

Title	City of Jurupa Valley	07/07/2023
	by Terri Rollings in Organized Retail Theft Prevention Grant Program	id. 41331671
	trollings@jurupavalley.org	

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 Jurupa Valley**

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 **Riverside County Sheriff's Department - Jurupa Valley Station**

Applicant's Physical Address **8930 Limonite Ave.
Jurupa Valley
CA
92509
US**

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

Mailing Address for Payment **8930 Limonite Ave.
Jurupa Valley
CA
92509
US**

Tax Identification Number **45-22670785**

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 **John Shulda**

Project Director's Title with Agency/Department/Organization **Lieutenant of the Riverside County Sheriff's Department Jurupa Valley Station**

Project Director's Physical Address **7477 Mission Blvd
Jurupa Valley
CA
92509
US**

Project Director's Email Address **jshulda@riversidesheriff.org**

Project Director's Phone Number	+19513473516
Financial Officer	Connie Cardenas
Financial Officer's Title with Agency/Department/Organization	Financial Director of Administrative Services, City of Jurupa Valley
Financial Officer's Physical Address	8930 Limonite Ave. Jurupa Valley CA 92509 US
Financial Officer's Email Address	ccardenas@jurupavalley.org
Financial Officer's Phone Number	+19513326464
Day-To-Day Program Contact	Jonathan Bodnar
Day-To-Day Program Contact's Title	Sergeant of the Riverside County Sheriff's Department Jurupa Valley Station
Day-To-Day Program Contact's Physical Address	7477 Mission Blvd Jurupa Valley CA 92509 US
Day-To-Day Program Contact's Email Address	jbodnar@riversidesheriff.org
Day-To-Day Program Contact's Phone Number	+19519909195
Day-To-Day Fiscal Contact	Jonathan Bodnar
Day-To-Day Fiscal Contact's Title	Sergeant of the Riverside County Sheriff's Department Jurupa Valley Station
Day-To-Day Fiscal Contact's Physical Address	7477 Mission Blvd Jurupa Valley CA 92509 US

Day-To-Day Fiscal Contact's Email Address	jbodnar@riversidesheriff.org
Day-To-Day Fiscal Contact's Phone Number	+19519909195
Name of Authorized Officer	Rod Butler
Authorized Officer's Title	City Manager of Jurupa Valley
Authorized Officer's Physical Address	8930 Limonite Ave Jurupa Valley CA 92509 US
Authorized Officer's Email Address	rbutler@jurupavalley.org
Authorized Officer's Phone Number	+19513326464
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	Organized Theft Prevention Project
Proposal Summary	The Riverside County Sheriff's Department and Jurupa Valley City Council request BSCC funding to implement the Jurupa Valley Organized Theft Prevention Project to address increasing organized motor vehicle and retail theft within Jurupa Valley. The project includes installing 60 Flock Cameras, each equipped with License Plate Capture Technology, and creating a Small Business Retail Theft Prevention Campaign. The force multiplier capabilities of the OTP Project will improve operational efficiency and strengthen the department's abilities to investigate, apprehend, and prosecute motor vehicle and retail perpetrators throughout the City of Jurupa Valley.

**PROGRAM
PURPOSE AREAS**

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

**Program Purpose
Areas (PPAs):**

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

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

1.1 - Needs and How They Were Determined

The Riverside County Sheriff Department's (RCSD) Organized Theft Prevention (OTP) Project is a comprehensive initiative which has been developed to address the issues of organized motor vehicle and retail theft in the City of Jurupa Valley (City). The project was conceptualized after a thorough analysis of crime data and trends in the City, which revealed the city has been experiencing long-term conflicts with motor vehicle and organized retail thefts for the past three years. The analysis revealed approximately 340 vehicle thefts occurring each year, combined with over 200 reports of commercial burglaries annually. Overall, there have been 2,718 reported thefts in the last year alone, causing increasing concern for law enforcement and residents.

The RCSD's thorough needs assessment was comprised of a comprehensive review of the crime data, discussions with law enforcement officials, and a review of best practices in other

jurisdictions. This assessment revealed the city was facing a growing problem of organized motor vehicle theft, fueled by the increasing demand for stolen vehicles to be resold or dismantled for resale of parts. An increasing pattern of organized retail theft has been observed alongside similar issues in neighboring jurisdictions, threatening the safety and livelihood of Jurupa Valley residents.

1.2 - Conditions That Contribute to Needs

The City's disadvantaged status, its proximity to high crime cities, and the limited resources of the RCSD contribute the need of the OTP Project. According to CalEnviroScreen 4.0, 55% of Jurupa Valley residents are among the top 25% most disadvantaged individuals in the state. These residents are more likely to experience property theft due to living in uninvested areas with minimal police presence. Experiencing these crimes, while additionally faced with the challenges of a disadvantaged situation, leads individuals to become more likely to engage in deviant behaviors due to the frustration caused by these factors.

The City of Jurupa Valley straddles the border of San Bernardino County and Riverside County and is within 20 miles of Orange and Los Angeles counties. The RCSD has observed that criminals move through jurisdictional boundaries to commit crimes, making investigations challenging. The RCSD is unable to manage these growing and changing crime patterns due to thinly spread resources and limited technology. The City's current surveillance system only contains 20 cameras spread over 44 square miles, which limits police monitoring and tracking capabilities. The RCSD must spread their resources across the county, rather than focused on a single city, leaving the department ill-equipped to combat the rising rates of organized motor vehicle and retail thefts within Jurupa Valley.

1.3 - Crime Statistics

The crime statistics from June 1, 2022 to May 31, 2023 display the extent of the City's theft issues. Out of the total 3,378 Part 1 crimes that occurred within the City, thefts accounted for a staggering 80%. Further analysis of the data reveals that out of the 666 burglaries, 32% were commercial and 52% were vehicle related. This highlights the need for additional measures to be taken to prevent vehicle thefts and secure commercial properties. The city reported 1,218 larceny thefts, with 805 petty thefts and 413 grand thefts. During this period, Riverside County had a total of 2,017 catalytic converter thefts. Surprisingly, 9% of these thefts occurred in Jurupa Valley, a city that only accounts for 4% of the county's population. This alarming discrepancy in theft rates necessitates immediate action to combat organized retail and vehicle theft within the City.

The most dangerous and concerning of these crimes are performed by organized groups. Between October 2022 and April 2023, a string of armed burglaries targeting T-Mobile, Verizon, and Spectrum wireless stores occurred across Riverside, San Bernardino, and Los Angeles counties. The perpetrators of these burglaries stole more than \$500,000 worth of cellular phones, tablets, and smartwatches.

During the Jurupa Valley robbery, a witness managed to obtain a partial license plate of a suspect vehicle. Leveraging Flock's Automatic License Plate Reader (ALPR) technology, law enforcement successfully traced and identified the complete license plate of the suspect vehicle. Subsequently, an alert was generated when the vehicle was spotted in the Desert Hot Springs area, leading to a prompt stop by deputies. Upon arrival, Jurupa Valley Special Enforcement Team (SET) deputies conducted an interview with the driver, which led to the identification and arrest of ten adults and seven juveniles in various counties. The investigation involved a coordinated effort between the Riverside County Sheriff's Office, San Bernardino Sheriff's Office, San Bernardino Police Department, and other local law enforcement agencies. The success of ALPR technology and the coordination between jurisdictions in this investigation are the results RCSD intends to replicate through the activities of the OTP Project.

