

Title	<b>City of Monterey</b>	06/29/2023
	by <b>Karen Faurot</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41272521
	351 Madison Street Monterey, California 93940 United States 831-646-3827 faurot@monterey.org	

## Original Submission 06/29/2023

**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 Monterey**

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

**Monterey Police Department**

Applicant's Physical  
Address

**580 Pacific Street  
Monterey  
CA  
93940  
US**

Applicant's Mailing  
Address (if different  
than the physical  
address)

n/a

Mailing Address for  
Payment

**351 Madison St  
Monterey  
CA  
93940  
US**

Tax Identification  
Number

**94-600376**

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

**Karen  
Faurot**

Project Director's  
Title with  
Agency/Department/Organization

**Senior Administrative Analyst/Office of the Chief/Monterey Police  
Department/City of Monterey**

Project Director's  
Physical Address

**351 Madison St  
Monterey  
CA  
93940  
US**

Project Director's  
Email Address **faurot@monterey.org**

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Project Director's  
Phone Number **+18316463827**

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Financial Officer **Karen  
Faurot**

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Financial Officer's  
Title with  
Agency/Department/Organization **Senior Administrative Analyst/Office of the Chief/Monterey Police  
Department/City of Monterey**

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Financial Officer's  
Physical Address **351 Madison St  
Monterey  
CA  
93940  
US**

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Financial Officer's  
Email Address **faurot@monterey.org**

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Financial Officer's  
Phone Number **+18316463827**

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Day-To-Day Program  
Contact **Karen  
Faurot**

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

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Day-To-Day Program  
Contact's Physical  
Address **351 Madison St  
Monterey  
CA  
93940  
US**

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Day-To-Day Program  
Contact's Email  
Address **faurot@monterey.org**

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Day-To-Day Program  
Contact's Phone  
Number **+18316463827**

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Day-To-Day Fiscal  
Contact **Karen  
Faurot**

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

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Day-To-Day Fiscal Contact's Physical Address	<b>351 Madison St Monterey CA 93940 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>faurot@monterey.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+18316463827</b>
Name of Authorized Officer	<b>Hans Uslar</b>
Authorized Officer's Title	<b>City Manager</b>
Authorized Officer's Physical Address	<b>580 Pacific Street Monterey CA 93940 US</b>
Authorized Officer's Email Address	<b>uslar@monterey.org</b>
Authorized Officer's Phone Number	<b>+18316463800</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>Organized Retail Theft Prevention Program</b>
Proposal Summary	<b>Monterey's project includes installation of 34 ALPRs throughout with a provider implementing the operating system and maintaining it annually. Department staff will be trained to utilize the system, analyze data, and adhere to all policies/requirements including privacy laws/regulations, data collection and storage and City policies limiting racial bias and surveillance technology. The system will allow the Department to share data with neighboring police departments with the sole purpose of apprehending criminal offenders.</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**

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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

**ORT is on the rise in Monterey and shopping malls are the biggest target, with Del Monte Shopping Center (DMSC) seeing the brunt of it. Retail theft instances at DMSC have increased by 700% in two years, nearly tripling in the past year alone. DMSC is a 675,000 square foot, open-air regional shopping center with a movie theater, large national retailers, restaurants, and locally owned specialty shops. The shopping center is extremely popular with residents and visitors. Monterey sees approximately three million tourists every year, and tourist towns have higher shoplifting instances due to the number of small business retailers and their limited ability to afford adequate surveillance equipment or hire security. Organized Retail Theft crime is growing substantially in Monterey and the Monterey Police Department ("Department") must put effective security measures in place to increase community safety and stabilize the local economy. The installation of Automated License Plate Readers (ALPR) will reduce retail theft by alerting police of wanted vehicles and aid in identifying and detaining retail theft offenders while working with**

police departments in neighboring cities.

