

Title **City of Madera Police Department** 07/07/2023
id. 41334409

by **Emily Engelsgaard** in **Organized Retail Theft Prevention Grant Program**

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Original Submission 07/07/2023

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

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

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

Multi-Agency Partnerships Information (if applicable)	Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.
Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application
Lead Public Agency Information	All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.
Lead Public Agency	City of Madera Police Department
Applicant's Physical Address	330 S C Street Madera CA 93638 US
Applicant's Mailing Address (if different than the physical address)	n/a
Mailing Address for Payment	330 S C Street Madera CA 93638 US
Tax Identification Number	946000365
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	Dino Lawson
Project Director's Title with Agency/Department/Organization	Police Chief

Project Director's
Physical Address **330 S C Street**
Madera
CA
93638
US

Project Director's
Email Address **dlawson@madera.gov**

Project Director's
Phone Number **+15596754201**

Financial Officer **Michael**
Lima

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

Financial Officer's
Physical Address **205 W 4th Street**
Madera
CA
93637
US

Financial Officer's
Email Address **mlima@madera.gov**

Financial Officer's
Phone Number **+15596615454**

Day-To-Day Program
Contact **Mark**
Trukki

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

Day-To-Day Program
Contact's Physical
Address **330 S C Street**
Madera
CA
93638
US

Day-To-Day Program
Contact's Email
Address **mtrukki@madera.gov**

Day-To-Day Program
Contact's Phone
Number **+15596754255**

Day-To-Day Fiscal
Contact **Michael**
Lima

Day-To-Day Fiscal Contact's Title	Director of Financial Services
Day-To-Day Fiscal Contact's Physical Address	205 W 4th Street Madera CA 93637 US
Day-To-Day Fiscal Contact's Email Address	mlima@madera.gov
Day-To-Day Fiscal Contact's Phone Number	+15596615454
Name of Authorized Officer	Dino Lawson
Authorized Officer's Title	Police Chief
Authorized Officer's Physical Address	330 S C Street Madera CA 93638 US
Authorized Officer's Email Address	dlawson@madera.gov
Authorized Officer's Phone Number	+15596754201
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	Madera Police Department Organized Retail Theft Prevention Project
Proposal Summary	The Madera Police Department Organized Retail Theft Prevention Project aims to reduce and stop the increase in retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft, negatively affecting our community, through proactive and technology-based investigations. Our crime analyst will track and easily monitor crime trends related to these areas and the effectiveness of our deployment of resources. Extra personnel will be directly assigned to combat and reduce the above crimes.

PROGRAM PURPOSE AREAS	<p>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.</p>
Program Purpose Areas (PPAs):	<p>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 3: Cargo Theft</p>
Funding Category Information	<p>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.</p>
Funding Category	<p>Medium Scope (Up to \$6,125,000)</p>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</p>

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

Madera, with a population of 70,877, is the 125th-largest city in California. We may be smaller than other cities applying for this grant. Still, our community is not immune to the increased retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft throughout the state since 2021. We have seen an overall increase in all property crime in our community and a 21% increase specifically related to retail theft, a 54% increase in the theft of tires and rims for vehicles, and a 39% in the theft of catalytic converters since 2021. Our motor vehicle theft has historically remained the same from year to year and slightly dropped by 3% from 2021.

Property crimes such as these create fear and disorder in our community. These types of crimes directly affect the trust in our community, leading our citizens to fail to work together, which directly impacts our effectiveness in solving crime. It also causes retailers to raise prices to the common consumer and sometimes causes stores to close.

We have found that suspects from out of the area commit most of our retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft. We currently utilize a limited amount of LPR (License Plate Reader) cameras and fixed city cameras to aid in the identification of suspect(s) who commit crimes in our jurisdiction. Even with the low number of cameras we can budget for, they have assisted in the resolution of several criminal cases and the recovery of stolen vehicles. With the added number of cameras, we can identify those who come into our city to commit these crimes. It gives us valuable investigative leads to find out where this vehicle plate has been in the past, to determine if it was at the scene of a crime, to identify patterns of the driver, giving us insight into the person or persons in control of that vehicle. Our city cameras, which we currently have fixed in limited locations, have captured and recorded crimes in progress and give us real-time views of our city. This combination of cameras in the city has greatly impacted our solvability rates, which brings closure to our victims. Most of our retail locations are close to the freeway, allowing suspect(s) to leave the city and avoid apprehension quickly. In addition, most neighborhoods targeted for tire/wheel left and vehicle theft are in areas with limited or no surveillance cameras, leading to no suspect information. Therefore, our crime analyst monitored crime trends, location of cameras, and accessibility of analysis have determined the need for this funding.