Grant funding is necessary for the RCSD to address the organized motor vehicle and retail theft issues in Jurupa Valley, primarily through the procurement of state-of-the-art cameras with ALPR technology. The force multiplying benefits of this technology will enable the RCSD to monitor high-traffic areas in Jurupa Valley to identify and track vehicles involved in organized motor vehicle and retail thefts. Moreover, the funding will allow the RCSD to bolster its staff hours, including sergeants and deputies, who can work collaboratively to investigate and prevent theft incidents. Community education is a crucial aspect of combating theft. Grant funding will allow the RCSD to implement the Small Business Retail Theft Prevention Program (SBRTTP) to equip retailers with theft prevention strategies to protect their businesses. The campaign will supply residents with police knowledge, enhancing collaboration to prevent theft incidents, and fostering trust within the community. To effectively handle the prevalent issues of organized motor vehicle and retail theft in Jurupa Valley, the RCSD must allocate its resources countywide while also ensuring that its other duties are not overlooked. With the latest technology, additional staff hours, and community education programs, the RCSD can optimize its efficiency and effectiveness to achieve greater success in fighting organized motor vehicle and retail theft.

Project Description

2.1 - Proposed Activities

The Project is comprised of three primary activities aimed at reducing crime and increasing safety in the City.

Firstly, the purchase and installation of 60 new Flock Cameras will be carried out within six months of funding. The new cameras will be placed in crime central areas and will significantly widen the scope of surveillance. The Flock Cameras do not provide a live feed and the ALPR will only record the rear of a car, noting the make, model, year, and license plate. Flock data will be stored for 30 days. The RCSD can access the cameras on phones, computers, and through their cars, leading to quick accessibility to the systems' data files. Flock cameras have a variety of search capabilities, allowing officers to

type in a brief description of a suspected vehicle and locate where the vehicle has been. The system additionally sends a text or email if cameras capture a vehicle of interest. The RCSD is familiar with this system, reporting the capture of 5 million plate reads within 30 days in Jurupa Valley. Increased data from strategically placed new cameras will greatly assist in the tracking of criminals moving through jurisdictions and result in an increased rate of arrests. This technology will be useful in the investigation of all crimes, not only vehicle and retail theft, significantly benefitting RCSD operations and improving its ability to support the City.

Flock Camera implementation will initially focus on Limonite Blvd./Mission Blvd. which are the two prime locations for both motor vehicle and retail thefts. Mission Blvd. is a large arterial with extensive commercial centers and many individuals experiencing homelessness who commit catalytic converter thefts to trade stolen items for cash. Additional locations for cameras include Pat's Ranch Rd./Limonite Blvd.; Country Village Rd./I-60; and Limonite Blvd./Van Buren Blvd. These are high traffic flow intersections where Flock cameras would capture the largest number of vehicles. However, Flock cameras are easily moved from one location to another, allowing RCSD to address changing crime patterns.

Secondly, the OTP Project increases the RCSD's capability to execute vehicle theft operations. The Project includes the creation of a Retail Theft Task Force and dedicated Jurupa Valley Vehicle Theft Task Force. RCSD has a countywide auto theft task force (RAID). Which is responsible for contract cities and unincorporated areas of Riverside County, as well as assisting in jurisdictions not policed by the sheriff's office. This grant would enable the Jurupa Valley branch of the RCSD to create specific programs to target vehicle theft and organized retail theft. Grant funding will allow for the creation of the Vehicle Theft Task Force, with 800 hours (distributed between eight deputies and one sergeant) dedicated to six operations each year of the grant period. Similarly, 365 hours would be dedicated to the new Retail Theft Task Force and split between three deputies and one sergeant each year of the grant period. The implementation of both task forces ensure staff hours are dedicated to investigating organized motor vehicle theft and retail theft crimes. Officer hours dedicated to these operations, combined with a boost in technological capabilities, will result in more efficient investigations and increased arrests. With more time dedicated to organized crime, officers will be able to conduct more frequent and thorough patrols, increasing the likelihood of catching criminals in the act. Additionally, each task force will be able to respond more quickly to incidents, allowing them to apprehend suspects before they have a chance to flee the scene. Increased hours and new equipment will expedite evidence gathering and analysis, leading to faster suspect identification and greater arrests. This will also be a deterrent to potential criminals, as they will see law enforcement actively pursuing and punishing those who commit crimes. A focused police presence will both deter criminals and ensure swift action against organized motor vehicle and retail theft perpetrators.

Lastly, the project aims to establish the Small Business Retail Theft Prevention Program to address the issue of retail theft in small businesses such as “mom and pop” stores and gas stations. These small businesses do not have the resources or knowledge to combat these crimes, leaving them helpless. Grant funding will allow the City to hire a Small Business Retail Theft Prevention (SBRTTP) Coordinator to collaborate with the RCSD and create a training program for small businesses. This program would include three police-led training sessions each year of the grant period, as well as informational flyers and demonstrations to share theft prevention strategies and develop relationships with small business. Grant funding will support the purchase of a vehicle that will be dedicated to SBRTTP operations and will be assigned to the new SBRTTP Coordinator. The SBRTTP Coordinator will be the Project Liaison between the City and RCSD and assist in developing program materials, hosting training events, and participating in other project management activities. The SBRTTP Program will help small business owners feel more secure and confident in their ability to protect their businesses, ultimately leading to a safer community.

Implementation of the proposed activities is estimated to take approximately 6 months and will continue throughout the three-year grant period. The Jurupa Valley Sheriff’s Station, who has a close relationship with the nearby Riverside Police Department (located southeast of Jurupa Valley) and other law enforcement partners, will utilize these connections to support the OTP Project through collaboration and sharing of data and Small Business Retail Theft Prevention Program resources.

2.2 Project Goals & Objectives

The Project's goals and objectives align with the identified needs as well as the intent of the grant program. The completed Project Work Plan details the goals and objectives and how those will be achieved. The OTP Project Goals are to Reduce Vehicle Theft Crime in Jurupa Valley, Reduce Retail Crime Rates, and Demonstrate Project Influence & Fidelity. Project objectives include: implementing Flock Cameras; increasing officer hours dedicated to organized crime operations and investigations; implementing the SBRTTP; performing data analysis to demonstrate Project influence; and demonstrating Project’s fiscal competence.

The Project activities will achieve the identified goals in the following ways:

- Establishing an Organized Theft Task Force Teams for Motor Vehicle and Retail crimes
- Utilizing the Flock Cameras System effectively.
- Implementing the Small Business Retail Theft Prevention Program.
- Creating the Local Evaluation Plan and Report for BSCC.