Most of the cities surrounding Monterey have ALPR systems in place. These cities include Pacific Grove to the west, Marina, Sand City and Seaside to the north, Carmel to the south, and Salinas, the largest city in Monterey County, to the northeast of Monterey. The lack of an ALPR system in Monterey dramatically reduces suspect apprehension. Implementation of an ALPR system and program will not only help Monterey but will benefit neighboring cities by providing system continuity throughout the region and allowing local departments to share data with the sole purpose of apprehending criminal offenders.

A local newspaper, Monterey County Weekly, published an article on December 1, 2022, highlighting the rise of organized thefts in Monterey County. (See Bibliography) Two national retail stores in DMSC lost nearly \$50,000 in October 2022 alone. Shoplifting has been a problem in Monterey for decades, but the increase of ORT and stores being hit repeatedly has skyrocketed since 2021. The Department worked with the California Organized Retail Theft Task Force to investigate five organized retail burglary crimes that targeted several businesses in the DMSC and Cannery Row in March and April 2022. Over \$130,000 of merchandise was stolen between March 12, 2022, and April 21, 2022. At the time the Monterey Herald reported the story, none of the offenders had been apprehended. (See Bibliography)

The Monterey Herald reported eight arrests of individuals involved in a statewide ORT operation targeting Apple Store locations, resulting in approximately \$1 million in losses to date. (See Bibliography) Two of the individuals arrested were suspects in the September 12, 2022, Apple Store burglary in DMSC, totaling over \$42,000 and another two arrested were suspects in an October 2022 burglary totaling \$60,000 at the same Apple Store.

The purchase of ALPR equipment will cost the \$322,112 over a three-year period and the estimated financial audit required by BSCC is estimated at \$25,000, with a total grant request of \$347,112. The Department's resources are limited, and the number of staff hours required to investigate ORT crimes taxes Department resources. The implementation of an ALPR program will not eliminate staff assigned to solving these crimes, but we anticipate a significant reduction over a three-year period. ORT in Monterey has cost businesses hundreds of thousands of dollars annually in inventory loss, insurance premium increases and implementing crime prevention measures. To recoup some of the loss, prices are increased, which ultimately affects residents and visitors patronizing Monterey retailers.

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Project Description

A total of up to thirty-four (34) fixed ALPRs will be mounted on poles at up to thirty (30) key locations throughout the City. The ALPRs are solar/battery powered and can be moved, if necessary. The installation locations for the cameras will be primarily determined by identification of key ingress and egress points around the City. Staff

are confident ALPR camera placement at strategic locations will add significant investigative leads to help solve and deter crime in Monterey neighborhoods. Placing ALPR cameras along City borders will provide law enforcement investigators with a pointer system to help identify vehicles associated with suspects, witnesses, or victims. The data allows law enforcement to connect serial criminal activities that may have occurred in disconnected law enforcement jurisdictions. The investment in ALPRs will ensure the Department is equipped with technology to identify vehicles associated with criminal activity, thus deterring, and helping to proactively suppress crime and reduce the fear of crime in Monterey.

The ALPR system selected will be compatible with the existing Department system, Axiom. ALPR providers have a tremendous network of neighboring cities currently using ALPR systems, which will allow the Department to share and receive data related to investigations.

There are two proposed goals for the Project - 1) Reduction of Retail Theft Citywide; and 2) Data Sharing with Neighboring Cities to Apprehend Retail Theft Suspects. The reduction of ORT will be measured by the collection, review and analysis of statistical data collected. Data will be organized by focusing on retail theft incidents and analyzed by the Department Senior Administrative Analyst to determine trends. The data sharing with neighboring cities will be measured by the collection, review and analysis of data collected. Data will be organized by number of ORT incidents where data was shared with neighboring police departments and the number of suspects apprehended through the assistance of other departments. Statistical data will be collected through the Police Department Records Management System (RMS). The Senior Administrative Analyst will develop reports throughout the grant period to determine trends and will provide comparative analysis of any changes in retail theft levels. Data will be analyzed periodically with a focus on comparing data each calendar year. The start date for each reporting period will begin January 1 and end December 31, annually, except for the first year, which may begin as early as October 1, 2023. Reports will be completed and submitted to BSCC as required by the grant agreement.