Project Description

We aim to reduce and stop the increase in these crimes negatively affecting our community through proactive and technology-based investigations. The target area will be throughout the entire city of Madera, comprising 70,877 residents. Our crime analyst will track and easily monitor crime trends related to these areas and the effectiveness of our deployment of resources.

As noted, most suspects are from out of town. With almost all our retail thefts, we have good videos and photos of those responsible,

but the images are not easily identifiable. We often spend many hours attempting to identify them. AFR (Automated Facial Recognition), a facial recognition system that provides quick and direct access to perform facial recognition searches, would be beneficial. This tool would reduce investigative time and lead to more suspect identifications.

The extra personnel will be directly assigned to combat and reduce the noted above crimes. One officer assignment is to our Special Investigations Unit, which conducts undercover operations, including surveillance and proactive operations. He will be supported by the other unit members when we see a spike in these specific crimes to execute proactive cases. The other officer will be assigned to our Detective unit to conduct a follow-up on the crimes outlined in the grant. We intend to use overtime funding to support the above-noted operations and address peak times in the year when theft is more prevalent in our shopping centers, including but not limited to the holiday season.

The addressed crimes are all property crimes committed by suspects who utilize motor vehicles to enter our jurisdiction to commit crimes and often flee when confronted by law enforcement. We often enter called-off pursuits due to the nature of the crime and public safety. STARCHASE is a tool developed for law enforcement to reduce risk to the public while still allowing apprehending the suspects. STARCHASE allows law enforcement technology to tag and track a vehicle that flees from police to arrest the suspect safely. We would also utilize trackers, a device attached to a motor vehicle to show the location of someone or something. These will be used in investigations to locate suspects and link them to other crimes committed over time.

Most of these crimes are not stopped at the time of the theft and strongly rely on suspect information to identify and locate the suspect or suspects later. The increased number of fixed cameras throughout our community will allow us to identify and locate those responsible. In addition, the LPR (License Plate Readers) placed at all on and off ramps of Hwy 99 in our city will allow us to identify those suspects coming into our community committing theft. In addition, we plan to use the overtime budget to supplement patrol in the busy summer months when school is out and we find more juveniles are committing low-level crimes. We will also use this to bolster our holiday presence to deter crime and protect the community.

Our department plans to coordinate and collaborate with the Madera County District Attorney's office to address stated impacts through the complete prosecution process to ensure that justice is served for said crimes and to reduce the impact on the community.

This project aims to achieve three measurable goals and objectives: decrease vehicle and retail theft-related crimes and increase the number of individuals identified and prosecuted by the District Attorney regarding retail theft crime. Our department will primarily

achieve these top three goals by comparing crime rate levels and continually having our crime analyst monitor these objectives with the impact of decreasing and solving these crimes while creating a safer community.

The Madera Police Department currently operates a public safety video surveillance system to complement its anti-crime strategy, to allocate and deploy personnel effectively, and to enhance public safety and security in public areas. Cameras are placed in strategic locations throughout the city to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and artificial disasters, and to assist city officials in providing services to the community. The MPD conducts video surveillance in public areas legally and ethically while recognizing and protecting constitutional privacy standards.

The policy of the Madera Police Department utilizes ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of the department. Because such data may contain confidential information, it is not open to public review.

The Madera 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. This department's policy is to provide law enforcement services and enforce the law equally, fairly, objectively, and without discrimination toward any individual or group.

Project
Organizational
Capacity and
Coordination

The funds from this grant will specifically allocate the need for the two additional personnel to property theft. It will also help fund directed enforcement details targeting high crime areas and times of the year when property crime increases as an overtime detail staffed by patrol officers.

Our SIU (Special Investigations Unit) Sergeant will monitor and oversee this grant to ensure the implementation of the proposed project as intended. The Investigative Lieutenant will oversee the Detective Sergeant and SIU Sergeant, who will play a role in this process. Approved by the Investigative Lieutenant, operational plans will address all investigations and directed enforcement targeting these crimes.