2.3 - Project Rationale

OTP activities are crucial to achieving the Project ‘s goals. A study published in Police Chief magazine concluded that the use of ALPR

technology can significantly increase the ability to detect stolen cars by up to 140%. A separate study from Justice Quarterly shows the deployment of multiple interventions alongside camera surveillance can generate greater effects than camera surveillance alone. As such, the Project includes additional interventions of creating special task forces with increased overtime hours for investigations and special operations, and community outreach alongside camera surveillance to achieve the desired outcomes.

Between March and April 2023, an investigation was carried out by SET deputies to address the numerous thefts of vehicle catalytic converters. Deputies utilized existing ALPR technology to identify a vehicle suspected to be involved in the crimes and connected the vehicle to multiple jurisdictions. As a result, a collaborative effort was initiated among the Riverside, San Bernardino, and Orange counties Sheriff Office's to locate the suspect vehicle and initiate a surveillance operation. Two individuals were identified as suspects and arrested, illustrating the efficacy and investigative importance of this technology.

The ALPR data would be rendered futile without sufficient personnel to actively pursue the leads. A comprehensive report by CBS News recounted how a police department in Colorado failed to leverage LPC data due to a dearth of personnel. To mitigate the risk of such an outcome, this project allocates funds to cover overtime hours for staff engaged in organized motor vehicle theft and retail theft investigations and operations, ensuring the invaluable data acquired through ALPR technology remains utilized.

The proposed Project demonstrates a comprehensive approach to reducing property crime and enhancing safety in the city. The installation of strategically placed Flock cameras will significantly expand the surveillance capabilities of the RCSD, providing valuable data for tracking criminals and investigating various types of crimes. By focusing on high-theft areas yet being adaptable to shifting crime patterns, this cutting-edge technology will increase the rate of criminal capture. Increased overtime hours dedicated to vehicle and retail theft operations will empower officers to conduct more frequent patrols, respond rapidly to incidents, gather evidence efficiently, and ultimately increase arrests. Hiring an SB RTP Coordination and establishing an SB RTP Program will equip small business owners with the necessary training and resources to combat retail theft, fostering stronger police-community relationships and creating a safer environment for all.

2.4 - Project Policies

The RCSD's Automated License Plate Readers Policy 412 ensures compliance with applicable privacy laws and regulations. The policy outlines specific guidelines for data collection and retention, accountability, and data security. Access to and use of stored data is closely safeguarded and protected by both procedural and technological means, and if for legitimate law enforcement purposes only. Any breach or unauthorized or unintentional release of ALPR information will be reported to the Support Services Chief Deputy. Reasonable suspicion or probable cause is not required before using

an ALPR.

RCSD's Bias-Based Policing Policy 406 aims to prevent bias-based policing and provides clear guidelines for considering protected characteristics. Characteristics should only be used when there is credible, timely, and distinct information connecting a person or people to a specific unlawful incident, criminal patterns, or schemes. Members are also prohibited from collecting information from a person based on religious belief, practice, affiliation, national origin, or ethnicity unless permitted under state or federal law.

Project
Organizational
Capacity and
Coordination

3.1 - Management Ability

Project management and oversight will be provided by the Project Director, Lieutenant Jon Shulda, and the day-to-day program and fiscal contact, Sergeant Jon Bodnar. Lt. Shulda has over 22 years of experience of RCSD low enforcement with extensive training in special projects management, operations, and surveillance protocols. Sgt. Bodnar has worked in law enforcement for 18 years, has two years of experience managing special police operations and programs, and has received training in surveillance operations and vehicle theft investigations. Connie Cardenas has been the Financial Director of Administrative Services for the City of Jurupa Valley for the past 5 years and has over 20 years of experience in fiscal management. The OTP Project requires the hiring of a Retail Theft Prevention Campaign Coordinator, a City employee who will be responsible for coordinating the SBRTTP Program and acting as liaison between the City and RCSD. The Coordinator will be selected based on previous experience in managing similar projects and will work closely with the RCSD to address the retail theft issue. The RCSD retains the necessary staffing, qualifications, and training to administer the proposed project, with established deputies available to begin implementation upon grant award.

3.2 - Agency Coordination

The long-standing partnership between the RCSD and the neighboring Riverside Police Department ensures collaboration to apprehend criminals who traverse Jurupa Valley and Riverside city limits. The combined expertise and resources of these agencies is instrumental in supporting this Project to achieve its goals and make a significant community impact. Additional relationships between RCSD and the San Bernadino Sheriff's Department, Orange County Department, and Los Angeles County Department are well established and will facilitate organized motor vehicle and retail theft investigations. The proposed Project currently does not have any memorandums of understanding in place.

3.3 - Project Timeline

The RCSD and City are prepared to proceed with project implementation upon grant award. RCSD will establish the Vehicle Theft and Retail Theft Task Forces by designating roles and increasing officer hours by January 1, 2024. To prepare for Flock Camera installation, Sgt. Bodnar will procure all necessary permits and design a camera placement plan by February 1, 2024. Following

implementation of the task forces and Flock cameras, investigations and special operations will continue throughout the three-year grant period.

The City will advertise and hire the Small Business Retail Theft Prevention Coordinator by the end of January 2024. The Coordinator will then develop the SB RTP program, training, and marketing material with an estimated completion of April 2024. The SB RTP Coordinator will assist with Project communication between the City and RCSD, host SB RTP Training sessions, and manage project activities throughout the remaining grant period. It is anticipated that Project activities will be completed within the program's 6-month implementation period from October 1, 2023 to April 1, 2024.

Beginning in February 2024, the Project management team will attend regular meetings to discuss Project progress and ensure task completion, continuing through December 2026. In November 2026, Lt. Shulda will begin the bid process to select an agency to complete a financial audit of the program. Additionally, during the same month a RCSD deputy will be tasked with analyzing the effects of the Project from data collection throughout the grant period, as well as creating the Local Evaluation Report.

3.4 - Management Structure

Lieutenant Shulda will be accountable for Project supervision and decision making. Sergeant Bodnar will be managing the majority of RCSD day-to-day activities, including motor vehicle and retail theft operations, as well as deputy management. To ensure the smooth financial management of the project, Connie Cardenas has been appointed as the Financial Officer and will be coordinating with RCSD and the City to manage financial reporting of the project and purchasing necessary equipment. The SB RTP Coordinator will be responsible for coordinating communications between the City and the RCSD, and managing all activities related to the SB RTP Program.

Project Evaluation and Monitoring

4.1 - Monitoring Activities & Measures

Project evaluation will be conducted by a qualified RCSD deputy with a supervising sergeant reviewing all evaluation efforts. The officers will be responsible for monitoring the Project's progress and ensuring it is implemented as intended. Lt. Shulda will be responsible for monitoring Project start-up, team meetings, and implementation to ensure timeline milestones are met. Monitoring activities will be incorporated into the three project phases. Monitoring service delivery activities will include regular data collection, data processing, and progress reports.

4.2 – Process and Outcome Measures

The OTP Project goals of Reduce Vehicle Theft Crime in Jurupa Valley, Reduce Retail Crime Rates, and Demonstrate Project Influence & Fidelity are aimed to advance the prevention and response to organized retail and vehicle theft. The process and outcome measures for these goals include:

G1: Process Measures: Allot 800 overtime and dedicated task force hours to complete vehicle theft investigations and special operations each year; conduct 6 additional operations each year; install 60 surveillance cameras.

