good faith effort to continue the program at the end of the grant program if it proves successful in its intended goals. CHPD will continue to seek grant funding as necessary to invest in improved public safety measures that enhance or expand these efforts and will try to incorporate annual costs in the general fund budget in the future.**

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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

[\*\*CHPD\\_ORT-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)

[CCH\\_-\\_Project-Work-Plan-ORT.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[ORT\\_-\\_Appendix\\_D\\_-\\_signed.pdf](#)

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Local Impact Letter(s) (Appendix E)

[ORT\\_-\\_Impact\\_Letter\\_-\\_signed.pdf](#)

[Letter\\_of\\_Support\\_-\\_Chamber\\_of\\_Commerce.pdf](#)

[Letter\\_of\\_Support\\_-\\_Elk\\_Grove\\_Police\\_Department.pdf](#)

[Letter\\_of\\_Support\\_-\\_Mayor\\_Tim\\_Schaefer.pdf](#)

[Letter\\_of\\_Support\\_-\\_Sheriff\\_Jim\\_Cooper.pdf](#)

[Letter\\_of\\_Support\\_-\\_Sunrise\\_Marketplace.pdf](#)

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Letter(s) of  
Commitment,  
(Appendix F)

n/a

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Policies Limiting Racial Bias

[Policy\\_-\\_Bias-Based\\_Policing.pdf](#)

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Policies on Surveillance Technology

[Policy\\_-\\_Automated\\_License\\_Plate\\_Reader.pdf](#)

[Policy\\_-\\_Flock\\_Privacy\\_and\\_Bias\\_Free\\_Tech.docx](#)

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

[ORT\\_-\\_Appendix\\_G\\_-\\_signed.pdf](#)

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OPTIONAL:  
Governing Board  
Resolution (Appendix  
H)

n/a

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OPTIONAL:  
Bibliography

n/a

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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.**

<b>(1) Goal:</b>	<b>&gt; Reduce instances of organized retail theft and motor vehicle theft/motor vehicle accessory theft</b>		
Objectives (A., B., etc.)	A. Install TPZ and LPR cameras in target areas to deter individuals from committing organized retail and motor vehicle/motor vehicle accessory theft, among other crimes B. Accurately and quickly use footage from LPRs and information from the Live 911 tool to initiate a search for suspects thought to have engaged in organized retail or motor vehicle/motor vehicle accessory theft C. Deploy mobile security camera trailers to strategic short-term and long-term locations to deter instances of theft D. Continue to work closely with retailers and their Loss Prevention agents to reduce instances of theft and respond to calls for service with reduced response times		
Process Measures and Outcome Measures:	> Citrus Heights Police Department will be able to measure the success of this goal by tracking the number of reported instances of organized retail and motor vehicle / motor vehicle accessory theft in the City and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Install PTZ and LPR license cameras in retail area hotspot and along major arterial corridors and on/off ramps to I-80 to increase the opportunity to apprehend suspects committing organized retail and motor vehicle/motor vehicle accessory theft > Utilize the Live 911 tool to improve officers’ response time to thefts in progress	> CHPD staff	> December 1, 2023	> December 31, 2026

<ul style="list-style-type: none"> <li>&gt; Leverage data captured by the mobile security camera trailers to identify and apprehend suspects</li> <li>&gt; Maintain regular communication with retailers and their Loss Prevention agents through officer outreach and response to calls for service in relation to organized retail and motor vehicle/motor vehicle accessory theft</li> </ul>			
<p>List data and sources to be used to measure outcomes: &gt; CHPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the number of calls is decreasing and the project is successful. The number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed will be compared with data prior to the start of the grant performance period.</p>			