Yearly expenditures will be absorbed into our budget after the grant, specifically allotted for public safety supported by Measure K, a sales tax increase to hire additional officers and provide police services, including crime prevention and investigations. This tax initiative will help to sustain the proposed project after grant funds expire.

Regarding their current assignment of undercover operations and following up on crimes, as previously noted, the Detective Sergeant and SIU Sergeant have been predetermined, along with the Crime Analyst, to monitor the project outcomes throughout its various phases and amongst all crimes committed in the city.

Statistical data will measure the project inputted into our record management system, reviewed, and monitored by our Crime Analyst continually. The measure of this data will aid in the intent and objectives of this project to reduce crime rates related to vehicle theft and retail theft and increase the number of individuals prosecuted by the DA.

The preliminary plan for monitoring the project consists of a staff committee of the two assigned new detectives, along with the current Investigative Sergeant and Investigative Lieutenant, who will meet weekly to ensure our goals are being addressed by providing all requested equipment, e.g., cameras, are installed and working as intended.

The plan is that our crime analyst will continuously compare all data extracted from our record management system related to these specific offenses to statistical data from previous months so that our department may reduce the amount of these crimes throughout the city. This comparison of crime data will allow for an assessment of whether the strategy implemented achieved our intended outcomes for this project.

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

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[Project-Work-Plan-ORT_002.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

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

Local Impact Letter(s) (Appendix E)

[MPD_Organized_Retail_Theft_Grant_Support.6.29.23.pdf](#)

[Letter_of_support.pdf](#)

Letter(s) of
Commitment,
(Appendix F)

n/a

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Automated_License_Plate_Readers__ALPRs_.pdf](#)

[Public_Safety_Video_Surveillance_System.pdf](#)

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

[2023_07_07_Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Res_23-103_Theft_Prevention_Grant_06.21.23.pdf](#)

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:	> Decrease crime rates related to vehicle theft		
Objectives (A., B., etc.)	> A. Decrease theft of rims and tires by 10% B. Decrease catalytic converter theft by 10% C. Decrease motor vehicle theft by 5%		
Process Measures and Outcome Measures:	> The MPD will measure the objectives and overall goal by comparing crime rate levels before the acceptance of the grant to those observed at the end of the grant period. Our crime analyst will continually monitor these objectives to know if our actions contribute to our goals or if we must make changes to progress toward the identified goal..		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The department will increase officer presence around vehicle theft hot spots identified by our crime analyst. The city has license plate reader (LPR) cameras in fixed locations around the city that help solve these crimes. The grant will also add additional cameras to assist investigative efforts further. Individuals who live out of town commit most of the city's vehicle theft-related crimes. The LPR cameras heavily assist in solving these crimes.	> Officers, Crime Analyst	> 12/31//2023	> 12/31/2026

List data and sources to be used to measure outcomes: > Our Crime Analyst will monitor, collect, and analyze relevant data using Alliance, our Record Management System. Crime rates are population-based and will be used to measure the assigned objectives and goals.

(2) Goal:	> Decrease crime rates related to retail theft		
Objectives (A., B., etc.)	> A. Reduce retail theft by 15%		
Process Measures and Outcome Measures:	> The MPD will measure the objective by comparing data before and during the grant period. Our crime analyst will continually monitor this objective to know if our actions contribute to our goals or if we must make changes to progress toward the identified goal.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> With the grant, the city will add a facial recognition system to reduce investigative time and lead to more suspect identifications. In addition, our department will direct the extra personnel to conduct undercover operations, including surveillance and proactive operations. Peak times, such as holidays, will be heavily targeted using the grant funds allocated for overtime to perform these operations. Using trackers will give additional investigative leads linking these suspects to other thefts. In addition, using the "Starchase" system will lead to more safe termination of pursuits, still allowing us to identify the suspects later.	> Officers, Crime Analyst	> 12/31/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Our Crime Analyst will monitor, collect, and analyze relevant data using Alliance, our Record Management System. Crime rates are population-based and will be used to measure the assigned objectives and goals.			