G1: Outcome Measures: 55% reduction in organized vehicle theft within one year of project implementation; increased number of organized vehicle theft offenders arrested; increased scope and range of surveillance system.

G2: Process Measures: Increase overtime hours (200 per year) for 4 officers dedicated to retail theft investigations; utilize ALPR data gained to conduct high intensity investigations; hire SBRTTP Coordinator; host 9 SBRTTP training sessions; conduct Retail Theft operations with retailers.

G2: Process Outcomes: 50% reduction in organized retail theft within 1.5 years of project implementation; increased scope of investigations; increased number of tips and information provided by the community; reduction in retail thefts in businesses who participated in SBRTTP.

G3: Process Measures: Monthly collection of Flock Camera data; review project plan; conduct quarterly coordination meetings throughout grant period; hire Financial Auditor; provide financial records and assistance as needed; prepare/submit Local Evaluation Plan; prepare/submit Local Evaluation Report; submit Final Audit.

G3: Outcome Measures: Demonstrated project influence on motor vehicle and retail crime in Jurupa Valley. Demonstrated project management competence. Demonstrated fiscal competence.

4.3 - Monitoring Plan

Lt. Shulda and Sgt. Bodnar will be responsible for monitoring Project progress to ensure timeline milestones for project tasks are met. Internal team meeting will guarantee communication efforts are consistent and any potential challenges are identified and quickly resolved. Project success analysis will be conducted quarterly and includes a review of pre-/post-project implementation data and effectiveness of field operations. Analysis of the SBRTTP Program will include attendance records, community feedback, small business owner feedback, and law enforcement officer feedback. Feedback will be collected through statistics, logs and analysis related to arrests and reported thefts.

4.4 - Data Collection/Evaluation & Research Methodology

The RCSD will compile baseline crime statistics to be compared with post-implementation results monthly. A qualified officer will gather and organize Flock camera data, to track OTP Project progress and results along the way. The RCSD will analyze a variety of statistics to determine the impact of the Project including: the number of cars passing through ALPR cameras; the number of stolen cars identified; and the number of investigations aided by ALPR technology. At the end of each grant year, the RCSD will evaluate how many investigations were completed and how successful project activities were in increasing arrests.

Research methodology will include a comparison of pre-project data and post-project implementation data to identify patterns, assess Project outcomes, and formulate the Local Evaluation Plan and Local Evaluation Report. The RCSD plans to engage a deputy with specialized expertise from the crime analysis division to develop a comprehensive approach, encompassing the following strategic elements: careful consideration of the Project goals, selection of an appropriate research design, identification of a suitable sampling method, determination of the data collection methods and procedures, and the establishment of data analysis strategies.

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

[App_I_OTP_Budget_Attachment.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)

[App_B_Project_Work_Plan_Final.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[App_D_Grantee_Assurance_for_NGOs.pdf](#)

Local Impact Letter(s) (Appendix E)

[App_E_DA_Local_Impact_Letter.pdf](#)

Letter(s) of Commitment, (Appendix F)

[App_F__Letter_of_Commitment.docx](#)

Policies Limiting Racial Bias

[App_J_Policy_406_Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[App_J_Policy_412__Automated_License_Plate_Readers.pdf](#)

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

[App_G_Certification_of_Compliance_Signed.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[App_H_Resolution_.docx](#)

OPTIONAL:
Bibliography

Maas, Brian. “Lakewood police unable to pursue stolen cars identified by high-tech system.” CBS News. 1 December 2022. 17 June 2023. <https://www.cbsnews.com/colorado/news/lakewood-police-unable-pursue-stolen-cars-identified-high-tech-system/>

Olson, Michael. “How Poverty Drives Violent Crime.” OK Justice Reform. 7 December 2021. 16 June 2023. <https://okjusticereform.org/2021/12/how-poverty-drives-violent-crime/>.

Potts, Jason. “Research in Brief: Assessing the Effectiveness of Automatic License Plate Readers.” Police Chief, March 2018, www.theiacp.org/sites/default/files/2018-08/March%202018%20RIB.pdf.

Welsh, Brandon C., and David P. Farrington. “Public Area CCTV and Crime Prevention: An Updated Systematic Review and Meta-analysis.” *Justice Quarterly*, vol. 26, no. 4, 2009, pp. 716–745, doi:10.1080/07418820802506206.

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:	Reduce Vehicle Theft Crime in Jurupa Valley		
Objectives	<ul style="list-style-type: none"> A. Create officer overtime hours dedicated to vehicle theft investigations. B. Conduct special field operations targeting vehicle theft (bait car operations, high saturation patrol in known motor vehicle theft areas, proactive sweeps, and compliance checks of known suspects on parole or probation for vehicle theft.) C. Implement and manage proven theft prevention and investigation technology. 		
Process Measures and Outcome Measures:	<p>Process Measures:</p> <ul style="list-style-type: none"> A. Implement 800 officer overtime hours to dedicated vehicle theft investigations and operations each year. B. Utilize vehicle theft task force to conduct 6 additional field operations each year. C. Install 60 surveillance cameras with ALPR throughout Jurupa Valley. <p>Outcome Measures:</p> <ul style="list-style-type: none"> A. Reduction in organized vehicle theft within one year of project implementation. B. Increased number of organized vehicle theft offenders arrested. C. Increased scope and range of surveillance system. 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<p>A. Increased Officer Hours</p> <ol style="list-style-type: none"> 1. Establish Organized Vehicle Theft Task Force team and designated roles. 2. Increase overtime hours for officers dedicated to organized vehicle theft investigations. <p>B. Motor Vehicle Operations</p> <ol style="list-style-type: none"> 1. Create a Vehicle Theft Task Force Action Plan. 2. Assign officers of Organized Vehicle Theft Task Force to new cases. 3. Conduct high intensity vehicle theft investigations and special field operations. <p>C. Investigation Technology</p> <ol style="list-style-type: none"> 1. Procure all necessary city permits. 2. Design camera location plan. 3. Purchase 60 Flock Cameras. 4. Install cameras on highly trafficked roads. 	<p>A-1. Sergeant Bodnar A-2. Lieutenant Shulda</p> <p>B-1. Sergeant Bodnar B-2. Lieutenant Shulda</p> <p>B-3. Sergeant Bodnar</p> <p>C-1. Sergeant Bodnar C-2. Lieutenant Shulda, Sergeant Bodnar C-3. Sergeant Bodnar C-4. Sergeant Bodnar</p>	<p>A-1. 12/1/23 A-2. 01/1/24</p> <p>B-1. 12/1/23 B-2. 01/1/24</p> <p>B-3. 01/1/24</p> <p>C-1. 11/1/23 C-2. 11/1/23</p> <p>C-3. 02/1/24 C-4. 03/1/24</p>	<p>A-1. 12/31/23 A-2. 12/31/26</p> <p>B-1. 12/31/23 B-2. 12/31/26</p> <p>B-3. 12/31/26</p> <p>C-1. 02/1/24 C-2. 12/31/23</p> <p>C-3. 02/29/24 C-4. 03/31/24</p>
<p>List data and sources to be used to measure outcomes:</p> <ol style="list-style-type: none"> A. Vehicle Theft Task Force team roster/ roles, officer work schedule, and timesheets of extra hours dedicated by officers. B. Vehicle Theft Task Force Action Plan, and case assignments with data containing the number of new investigations and arrests. C. Flock Camera permits, location data, permits, and scope of work for installation. 			