<b>(2) Goal:</b>	<b>&gt; Increase apprehensions/arrests of organized retail theft and motor vehicle/motor vehicle accessory theft suspects</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>A. Enhance CHPD's ability to identify suspects and vehicles through the use of cameras and LPRs</li> <li>B. Accurately and quickly use footage from LPRs and information from the Live 911 tool to initiate a search for suspects thought to have engaged in organized retail or motor vehicle/motor vehicle accessory theft</li> <li>C. Utilize targeted organized retail theft and vehicle theft operations at hot-spot locations to deter theft or increase the likelihood of immediate apprehension of suspects engaged in organized retail theft or motor vehicle/motor vehicle accessory theft</li> </ul>		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> <li>&gt; Citrus Heights Police Department will be able to measure success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed and compare that with data prior to the start of the grant performance period.</li> </ul>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> <li>&gt; Install PTZ and LPR license cameras in retail area hotspot and along major arterial corridors and on/off ramps to I-80 to increase the opportunity to apprehend suspects committing organized retail and motor vehicle/motor vehicle accessory theft</li> <li>&gt; Utilize the Live 911 tool to improve officers' response time to thefts in progress</li> </ul>	<ul style="list-style-type: none"> <li>&gt; CHPD staff</li> </ul>	<ul style="list-style-type: none"> <li>&gt; December 1, 2023</li> </ul>	<ul style="list-style-type: none"> <li>&gt; December 31, 2026</li> </ul>

> Leverage data captured by the mobile security camera trailers to identify and apprehend suspects			
List data and sources to be used to measure outcomes: > CHPD will track the success rate of closed investigations, as well as the number of cases in which evidence or information from license plate readers is utilized. The number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed will be compared with data prior to the start of the grant performance period.			

<b>(3) Goal:</b>	<b>&gt; Improve response times to retail thefts and motor vehicle/motor vehicle accessory thefts in progress</b>		
Objectives (A., B., etc.)	A. Enhance CHPD's ability to identify suspects and vehicles through the use of cameras and LPRs B. Accurately and quickly use footage from LPRs and information from the Live 911 tool to initiate a search for suspects thought to have engaged in organized retail or motor vehicle/motor vehicle accessory theft		
Process Measures and Outcome Measures:	> Citrus Heights Police Department will be able to measure success of this goal by tracking the number of in-progress instances of organized retail or vehicle theft in the City that are interrupted by CHPD officers during the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Install PTZ and LPR license cameras in retail area hotspot and along major arterial corridors and on/off ramps to I-80 to increase the opportunity to apprehend suspects committing organized retail and motor vehicle/motor vehicle accessory theft > Utilize the Live 911 tool to improve officers' response time to thefts in progress > Leverage data captured by the mobile security camera trailers to identify and apprehend suspects	> CHPD staff	> December 1, 2023	> December 31, 2026
List data and sources to be used to measure outcomes: > CHPD will track the number of in-progress instances of organized retail or vehicle theft in the City that are interrupted by CHPD officers during the grant performance period.			

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

Name of Applicant: *City of Citrus Heights Police Department (CHPD)*  
*(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	\$606,000.00
2. Services and Supplies	\$155,554.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$80,400.00
6. Equipment/Fixed Assets	\$1,900,184.00
7. Financial Audit (Up to \$25,000)	\$10,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$2,752,138.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Crime Analyst	100% FTE, including full benefits and PEPRA for PERS at \$145,000 per year x 3 year project implementation =	\$435,000.00
Reserve Police Officer	Part-time, 960-hour retired annuitant at \$57,000 per year x 3 year project implementation =	\$171,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$606,000.00</b>