(3) Goal:	> Increase the number of individuals identified and prosecuted by the District Attorney's regarding retail theft crime		
Objectives (A., B., etc.)	> A. Increase the number of individuals identified through investigative efforts B. Increase the number of individuals apprehended in the act and prosecuted.		
Process Measures and Outcome Measures:	> The MPD will measure the objective by comparing arrest data of suspect(s) vs. prosecution data before and during the grant period. Our crime analyst, overseen by the Detective Sergeant, will monitor this objective and case dispositions from the DA's office to see if our use of technology in identifying these suspect(s) is being continued through the court process holding those people responsible.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> A Detective specifically assigned to the property crime caseload will monitor the cases submitted to the DA's office for the noted crimes and will work closely with the Deputy DA assigned to ensure all steps are taken and needed follow-up is done to prosecute those responsible.	> 2 additional Detectives to work specifically with DA's office and prosecution of these crimes.	> 12/31/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Our Crime Analyst and Detective Sergeant will monitor the cases sent to the DA's office and case dispositions.			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$948,877.93
2. Services and Supplies	\$107,430.87
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$120,056.85
6. Equipment/Fixed Assets	\$1,324,828.60
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$2,526,194.25

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
2 Officers - Year 1	At \$38.68/hr with benefits at 67% of base salary.	\$270,326.78
2 Officer - Year 2	At \$42.16/hr with benefits at 67% of base salary.	\$292,893.94
2 Officer - Year 3	At \$45.95/hr with benefits at 67% of base salary.	\$319,223.84
Overtime for 2 Officers - Year 1	At \$58.02/hr at 200 hours, plus benefits at 74.65%.	\$20,266.39
Overtime for 2 Officers - Year 2	At \$63.24/hr at 200 hours, plus benefits at 74.65%.	\$22,089.73
Overtime for 2 Officers - Year 3	At \$68.93/hr at 200 hours, plus benefits at 74.65%.	\$24,077.25
		\$0.00
		\$0.00
TOTAL		\$948,877.93

1b. Salaries & Benefits Narrative:

The figures above represent salary and benefit costs for 2 officers. It also includes overtime rates for 2 officers. Each subsequent year considers expected COLA's.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
AFR (Facial Recognition)	At \$5,100 per unit. The total cost for 3 units is \$15,300.	\$15,300.00
Pursuit Intervention (Starchase)	The vehicle mounted systems were quoted at \$82,332.23 and the handheld devices that communicate with the car mounted system were quoted at \$9,798.64. This totals \$92,130.87.	\$92,130.87
		\$0.00
		\$0.00
TOTAL		\$107,430.87

2b. Services and Supplies Narrative:

TOTALS	\$120,056.85
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5b. Data Collection and Evaluation Narrative

Our Crime Analyst will monitor, collect, and analyze relevant data using Alliance, our Record Management System. Crime rates are population-based and will be used to measure the assigned objectives and goals.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
2 Vehicles outfitted with radio/lights	Each vehicle costs \$50,000. It costs \$10,950 to outfit each vehicle with computers, radios, lights, and sirens. At 2 vehicles this totals \$121,900.	\$121,900.00
City Fixed Camera (52) (Delta Wireless)	Each camera quoted at \$8,433.45	\$438,539.40
LPR (License Plate reader Cameras) (44) (Lehr)	Each LPR quoted at \$17,281.80	\$760,399.20
Trackers (2) (SSG)	Each tracker quoted at \$1095 with a \$600 annual service fee. For 2 trackers for 3 years totals \$3990	\$3,990.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$1,324,828.60

6b. Equipment/Fixed Assets Narrative

Two Vehicles with Radio/Lights: Which will be necessary for the additional personnel we will be adding to the perspective investigative units.

City-fixed cameras:

We plan to place fifty-two city-fixed cameras throughout the city at major intersections and areas of predicted high crime based on crime statistics to establish a timeline leading up to the crime and provide investigators with critical information on identifying potential suspects. These cameras will help investigators build a strong case against suspects and increase the chance of a successful prosecution.

LPR, License Plate Reader cameras:

We will place forty-four License Plate Reader Cameras at all Highway 99 exits into the city and major arteries throughout the community, which will assist our department in taking a proactive approach to solving crime in our community, making it safer and increasing the quality of life. We currently have a limited number of LPR cameras, which have proven to help solve crime.

Trackers:

Affixing a GPS tracker to a suspect's vehicle is a proven method in surveilling offenders and collecting information that helps our department gather critical evidence to assist in the prosecution process, ensuring justice is served and reducing the negative impact on the community.