(2) Goal:	Reduce Retail Crime in Jurupa Valley		
Objectives	A. Increase staff hours and special operations dedicated to investigations of retail theft. B. Manage proven theft prevention and investigation technology. C. Implement the Small Business Retail Theft Prevention Program.		
Process Measures and Outcome Measures:	Process Measures: A. Create officer overtime hours to 365 per year for 4 officers dedicated to retail theft investigations. B. Conduct Retail Theft operations with retailers to combat loss prevention and increase communication with law enforcement. C. Utilized data gained from implemented technology to conduct high intensity investigations. D. Host 9 training classes for the Small Business Retail Theft Prevention Program (SB RTP). E. Hire Retail Theft Prevention Coordinator for manage SB RTP. Outcome Measures: A. Reduction in organized retail theft within 1.5 years of project implementation. B. Increased scope and investigations. C. Increased number of tips and information provided by the community and decreased number of retail thefts in businesses who participated in the Small Business Retail Theft Prevention Program.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Increase Officer Operations 1. Assign three deputies to Organized Retail Theft Task Force 2. Establish a task force plan. 3. Increase overtime hours to 200 hours per year per deputies dedicated to task force activities. (365 hours per year x 3 years = 1,095 hours) B. Investigation Technology 1. Train Task Force deputies on Flock Camera System. 2. Utilize Flock Camera System for task force investigations.	A-1. Sergeant Bodnar A-2. Lieutenant Shulda, Sergeant Bodnar A-3. Lieutenant Shulda B-1. Sergeant Bodnar B-2. Sergeant Bodnar/ Task Force C-1. Lieutenant Shulda C-2. Lieutenant Shulda,	A-1. 03/1/24 A-2. 03/1/24 A-3. 03/31/24 B-1. 03/1/24 B-2. 03/31/24 C-1. 11/1/23 C-2. 01/1/24	A-1. 03/15/24 A-2. 03/31/24 A-3. 12/31/26 B-1. 03/15/24 B-2. 12/31/26 C-1. 1/31/24 C-2. 01/31/24

<p>C. Small Business Retail Theft Prevention Program (SBRTP)</p> <ol style="list-style-type: none"> 1. Hire Retail Theft Prevention Coordinator. 2. Establish a 3-year program plan. 3. Establish training plan for Small Business Retail Theft Prevention Training classes. 4. Hire graphic & web designers for program materials. 5. Purchase program marketing materials. 6. Purchase program training materials. 7. Host 3 program training events each year of grant period. 8. Develop innovative community involvement methods to compliment established program (presentations at community events, public awareness announcements, etc.) 	<p>Sergeant Bodnar, SBRTTP Coordinator C-3. Lieutenant Shulda, Sergeant Bodnar C-4. SBRTTP Program Coordinator C-5. SBRTTP Program Coordinator C-6. SBRTTP Program Coordinator C-7. SBRTTP Program Coordinator, Sergeant Bodnar C-8. SBRTTP Program Coordinator, Sergeant Bodnar</p>	<p>C-3. 02/1/24 C-4. 03/1/24 C-5. 05/1/24 C-6. 05/1/24 C-7. 06/1/24 C-8. 06/1/24</p>	<p>C-3. 02/29/24 C-4. 04/30/24 C-5. 05/31/24 C-6. 05/31/24 C-7. 12/31/26 C-8. 12/31/26</p>
<p>List data and sources to be used to measure outcomes:</p> <ol style="list-style-type: none"> A. Task Force Action Plan, Task Force Assignment, and Allocated Hours Reports. B. Flock Camera System Access Roster, and case assignments with data containing the number of new investigations, special operations, and arrests. C. SBRTTP Coordinator Resume, 3 year Program Plan, SBRTTP Training Plan, training participants list, program materials, and marketing materials. 			

(3) Goal:	Demonstrate Project Influence and Fidelity		
Objectives	A. Perform analysis of pre-/post-project data to demonstrate project influence. B. Conduct quarterly meetings to share data and track project performance. C. Perform financial audit to demonstrate project's fiscal competence.		
Process Measures and Outcome Measures:	Process Measures: <ul style="list-style-type: none"> A. Gather Flock Camera data monthly, review project plans (Small Business Retail Theft Prevention Program Plan Vehicle Theft Action Plan, and Retail Theft Action Plan.) B. Prepare/submit Local Evaluation Plan and Local Evaluation Report. C. Quarterly coordination meetings in grant period. D. Hire Financial Auditor, provide financial records and assistance as needed. Outcome Measures: <ul style="list-style-type: none"> A. Demonstrated project influence on motor vehicle and retail crime in Jurupa Valley. B. Demonstrated project management competence. C. Demonstrated fiscal competence. 		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
A. Data Analysis <ol style="list-style-type: none"> 1. Assign deputy to Data Analyst Role and explain project requirements. 2. Oversee deputy task work monthly throughout project 3. Develop Local Evaluation Plan to submit to BSCC. 4. Develop Local Evaluation Report to submit to BSCC. B. Team Meetings <ol style="list-style-type: none"> 1. Schedule initial team meeting to discuss grant plan. 2. Establish regular meeting times to discuss data analysis task completion and project advancement. C. Financial Audit <ol style="list-style-type: none"> 1. Prepare bid documents to solicit financial audit agency. 2. Select an outside agency to perform audit. 	A-1. Sergeant Bodnar A-2. Sergeant Bodnar A-3. Lieutenant Shulda, Sergeant Bodnar A-4. Lieutenant Shulda, Sergeant Bodnar B-1. Lieutenant Shulda B-2. Lieutenant Shulda C-1. Lieutenant Shulda C-2. Lieutenant Shulda	A-1. 04/1/24 A-2. 04/1/24 A-3. 01/1/24 A-4. 01/1/27 B-1. 02/1/24 B-2. 02/15/24 C-1. 11/15/26 C-2. 01/1/27	A-1. 04/7/24 A-2. 12/31/26 A-3. 04/1/24 A-4. 06/1/27 B-1. 02/15/24 B-2. 12/31/26 C-1. 12/31/26 C-2. 02/1/27

3. Check in with agency to ensure audit will be completed on time.	C-3. Lieutenant Shulda	C-3. 02/1/27	C-3. 05/15/27
4. Develop/submit Final Audit to BSCC by 6/1/27	C-4. Lieutenant Shulda	C-3. 05/16/27	C-3. 06/1/27
List data and sources to be used to measure outcomes: Project Analysis Plan, Local Evaluation Report, and Financial Audit Report.			