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

*The Crime Analyst will be assigned to the Real-Time Intelligence Center (RTIC) and will be assisting patrol operations with in-progress crimes involving vehicle theft and organized retail crime. They will direct patrol resources in real-time to identified offenders entering the city from a Flock alert or following a reported crime involving the above offenses. They will also assist with the investigative collaboration with CHPD Detectives along with the other Sacramento-area law enforcement agencies involved in the RTIC to help identify and solve vehicle theft and organized retail crime theft in the region. This is a fusion center concept where our RTIC analyst will be one of many seeded in this collaborative center to help reduce crime for the entire region by focusing on crimes occurring in Citrus Heights and communicating those trends to neighboring agencies as well as monitoring neighboring crime trends from the region in order to try and detect and then identify those individuals attempting the same crimes in Citrus Heights. The part-time reserve officer will be assigned to assist with retail crime in our shopping centers in relation to theft prevention, education, reporting, and enforcement.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Guardian Care Support for Video Wall with Haivision	\$35,000 per year (including taxes) x 3 year project implementation =	\$105,000.00
Higher Ground Live 911 Licenses & Base Software (10)	\$11,313 per year (including taxes) x 3 year project implementation =	\$33,939.00
Higher Ground Live 911 Remote Software Installation	One-time fee (including tax) =	\$854.00
Higher Ground Live 911 Remote Virtual Base Training	One-time fee (including tax) =	\$641.00
Cellular cards for mobile security camera trailers	\$5,040 per year x 3 year project implementation =	\$15,120.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$155,554.00</b>

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

*Guardian Care is the 24/7 annual support for the video wall.*

*Live 911 is a real-time service that plays incoming emergency calls in the responders' vehicles. The live 911 call feed can be set on geographical parameters such as beats or the radius around their patrol car. This (1) decreases response times, (2) increases situational awareness and safety for the officers, (3) can be used to address specific crime conditions such as having the officer dedicated to the Sunrise Market Place be able to head towards the incident before the call processing has completed, and (4) means that there is a greater likelihood of apprehension of the suspect and diminishes the possibility of continued crimes by the same organized retail theft rings.*

*The cellular cards are for the mobile security camera trailers to have internet to transfer the information they capture.*





N/A

**9a. Indirect Costs**

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

**9b. Indirect Costs Narrative:**

N/A



## Citrus Heights Police Department

6315 Fountain Square Drive | Citrus Heights, CA 95621 | (916) 727-5500

**Alexander A. Turcotte, Chief of Police**

June 29, 2023

Board of State and Community Corrections (BSCC)  
Organized Retail Theft Prevention Program  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

### **Re: City of Citrus Heights Organized Retail Theft (ORT) Prevention Grant: Letter of Intent**

To Whom It May Concern,

I am writing on behalf of the City of Citrus Heights and Citrus Heights Police Department regarding the City of Citrus Heights' Organized Retail Theft (ORT) Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- "Live 911" type software to allow for faster dispatch of officers
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations

As the Lead Public Agency for this application, we have determined that the proposed project **will not** impact any other agency. The project will take place entirely on public property within the Lead Public Agency's jurisdiction.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Turcotte", with a stylized flourish at the end.

Alexander A. Turcotte  
Chief of Police  
Citrus Heights Police Department



## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Citrus Heights Police Department's commitment to policing that is fair and objective.

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing** - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

# Citrus Heights Police Department

## Citrus Heights PD Policy Manual

### Citrus Heights PD Policy Manual

#### *Bias-Based Policing*

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#### **401.4 MEMBER RESPONSIBILITIES**

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

##### **401.4.1 REASON FOR CONTACT**

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### **401.5 SUPERVISOR RESPONSIBILITIES**

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review mobile audio/video recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  1. Supervisors should document these periodic reviews.
  2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

#### **401.6 ADMINISTRATION**

Each year, the Professional Standards and Training Lieutenant should review the efforts of the Department to provide fair and objective policing and submit an annual report in January each year, including public concerns and complaints, to the Chief of Police.

# Citrus Heights Police Department

## Citrus Heights PD Policy Manual

### Citrus Heights PD Policy Manual

#### *Bias-Based Policing*

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

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

#### **401.7 TRAINING**

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

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

## Automated License Plate Readers (ALPRs)

### 462.1 PURPOSE AND SCOPE

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

### 462.2 POLICY

It is the policy of the Citrus Heights Police Department to utilize ALPR technology only for official and legitimate law enforcement purposes with the goal being to increase the efficiency and effectiveness of its public safety efforts in a manner that safeguards the legitimate privacy concerns of law-abiding citizens. Department personnel may use the ALPR system for official use only. Any matches received from the ALPR must be verified before enforcement action is taken. ALPR data that is not considered intelligence and investigative information shall be retained for a maximum of two years.