Neighboring cities have reported a significant reduction in crime once an ALPR system and program was implemented. National statistics indicate crime reduction is achievable with an effective ALPR program and the City plans to collaboratively work with neighboring cities in data sharing for the purpose of offender apprehension.

Data from these cameras will be retained for thirty days, using compliant cloud storage. The thirty-day retention is in line with the City's Record and Retention Policy. Any footage of evidentiary value will be secured in evidence and retained per the Department's Records and Retention Policy. Data will be accessed through proprietary software and subscribers have exclusive control over



data sharing. A robust policy has been created for the guidance of staff. All members will be provided with training on the system prior to being given access. Only approved staff are authorized to access the system and each access must contain their unique identifier, password, and the investigative reason for access. Police Department administrative staff will perform regular audits of system access to ensure collected data is secure and being used in accordance with Department policies.

The Department respects the privacy of members of the public. The ALPR system will not capture personal identifiable information, only the images of vehicles and license plates already visible in public. ALPRs are designed to capture images of vehicles and their license plates, compare data to one or more law enforcement databases, and alert officers to vehicles involved in or associated with criminal activity. The ALPR cameras proposed are intended to identify vehicles, license plates, and/or makes and models of vehicles, but not vehicle occupants. Facial recognition technology is not used by the Department and is not being proposed with this request for funding. Vehicles identified to be involved in a crime will be investigated, regardless of the vehicle owner or operator's ethnic background. The data collected from the ALPRs will be used after a qualifying crime has been committed and only when a legitimate investigative need exists. The collection, use, retention, or dissemination of data shall not be used to violate the Constitutional rights of any person or in any manner that would discriminate against any person based upon their ethnicity, race, gender, natural origin, religion, sexual orientation or gender identity.

To demonstrate and promote transparency, the Department will launch a public ALPR transparency portal. The portal will reside on the Department's webpage and aims to openly share information with the public around when and how we are using the data being collected. The Department's commitment to improve public safety while protecting the critical right of privacy is aligned with its commitment to transparency, accountability, and integrity.

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Project  
Organizational  
Capacity and  
Coordination

**Two (2) Monterey Police Department employees will be available to manage the project.**

**Police Lieutenant –**

- **Masters Degree in organizational leadership**
- **3 years functioning in a management capacity on the Monterey Police Department Command Staff**
- **18 years law enforcement experience**

**Senior Administrative Analyst -**

- Executive Masters Degree in public administration**
- 19 years experience in city government**
- Monterey Police Department grant manager**
- 19 years program and grant management experience**
- 16 years law enforcement professional staff experience**
- Certified Crime and Intelligence Analyst**

Department staff will provide project management and oversight to ensure the ALPR Project is implemented as intended. The Police Lieutenant will identify key areas for ALPR installation, provide project oversight during the installation, and audit the video to ensure Department policy and City retention schedules are followed. The Senior Administrative Analyst will oversee grant acceptance, timelines, payments, submit the required grant reports and prepare annual analytics to measure success.

There are no partnering agencies involved with the implementation of this program.

The timeline for execution of the grant agreement upon grant award is approximately 30 business days. The City Council will approve the Resolution allowing the City to accept grant funds and the City Manager is the authorized signer for the grant agreement. The contract for ALPR equipment and services will be executed after the grant is awarded and implementation and installation of the ALPR system will begin immediately after contract execution. There are no additional contracts, or any memorandums of understanding required to implement the Project.