7a. Financial Audit

Description	Calculation for Expense	Total
Audit		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

As required by the grant we will hire an outside / non bias entity to perform an audit at the conclusion of the project.

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.**



MADERA POLICE DEPARTMENT

Dino Lawson
Chief Of Police

June 29, 2023

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

RE: Madera Police Department Organized Retail Theft Prevention Project

Dear Grant Committee,

The agency that reasonably could be expected to be impacted by this grant project is the District Attorney's Office for Madera County. The Madera Police Department Organized Retail Theft Prevention Project aims to reduce and stop the increase in retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft, negatively affecting our community, through proactive and technology-based investigations. Our crime analyst will track and easily monitor crime trends related to these areas and the effectiveness of our deployment of resources. Extra personnel will be directly assigned to combat and reduce the above crimes.

We have a great relationship with the Madera County District Attorney's office and will work together to address stated impacts through the complete arrest and prosecution process to ensure the serving of justice for said crimes and reduce the crime impact on the community.

Approval for funding for the proposed project will address the safety and trust of our community members.

I fully support the collaboration between our two agencies regarding the funding request. Please do not hesitate to contact me with any questions or additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Lawson", with a long horizontal flourish extending to the right.

Dino Lawson
Police Chief



COUNTY OF MADERA

OFFICE OF THE DISTRICT ATTORNEY

June 29, 2023

Sally O. Moreno
District Attorney

Jeffrey D. Dupras
Assistant District
Attorney

Jennifer Parton
Chief of Investigations

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

Re.: Madera Police Department Organized Retail Theft Prevention Project

Dear Grant Committee,

I am writing in support of the Madera Police Department Organized Retail Theft Prevention Project. It aims to reduce and stop the increase in retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft; all which negatively affects our community. Through proactive and technology-based investigations, the Madera Police Department's crime analyst will track and easily monitor crime trends related to these areas and the effectiveness of the deployment of resources. Extra personnel will be directly assigned to combat and reduce the above crimes.

The Madera County District Attorney's Office will work together with the Madera Police Department to address stated impacts through the complete prosecution process to ensure that justice is served for said crimes and to reduce the crime impact on the community.

Approval for funding for the proposed project will address the safety and trust of our community members.

I support the collaboration between our two agencies regarding the funding request. Please do not hesitate to contact me with any questions or additional information.

Sincerely,

Sally O. Moreno
District Attorney



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PURSUING JUSTICE FOR ALL OF MADERA COUNTY

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Madera 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).

402.1.1 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).

402.2 POLICY

The Madera 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.

402.3 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.

402.3.1 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.

Madera Police Department

Madera PD Policy Manual

Bias-Based Policing

402.4 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.

402.4.1 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.

402.4.2 REPORTING OF STOPS

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

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

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

402.5 SUPERVISOR RESPONSIBILITIES

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

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

Madera Police Department

Madera PD Policy Manual

Bias-Based Policing

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

402.6 ADMINISTRATION

Each year, the Operations Lieutenant should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

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.

402.7 TRAINING

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

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

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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

Automated License Plate Readers (ALPRs)

473.1 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.

473.2 POLICY

The policy of the Madera Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

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

473.3 ADMINISTRATION

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

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Lieutenant. The Administrative Services Lieutenant will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

473.3.1 ALPR ADMINISTRATOR

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

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

Madera Police Department

Madera PD Policy Manual

Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

473.4 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

473.5 DATA COLLECTION AND RETENTION

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

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

473.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Madera 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):

Madera Police Department

Madera PD Policy Manual

Automated License Plate Readers (ALPRs)

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

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

473.7 RELEASING ALPR DATA

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

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

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

473.8 TRAINING

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

Public Safety Video Surveillance System

378.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

378.2 POLICY

The Madera Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

378.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

378.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

Madera Police Department

Madera PD Policy Manual

Public Safety Video Surveillance System

- (d) To assist in identifying, apprehending, and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor's office and Dispatch. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Supervisor or trained personnel in Dispatch are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

378.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

378.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

378.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

Madera Police Department

Madera PD Policy Manual

Public Safety Video Surveillance System

378.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

378.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

378.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

378.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve

Madera Police Department

Madera PD Policy Manual

Public Safety Video Surveillance System

individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

378.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Madera Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

378.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

378.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.