### 462.3 ADMINISTRATION

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

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Operations Division Commander.

The Operations Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

### 462.4 DEFINITIONS

**Automated License Plate Reader (ALPR):** A mobile or stationary device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.

**Detection:** Data obtained by an ALPR of license plates within public view that were read by the device including potential images of the plate and vehicle on which it was displayed and information regarding the location of the police vehicle at the time of the ALPR read.

**Hit:** Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including but not limited to being related to a stolen car, stolen license plate, wanted person, missing person, domestic violence protective order or terrorist related activity.

**Hot List:** License plate(s) associated with vehicles of interest from an associated database including but not limited to NCIC, DMV, local BOLO's, etc.

# Citrus Heights Police Department

## Citrus Heights PD Policy Manual

### Citrus Heights PD Policy Manual

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

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##### **462.5 GENERAL ADMINISTRATION**

ALPRs will be used only by members of this department which includes sworn and non-sworn staff who have been properly trained in the use of designated ALPR equipment and operations for legitimate law enforcement purpose.

No civilian or sworn member shall use or authorize the use of any ALPR system or any ALPR database information for any reasons other than official law enforcement purposes.

A positive hit under the ALPR program does not in and of itself establish probable cause. With the absence of exigent circumstances the hit information/data should be confirmed prior to taking any related law enforcement action.

##### **462.6 OPERATIONS**

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

- (a) Prior to a shift, members using an ALPR will ensure that an upload of the most up to date list of data from the system has been performed for the day.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) or the National Crime Information Center (NCIC) before taking enforcement action that is based solely on an ALPR alert.
- (g) When an enforcement action and investigation and/or prosecution results from an ALPR hit the hit will be preserved and included in the report.
- (h) ALPRs may be used in special operations or details such as high crime area patrols, DUI saturations and checkpoints enforcement details, direct criminal investigations, etc. As an additional investigative resource the department may solicit assistance from other agencies or companies with ALPR equipped cars or stationary ALPR cameras in identifying a vehicle to gather license plate data in particular areas and to track a known vehicle's whereabouts. Similarly other departments may request assistance from this department in the event of the same.

# Citrus Heights Police Department

## Citrus Heights PD Policy Manual

### Citrus Heights PD Policy Manual

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

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- (i) As an additional investigative resource the department may solicit assistance from other agencies or companies with ALPR equipped cars or stationary ALPR cameras in identifying a vehicle to gather license plate data in particular areas and to track a known vehicle's whereabouts. Similarly other departments may request assistance from this department in the event of the same.
- (j) Consideration should be given to deploying ALPR strategically such as at a perimeter, choke point, major highways, other avenues of escape, et cetera.

#### **462.7 ALPR OPERATORS**

Officers assigned to ALPR vehicles shall ensure the ALPR cameras are properly affixed to the assigned police vehicle prior to starting their shift; inspecting units for damage or excessive wear.

Upon discovery of any ALPR equipment that is inoperable or damaged in any way officers shall immediately notify the ALPR administrator or supervisor and complete a vehicle repair slip.

Officers shall start the car detector ALPR system software to activate the system and receive the automatic updated hot list at the beginning of each shift.

ALPR units installed on marked Citrus Heights Police Department vehicles shall be activated and used at all times unless the operator of the vehicle has not been trained or the system is not properly functioning. Officers shall assure that the ALPR system is operational by making sure all cameras, LEARN, GPS and system light color is green on the top right of the car detector program.

Officers shall not attempt to repair defective or inoperable ALPR equipment.

#### **462.8 ALPR DATA**

##### Internal Data

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

##### Sharing Data

All detection data generated from the Citrus Heights Police Department's ALPR systems can be shared with requesting law enforcement agencies who utilize the Law Enforcement Archival Reporting Networks (LEARN).