The Resolution and Staff Report will be prepared for presentation before the City Council by the Police Department Senior Administrative Analyst and Police Patrol Lieutenant. Upon Resolution approval by City Council, the City Manager will be authorized to sign the BSCC grant agreement and accept grant funds. The contract with the security company providing ALPR equipment and services will be signed by the City Manager. Immediately following contract execution, the equipment and security operating system will be installed in locations identified by the Patrol Lieutenant and the program will be implemented. The Project will begin no later than January 1, 2024.

The ALPR equipment and installation are included in the annual subscription cost. Grant funds will allow the Department to implement ALPR cameras as provided in the subscription agreement and the company providing the equipment will provide a service agreement and warranty on defective equipment. The project has City Council support and City Council will authorize ongoing subscription costs after grant funds expire.

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Project Evaluation  
and Monitoring

Two Department staff members have been preliminarily selected to manage the Project. The Police Lieutenant has a Masters Degree in organizational leadership, has been in management at the Department for three years and has 18 years of law enforcement experience. The Senior Administrative Analyst has a Masters Degree in Public Administration with 19 years of experience in city government and grant management and 16 years in law enforcement. The Senior Administrative Analyst has extensive experience in data collection, review, analysis, and reporting. Data collection, monitoring of activities and project evaluation will be

conducted on an ongoing basis through data collection from the Department's RMS.

The data will be collected and sorted by multiple factors, allowing Department staff to analyze and report on statistical trends in detail and reveal patterns of criminal activity events to concentrate resources on highly affected areas. Information generated to compile and compare statistical data will include the number of retail thefts, robberies, and burglaries; the number of vehicle detections, number of hotplate hits, and the number of arrests directly attributed to ALPR detections. Data will be quantifiable and will be compared to the previous year's statistics throughout the grant period. This quantitative analysis will provide the City and stakeholders with the information needed to determine the impact of ALPR technology on ORT in the community. The information collected will be shared with neighboring police agencies and on the City website, according to privacy laws and regulations.

The data collected by ALPR technology is secure and any data stored and transmitted by ALPR technology will be encrypted on the system. Data will only be maintained by the ALPR for thirty days unless it is downloaded by an investigator as evidence in an eligible criminal investigation. The information will only be accessed by an authorized and trained investigator. When data is accessed by the investigator, it will be archived as evidence with the investigation, in compliance with Department Policy. ALPR system audits will be conducted on a regular basis by trained Department staff to ensure the accuracy of ALPR information and correct any data errors. The audits will ensure proper use of the system by users to further implementation of the ALPR program and confirm all State and Federal laws are adhered to.

ALPR locations will be strategically located on high volume traffic streets, major shopping areas, and locations that serve as common entry and exit points to the City. Statistical information for robbery, burglary, theft, and clearance rate data for calendar year 2022 will be collected through the RMS and used as a baseline. Arrests and incident clearance rates attributed to the ALPR system will be tracked and increases or decreases in retail theft noted. The Senior Administrative Analyst will develop monthly reports throughout the grant period to determine trends and provide a comparative analysis of any changes in retail theft levels. The information will be included in the Department's monthly report, posted to the City's web site, and shared with neighboring agencies, as appropriate.

The City will review the number of ORT/retail theft incidents each year, during the grant period and compare it to previous year(s) data. The goal is to identify suspects and suspect vehicles and reduce the number of retail theft incidents. It is anticipated the shift from an emphasis on random patrols, rapid response and reactive investigations to data analysis that targets and tracks, will increase suspect identification and reduce retail theft.