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

Name of Applicant: *City Council of Jurupa Valley*

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	\$1,047,397.00
2. Services and Supplies	\$37,500.00
3. Professional Services or Public Agencies	\$4,200.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$92,916.00
6. Equipment/Fixed Assets	\$799,304.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$11,601.00
9. Indirect Costs	\$201,792.00
TOTAL	\$2,219,710.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Vehicle Theft Task Force - Deputy Overtime Pay	(\$117 per hour x 15 hours x 6 operations per year = \$10,530 per year) x 8 Deputies x 3 years	\$252,720.00
Vehicle Theft Task Force - Sergeant Overtime Pay	(\$151 per hour x 15 hours x 6 operations per year = \$13,590 per year) x 3 years	\$40,770.00
Retail Theft Task Force - Deputy Overtime Pay	(\$117 per hour x (90 hours (operations) + 110 hours (investigations)) = \$23,400 per year) x 3 Deputies x 3 years	\$210,600.00
Retail Theft Task Force- Sergeant Overtime Pay	(\$151 per hour x 165 hours = \$24,915 per year) x 3 years	\$74,745.00
Small Business Retail Theft Prevention Coordinator	Full Salary and Benefits = \$119,998 per year x 3 years	\$359,994.00
Small Business Retail Theft Prevention Training - Deputy Overtime Pay	(\$117 per hour x 3 events x 3 hours = \$1,053 per year) x 2 deputies x 3 years	\$6,318.00
Small Business Retail Theft Prevention Coordinator - City Supervisor Pay	\$34,083 per year (416 hours per year) x 3 years	\$102,250.00
		\$0.00
TOTAL		\$1,047,397.00

1b. Salaries & Benefits Narrative:

This project requests \$945,147 to fund staff positions and overtime hours over the course of the three-year grant period. All task force operations are in addition to each officers established hours and responsibilities. This amount includes overtime pay for tasks pertaining to vehicle theft operations, retail theft operations, as well as the salary for the City staff member position of Retail Theft Prevention Coordinator. Each hourly rate includes a 20% margin increase, as hourly rates are expected to increase within the grant period.

*Vehicle Theft Operations require 8 deputies and 1 Sergeant per operation with approximately 15 hours invested by each officer. This project intends to create a new task force that performs 6 operations per year.
Deputy overtime pay = \$10,530 per year x 8 officers x 3 years = \$252,720. Sergeant overtime pay = \$13,590 per year x 3 years = \$40,770.*

*Overtime hours are needed to create an Organized Retail Theft Task Force with three officers and one sergeant to monitor, investigate, and apprehend retail theft criminals through 6 operations each year. The RCSD intends to enact 6 operations, each requiring 15 hours per officer (3 deputies and 1 sergeant), throughout the grant period. It is also expected that 110 hours per officer will be needed to execute additional investigations and task force planning activities in anticipation of the rising organized retail theft crime rates.
Deputy overtime pay = \$23,400 per year x 3 deputies x 3 years = \$210,600
Sergeant overtime pay = \$24,915 per year x 3 years = \$74,745*

*The role of Retail Theft Prevention Coordinator includes management of project coordination between the City of Jurupa Valley and the Riverside County Sheriff's Department for project activities, hiring a graphic & web designer, and procuring materials for the Small Business Retail Theft Prevention Program. The Coordinator position requires a supervisor from the City to assist and monitor their work. The Supervisor will work 8 hours of overtime dedicated to this project each week of the three-year grant period.
Full Salary and Benefits for Coordinator position = \$119,998 x 3 years = \$359,994
City Supervisor Pay = \$34,083 per year (for 416 hours) x 3 years = \$102,250*

*Additional hours are needed to dedicate officer hours to the Small Business Retail Theft Prevention Program Training sessions. These positions are critical for ensuring maximum utilization of data obtained through implementation of project equipment/technology and achieving the project's goals and objectives. The RCSD intends to host 3 training events each year, lasting 3 hours from project set up to break down.
Deputy overtime pay = \$1,053 x 2 deputies x 3 years = \$6,318*

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Small Business Retail Theft Prevention Training Materials	Models, training posters, informational materials, training videos	\$12,500.00
Small Business Retail Theft Prevention Training Certification Signs	\$25 per sign x 300 units	\$7,500.00
Small Business Retail Theft Prevention Marketing Materials	Flyers (\$0.10 per unit x 25,000 = \$2,500) Pamphlets (\$0.10 per unit x 25,000 = \$2,500) Promotional Online Media (\$5,000)	\$10,000.00
Small Business Retail Theft Prevention Coordinator - Office Supplies	Average office supplies expense = \$2,500 x 3 years	\$7,500.00
		\$0.00
		\$0.00
		\$0.00

		\$0.00
	TOTAL	\$37,500.00

2b. Services and Supplies Narrative:

Small Business Retail Theft Prevention Training Materials:

An allocation of \$12,500 is dedicated to Small Business Retail Theft Prevention Training Materials, such as models, training posters, training videos, and informational materials. These resources for training sessions will equip small business owners and employees with the knowledge and skills necessary to prevent organized theft incidents.

Certification Signs:

A budget of \$7,500 is allocated to creating Certification Signs for businesses who participate in the training program. These signs will serve as visible indicators that businesses have undergone the training program and are capable of effectively managing retail thieves. These signs will deter criminals and enhance community trust.

Marketing Materials:

A budget of \$10,000 for flyers, pamphlets, and promotional media will be used to raise awareness and promote participation in the program among small business owners and the general public. Collectively, these budget line items are vital for empowering small businesses, reducing theft incidents, enhancing community safety, and fostering collaboration between law enforcement agencies and local businesses. Through these necessary expenditures, the program will effectively address organized retail theft and contribute to a more secure and resilient retail sector within the community.

Office Supplies:

The SBRTD Coordinator will be designated office space within City offices and requires basic office supplies (paper, pens, etc.) . The City estimates the average cost of these office supplies for one full time employee is \$2,500 each year.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Small Business Retail Theft Prevention Marketing Campaign - Graphic Designer (logo, posters, flyers)	\$55 per hour x 40 hours	\$2,200.00
Small Business Retail Theft Prevention Campaign - Website Designer	\$50 per hour x 40 hours	\$2,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,200.00

3b. Professional Services Narrative

Graphic Designer:

The Graphic Designer will develop visual materials for the training and marketing of the Small Business Retail Theft Prevention Program, ensuring effective communication and engagement. With an estimated 45 hours of work at \$55 per hour, the budget allocation is \$2,200.

Website Designer:

The Website Designer will create a dedicated webpage on the City website for program promotion and updates. This platform will facilitate business owner sign-ups and public information dissemination. With an estimated 40 hours of work at \$50 per hour, the budget allocation is \$2,000.

These skilled designers will enhance the program's presentation, accessibility, and engagement, demonstrating our commitment to delivering a comprehensive and compelling initiative for small business owners, law enforcement, and the community. The inclusion of a Graphic Designer and Website Designer in the budget for the Small Business Retail Theft Prevention Program is essential for successful implementation and promotion.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
Not Applicable		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative

Not applicable to this application.