In the event an agency whose ALPR data is not hosted on the LEARN server and requests data sharing such request will be forwarded to the ALPR administrator.

#### **462.9 HOT LISTS**

General hot lists will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overriding the old data.

# Citrus Heights Police Department

## Citrus Heights PD Policy Manual

### Citrus Heights PD Policy Manual

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

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Special hot lists entered by CHPD and are downloaded into the ALPR system should be audited at time of download and at a minimum of once a month with the most current data overriding the old data.

- (a) The hits from these data sources should be viewed as informational; created solely to bring the officer's attention to specific vehicles that have been associated with criminal activity.
- (b) Officers alerted to an observed motor vehicle's license plate entered as a hot plate are expected to make a reasonable effort to confirm that a wanted person is actually in the vehicle before the officer would have a lawful basis to stop the vehicle.

#### **462.10 HOT PLATE ENTRIES**

Hot plates added to the database by LEARN/CDMS users will have an expiration date of no longer than 30 days.

Plates entered into the ALPR system with distribution to more than one officer will contain the following information as a minimum:

- (a) Entering officer's name and contact telephone number;
- (b) Related CHPD/Outside Agency (OAG) Computer Aided Dispatch (CAD) number or case number;
- (c) Short synopsis of nature of the originating call, and reason for the want.

When officers are entering plates into the ALPR system as stolen hot plates, they should be as descriptive as possible.

Stolen plates or vehicles being entered into the system as a stolen hot plate should be entered by an officer for a period of no longer than one day, as it will automatically upload through CLETS Stolen Vehicle System (SVS) within 24 hours.

#### **462.11 ACCOUNTABILITY**

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

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

## **CHPD and Flock Safety Camera Usage**

### **Our commitment to protecting the whole community**

Flock Safety helps thousands of cities prevent and eliminate crime with technology that captures objective evidence and delivers it into the hands that serve and protect. In our pursuit of a safer society, we place our commitment to the protection of individual privacy and the mitigation of bias at the core of every policy and product we develop.

### **We focus on protecting privacy and enabling accountability**

- Flock ALPRs only capture objective evidence, such as still images of license plates and unique vehicle characteristics. ALPRs exclusively collect vehicle-based information required to give police the evidence they need to solve crime.
- Flock ALPRs do not capture or retain any information about the driver of a vehicle (gender, race, or ethnicity), nor do they do not capture personally identifiable information (PII).
- CHPD complies with all federal, state, and local laws, including the California Consumer Privacy Act of 2018 (CCPA).
- The system permanently and automatically deletes images after 30 days by default.
- The system always requires a documented search reason or case number every time a user accesses ALPR data, creating a permanent audit trail for every user.
- Customers own 100% of all data captured on our devices. We never share data with third parties without customer consent or sell it for any purpose.
- All images and metadata are encrypted in the cloud for maximum security compliance.
- Flock has created the first ALPR Transparency Portal, provided to customers optionally for free, to document ALPR usage, policies, and ROI for their community.

### **We work to mitigate bias and deliver objective evidence**

Flock Safety develops products with a goal to mitigate the bias involved in solving crime. The software and hardware devices help law enforcement receive objective data to detect events that are objectively illegal (e.g., locating a vehicle that has been reported stolen), rather than relying on information subject to the bias of a witness or law enforcement officer.

Research demonstrates that the presence of witnesses significantly increases the chances of crimes being solved. However, witnesses are not always present at the time a crime is committed, and eyewitnesses are often unreliable and prone to racial bias and/or difficulty with cross-racial identification. Additionally, whether there is trust between police and a community is a significant indicator of the percentage of crimes that will be solved; in communities without trust and coordination with police, witnesses are reluctant to assist in investigations. Using cameras rather than people as witnesses solves these problems.



Flock Safety's LPR solutions help deliver officers specific information—the image of the back of a vehicle—allowing them to act on a key piece of evidence to investigate a crime or locate a suspect: a license plate.