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

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Budget Attachment

[ORT-Prevention-Grant-Program-Budget-Attachment\\_Monterey.xlsx](#)

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

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

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix-D\\_Assurances\\_Monterey.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Appendix-E\\_Local\\_Impact\\_Letter\\_Monterey.pdf](#)

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

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Policies Limiting Racial Bias

[Bias-Based\\_Policing\\_Monterey.pdf](#)

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Policies on Surveillance Technology

[ALPR\\_Policy\\_Monterey.pdf](#)

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

[Appendix-G\\_Compliance\\_Cert\\_Monterey.pdf](#)

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OPTIONAL:  
Bibliography

**BIBLIOGRAPHY**  
**City of Monterey**

1. Stetson, Grace. (2022, December 1) “Organized thefts make waves throughout Monterey County retail stores.” Monterey County Weekly. [https://www.montereycountyweekly.com/news/local\\_news/organized-thefts-make-waves-throughout-monterey-county-retail-stores/article\\_dc22216c-70fa-11ed-9e79-578d2afc200e.html](https://www.montereycountyweekly.com/news/local_news/organized-thefts-make-waves-throughout-monterey-county-retail-stores/article_dc22216c-70fa-11ed-9e79-578d2afc200e.html)
2. Herrera, James. (2022, April 22) “Monterey police, state theft task force investigating organized retail burglaries.” Monterey Herald. <https://www.montereyherald.com/2022/04/22/monterey-police-state-theft-task-force-investigating-organized-retail-burglaries/>
3. Herrera, James. (2023, February 14) “Apple smash and grab thefts: Arrests includes suspects in Monterey case.” Monterey Herald. <https://www.montereyherald.com/2023/02/14/apple-smash-and-grab-thefts-arrests-includes-suspects-in-monterey-case/>

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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.

<b>(1) Goal:</b>	Reduction of Retail Theft Citywide		
Objectives (A., B., etc.)	A. Reduction of Organized Retail Theft (“ORT”) and overall retail theft throughout the City		
Process Measures and Outcome Measures:	1. Statistical data reflects decrease in ORT/retail theft incidents		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ol style="list-style-type: none"> <li>1. Collect and organize data by focusing on retail theft incidents.</li> <li>2. Analyze data to determine trends.</li> <li>3. Provide report of findings for City leadership annually. BSCC required reporting will be completed as instructed by the grant agreement.</li> </ol>	Monterey Police Department Senior Administrative Analyst	10/01/2023 01/01/2025 01/01/2026 01/01/2027	12/31/2024 12/31/2025 12/31/2026 05/31/2027
List data and sources to be used to measure outcomes: Statistical data to be collected through the Monterey Police Department Records Management System. The Senior Administrative Analyst will develop reports throughout the grant period to determine trends and will provide comparative analysis of any changes in retail theft levels.			

<b>(2) Goal:</b>	Data Sharing with Neighboring Cities to Apprehend Retail Theft Suspects		
Objectives (A., B., etc.)	A. Identify cities with which to share data. B. Track data sharing incidents throughout grant period.		
Process Measures and Outcome Measures:	1. Track data sharing events 2. Data analysis to determine number of data sharing incidents and outcome of each case		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Collect and organize data sharing incidents. 2. Analyze data to determine trends. 3. Provide report of findings for Department and City leadership annually. BSCC required reporting will be completed as instructed by the grant agreement.	Monterey Police Department Senior Administrative Analyst	10/01/2023 01/01/2025 01/01/2026 01/01/2027	12/31/2024 12/31/2025 12/31/2026 05/31/2027
List data and sources to be used to measure outcomes: Statistical data collected through the Police Department Records Management System. The Police Department Senior Administrative Analyst will develop reports throughout the grant period to determine trends and will provide a comparative analysis of any changes in retail theft levels. This information will be shared with the neighboring cities of Salinas, Sand City, Marina, Pacific Grove, Carmel-by-the-Sea and Del Rey Oaks.			