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Deputy Pay - \$117 per hour	(226 hours x \$117) x 3 years	\$79,326.00

Sgt. Bodnar - \$151 per hour	(30 hours x \$151) x 3 years	\$13,590.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTALS	\$92,916.00

5b. Data Collection and Evaluation Narrative

The Riverside County Sheriff's Department will utilize one Deputy Officer for data collection, analysis, and evaluation tasks over the course of the grant period, with a sergeant overseeing tasks. This line item includes: data collection; data evaluation; quarterly data reporting; development of the Local Evaluation Plan, and development of the Final Local Evaluation Report.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
60 Flock Cameras (initial cost)	\$3,000 x 60 cameras	\$180,000.00
60 Flock Cameras (annual fees)	\$3,000 x 60 cameras x 3 years	\$540,000.00
Flock Camera Installation	Installation on 40 existing poles (\$150 x 40 = \$6,000) + installation with Flock Poles (\$650 x 20 = \$13,000)	\$19,000.00
Small Business Retail Theft Prevention - Transportation Vehicle	\$48,000 (vehicle price) + \$700 (Fees) + \$8,154 (sales and state taxes)	\$56,854.00
Small Business Retail Theft Prevention Coordinator - Workstation Equipment	\$1,500 (PC) + \$800 (monitor) + \$650 (phone) + \$500 (software and supplies)	\$3,450.00
		\$0.00
		\$0.00
		\$0.00
	TOTALS	\$799,304.00

6b. Equipment/Fixed Assets Narrative

Flock Cameras with Automatic License Plate Reader Technology:

The budget includes \$739,000 for the equipment, materials, and labor required to complete installation of 60 cameras which will provide Automatic License Plate Reader (ALPR) technology. Flock cameras are portable solar-powered units. This Project Element is crucial for meeting the project's goal of successfully deterring and investigating property thefts, leading to the apprehension and prosecution of motor vehicle/organized retail theft perpetrators. City coordination and installation have an expected timeline of 90 days.

Small Business Retail Theft Prevention - Transportation Vehicle:

The City will purchase a new electric vehicle to use for the Small Business Retail Theft Prevention Program for the transportation of training materials, personnel, and program supplies throughout the grant period.

Small Business Retail Theft Prevention Workstation Equipment

The SBRTCP Coordinator will be given space within City offices and require an adequate workstation to effectively work on designated tasks. Workstation supplies will include a standard PC, monitor, phone, and software.

Details of the budget for this Project Element are as follows:

Flock Camera Cost per unit = \$3,000 x 60 units = \$180,000.

Flock Camera Annual Fees = \$3,000 per unit x 60 units = \$180,000 per year x 3 years = \$540,000.

Flock Installation = Installation on 40 existing poles (\$150 x 40 = \$6,000) + installation with Flock Poles (\$650 x 20 = \$13,000) = \$19,000.

Small Business Retail Theft Prevention Program Vehicle = \$48,000 (vehicle price) + \$700 (document preparations, license/title, and other fees) + \$8,154 (sales and state taxes) = \$56,854.

SBRTCP Coordinator Workstation = \$1,500 for PC unit + \$800 for computer monitor + \$650 for phone + \$500 for software and supplies = \$3,450.

7a. Financial Audit

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

7b. Financial Audit) Narrative:

As required by BSCC ORT Grant Program Instructions, the budget includes \$25,000 for the financial audit to ensure the City of Jurupa Valley and Riverside County Sheriff Department's financial statements are accurate and developed utilizing generally accepted accounting principals.

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

Description	Calculation for Expense	Total
Hotel (3 trips to Sacramento for grantee meetings)	(\$135 per hotel room x 6 rooms x 2 nights) x 3 trips	\$4,860.00
Meals (3 trips to Sacramento for grantee meetings)	Lunch and dinner on arrival day = \$330; breakfast/lunch/dinner/incidentals on meeting day = \$510; breakfast/lunch on return day = \$270. \$330 + \$510 + \$270 = \$1,110/meeting x 3 meetings = \$3,330	\$3,330.00

Travel (3 trips to Sacramento for grantee meetings)	(\$0.655 x 868 miles x 2 vehicles) = \$1,137 per meeting x 3 meetings	\$3,411.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$11,601.00

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

The grant requires attendance at three grantee team meetings in Sacramento. It is estimated that RCSD will send 6 individuals to these meetings, Lt. Shulda, Sgt Bodnar, Connie Cardenas, a Data Analyst, a manager from City Hall, and the Small Business Retail Theft Prevention Coordinator. To ensure prompt attendance at morning meetings, participants will travel to Sacramento (approximately 7.5 hours away from Jurupa Valley) the prior evening and will require hotel accommodations. The extensive travel time requires RCSD attendees to stay the evening after the meeting, before departing to Jurupa Valley the next morning. The City is budgeting \$135/night for hotel x 6 attendees x 2 nights = \$1,620 per meeting x 3 meetings = \$ 4,860 for hotels during the grant period.

Meal and incidental travel expenses (M&IE) are estimated as follows: breakfast (\$20); lunch (\$25); dinner (\$30), incidentals (\$10). This budget item includes dinner for the arrival day (dinner = \$30 x 6 attendees and lunch = \$25 x 6 attendees = \$330); and breakfast, lunch, dinner, and incidentals for the meeting day = \$20 + \$25 + \$30 + \$10 = \$85 x 6 attendees = \$510; and breakfast and lunch for the return to Jurupa Valley \$20(x6) + \$25(x6) = \$270. Meals/incidentals = \$330 + \$510 + \$270 = \$1,110 per meeting x 3 meetings = \$3,330 meal/incidental allowance. The team will use two vehicle for transport to Sacramento. Utilizing the State travel reimbursement guidelines of \$0.655/mile, the expense is budgeted as follows: \$0.655 x 868 miles x 2 cars = \$1,137 per meeting x 3 meetings = \$3,411

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$201,792	\$201,792
<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
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
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	\$201,792

9b. Indirect Costs Narrative:

The City of Jurupa Valley does not have a federally approved indirect cost rate and will use the 10% rate. The projects Financial Director, Connie Cardenas, will be responsible for keeping records of expenditures related to indirect costs. Indirect costs for the proposed project include salary and fringe, Flock camera implementation, Small Business Retail Theft Prevention Program, travel, project evaluation, and financial audit. (\$2,017,918 x .10 = \$201,792)



OFFICE OF
THE DISTRICT ATTORNEY
COUNTY OF RIVERSIDE

MICHAEL A. HESTRIN
DISTRICT ATTORNEY

July 6, 2023

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

RE: Letter of Impact for Riverside Sheriff Organized Theft Prevention (OTP) Grant Proposal

Dear Board of State and Community Corrections:

We are informed that the Riverside County Sheriff's Department (RCSD) and the Jurupa Valley City Council are requesting BSCC funding to implement a Jurupa Valley Organized Theft Prevention Project to address increasing motor vehicle and retail theft within Jurupa Valley. The force multiplier capabilities of the project promise to improve RCSD's operational efficiency and strengthen the department's ability to investigate and apprehend motor vehicle and retail theft offenders throughout the Jurupa Valley area.