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

Name of Applicant: *City of Monterey 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	\$0.00
2. Services and Supplies	\$322,112.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$347,112.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

N/A

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Standard Implementation Fee	One time fee to implement system and cost of initial camera	\$650.00
Professional Services - Existing Infrastructure Implementation Fee	Implementation of existing infrastructure: \$150.00 for each of the 33 remaining cameras total: \$4,950.00	\$4,950.00
Provider Platform and ALPR Camera Maintenance	Annual recurring subtotal is \$105,500, divided by 12 months is \$8,792 per month; Grant period of 36 months @ \$8,792 per month total: \$316,512	\$316,512.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$322,112.00</b>

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

*A safety operating system provider will maintain the operating system once the cameras are installed. A one-time implementation fee of \$650.00 includes the cost of the first camera. Each additional camera is a cost of \$150.00 for a total of \$4,950.00. These fees are charged during the first year only and are not charged annually for the length of the contract.*

*Cost for maintaining the equipment and providing the operating system each year is \$105,500, divided by 12 equals \$8,792 per month. 36-month performance period multiplied by \$8,792 cost per month totals \$316,512 for the Project/Grant performance period.*



3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**3b. Professional Services Narrative**  
*N/A*

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**4b. Non-Governmental Organization (NGO) Subcontracts Narrative**  
*N/A*

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

**5b. Data Collection and Evaluation Narrative**  
*N/A*

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total



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.

TOTAL

\$0

\$0

**9b. Indirect Costs Narrative:**

N/A



## Appendix E: Local Impact Letter(s)

June 27, 2023

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

**RE: BSCC: Organized Retail Theft Prevention Grant Program Application**

To Whom it May Concern:

The City of Monterey is the lead applicant for the BSCC: Organized Retail Theft Prevention Grant Program. The City of Monterey's project for this application includes the installation of 34 Automated License Plate Readers (ALPR) throughout the City. The City will contract with the safety operating system provider to install the cameras, implement the operating system, and maintain the system on an annual basis. Police Department staff will be trained to utilize the system, analyze data, and adhere to grant reporting requirements. Staff will be fully trained in applicable privacy laws/regulations, securing data collected/stored and in City policies on limiting racial bias and surveillance technology.

There are no additional agencies involved in the City's application and no other agencies will be impacted by this grant project.

Should you require additional information or have any questions regarding the City's application, please contact Monterey Police Department Senior Administrative Analyst, Karen Faurot, at (831) 646-3827 or [faurot@monterey.org](mailto:faurot@monterey.org).

Sincerely,

Hans Uslar  
City Manager  
City of Monterey

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

The Monterey 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.

# Monterey Police Department

## Monterey 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.

##### **401.4.2 REPORTING OF STOPS**

As of **January 1, 2022**, 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 Monterey Police Department is the primary agency, the Monterey 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).

The Administration Division Commander, or their designee, is responsible for reviewing and conducting a monthly audit of the stop data reports and submitting required reports to the California Department of Justice (DOJ), monthly.

#### **401.5 SUPERVISOR RESPONSIBILITIES**

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used

# Monterey Police Department

Monterey PD Policy Manual

## *Bias-Based Policing*

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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 Assistant Chief of Police 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.

### **401.7 TRAINING**

Training on fair and objective policing and review of this policy should be conducted as directed by the Commander of the Administration Division (Training).

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

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

The Internal Affairs 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 Police Records/Detention Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy.

# Monterey Police Department

Monterey PD Policy Manual

## *Bias-Based Policing*

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As of **January 1, 2022**, supervisors should ensure that data stop reports are provided to the Police Records/Detention Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).



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## Automated License Plate Readers (ALPRs)

### 433.1 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.

### 433.2 POLICY

The policy of the Monterey 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.

### 433.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Monterey 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 Administration Division Commander. The Administration Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### 433.3.1 ALPR ADMINISTRATOR

The Administration Division Commander 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.

# Monterey Police Department

## Monterey PD Policy Manual

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

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

#### **433.4 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.

#### **433.5 DATA COLLECTION AND RETENTION**

The Administration Division Commander 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.

#### **433.6 ACCOUNTABILITY**

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

# Monterey Police Department

Monterey PD Policy Manual

## *Automated License Plate Readers (ALPRs)*

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- (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.

### **433.7 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 Administration Division Commander 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).

### **433.8 TRAINING**

The Personnel/IA Sergeant (Training) 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).