Indeed, vehicle and retail thefts are an increasing concern in our community. RCSD conducted an analysis of crime data in Jurupa Valley and confirmed that approximately 340 vehicle thefts occur each year, combined with over 200 reports of commercial burglaries annually. Overall, there have been 2,718 reported thefts in the last year alone.

We commend the Riverside County Sheriff's Department for their pursuit of creative solutions to address organized motor vehicle and retail theft in Jurupa Valley. Their suggested plan, which involves the expansion of the Flock camera system, increased Deputy resources, implementation of a vehicle theft operations team, and a small business retail theft prevention initiative for small business owners, reflects their genuine commitment to preventing and responding to property theft.

These efforts are expected to result in a significant increase in the number of arrests for organized retail theft. This is a positive outcome for reducing crime and improving community safety. It will, of course, increase the volume of work for the prosecution team at the District Attorney's Office. We will collaborate with our colleagues at the RCSD to ensure that we are able to manage

increased workloads. Our dedication to ensure public safety and improve our community's well-being remains steadfast.

Thank you for your attention to this matter, and we are available to answer any questions you may have.

Very truly yours,

MICHAEL A. HESTRIN
District Attorney

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

JARED A. HARINGSMA
Assistant District Attorney

APPENDIX F – Letter of Commitment

At the time of application, there are no outside agencies determined to be critical to the Project's implementation. As such, the applicant has not included a Letter of Commitment. In the event that an outside agency is identified after grant award, the applicant will submit a Letter of Commitment identifying the agency and detailing their role and commitment ensuring the success of the Project.

Bias-Based Policing

406.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Riverside County Sheriff's Department's commitment to policing that is fair, objective and constitutional.

406.1.1 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).

406.2 POLICY

The Riverside County Sheriff's 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.

406.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy 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.

406.3.1 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.

406.4 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

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

Bias-Based Policing

supervisor. Members should intervene to prevent any biased-based actions by another member, regardless of rank.

406.4.1 REASON FOR CONTACT

Deputies 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 deputy 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 deputy to document a contact that would not otherwise require reporting.

406.4.2 REPORTING OF STOPS - R.I.P.A.

Unless an exception applies under 11 CCR 999.227, a deputy 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 deputies conduct a stop, the deputy 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 Riverside County Sheriff's Department is the primary agency, the Riverside County Sheriff's Department deputy 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 deputy's shift or as soon as practicable. It must; however, be submitted within 24 hours of the event. (11 CCR 999.227).

406.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Bureau Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against deputies is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020).

Supervisors should ensure that data stop reports are provided to the Records Manager for required annual reporting to the DOJ (Government Code § 12525.5) per station or bureau procedure(s).

406.6 TRAINING

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

- (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.

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

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. (Penal Code § 13519.4(i)).

Automated License Plate Readers

412.1 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.

412.2 POLICY

The policy of the Riverside County Sheriff's 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.

412.3 ADMINISTRATION

The ALPR technology, allows for the automated detection of license plates. It is used by the Riverside County Sheriff's 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 arrest 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 Support Services Chief Deputy. This chief deputy will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

412.3.1 ALPR ADMINISTRATOR

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

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

Automated License Plate Readers

412.3.2 PUBLIC HEARING

Before implementing the current ALPR program within Riverside County, the department invited public opinion on the matter during an open meeting of the Riverside County Board of Supervisors in late 2017.

412.4 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. This training will be facilitated via the DocRead format and will cover general ALPR use, legal requirements, privacy issues, and data collection and destruction guidelines.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the deputy 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.

412.4.1 REPORT WRITING

The ALPR EDP code shall be used as a secondary EDP and is required on any written report where ALPR technology was effectively utilized during an investigation. For example, if an abandoned stolen vehicle is located via a notification from the ALPR system, the recovery should be documented as a Stolen Vehicle Recovery and the corresponding EDP for the recovery should be first on the Form A. On the second line of the Form A, "ALPR" should be entered in the offense section and "25T1-N" should be entered in the EDP code section. This practice will ensure proper identification of ALPR-related incidents and crime trends.

412.5 DATA COLLECTION AND RETENTION

The Support Services Chief 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.

Automated License Plate Readers

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.

412.6 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action. Department members shall only use their own assigned username and password when accessing any ALPR system. Department members shall include an identifiable justification, such as a file number, when accessing ALPR data.
- (c) Any printed ALPR information must be destroyed using a secure method. No materials shall be disposed of in regular trash or recycling containers.
- (d) NO ALPR data shall be given, sold, shared or otherwise transferred to any unauthorized party.
- (e) ALPR system audits should be conducted on a regular basis.
- (f) Any breach or unauthorized or unintentional release of any ALPR information shall be immediately reported to the Support Services Chief Deputy.

412.6.1 DATA SECURITY AND RETENTION

- (a) Electronic data gathered during ALPR usage is the property of the Riverside County Sheriff's Department. The approved ALPR vendor will maintain responsibility for adherence to protocols involving information security in accordance with FBI CJIS security policy. The approved vendor will also be responsible for executing retention and/or deletion routines of electronically stored data as specified by the Riverside County Records Management and Archive Policy and in compliance with applicable laws.
- (b) Authorized Department vendors with access to systems containing ALPR data shall maintain reasonable security procedures and practices, including operational, administrative, technical, and physical safeguards, to protect ALPR information from unauthorized access, destruction, use, modification, or disclosure.

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

Automated License Plate Readers

- (c) Sheriff's TSB will require that ALPR login and query records are retained for a period of two years unless the information has been requested for investigative or other legal reasons. Any records retained must contain, at a minimum, the following information:
 - (a) The date and time ALPR information was accessed;
 - (b) The username of the person who accessed the information;
 - (c) The license plate number or other data elements used to query the ALPR system;
 - (d) The stated purpose for accessing the information.
- (d) ALPR records retained by the Department will be maintained, safeguarded, and purged according to all applicable laws and policies. Consistent with Government Code § 26202 and Riverside County Records Management and Archive Policy A-43, raw ALPR information will be retained for a period of two years and then be deleted. ALPR data that may be needed for active or probable litigation, is the subject of an active public records request, or is needed for auditing purposes shall be maintained until the underlying matters are fully resolved before being deleted. ALPR information documented in criminal and/or administrative reports will follow the same retention period as the report. ALPR information placed in evidence will remain secured as evidence until destroyed per Department policy. Deletion of ALPR data will follow the steps specified pursuant to Board of Supervisors policy and in accordance with the Sheriff Department's records retention schedule.

412.6.2 CUSTODIAN OF RECORD

The Commander of TSB, acting on behalf of the Riverside County Sheriff's Department, is responsible for implementing the provisions of this usage and privacy policy as the official custodian/owner of the ALPR system, and ALPR information covered herein.

412.7 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 affected 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). Public record requests for ALPR data shall be routed to the CPRA Unit for disposition.

Riverside County Sheriff's Department

Riverside County Sheriff's Department Standards Manual (DSM)

Automated License Plate Readers

412.8 TRAINING

The department will ensure the presentation of department-approved training to those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).