

Title	San Ramon Police Department	07/07/2023
	by John Cranford in Organized Retail Theft Prevention Grant Program	id. 41334911
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Original Submission 07/07/2023

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

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

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

Multi-Agency Partnerships Information (if applicable) **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships **No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **San Ramon Police Department**

Applicant's Physical Address **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

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

Mailing Address for Payment **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

Tax Identification Number **94-2907633**

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
Cranford**

Project Director's Title with Agency/Department/Organization **Acting Captain San Ramon Police Department**

Project Director's Physical Address **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

Project Director's Email Address **jcranford@sanramon.ca.gov**

Project Director's
Phone Number **+19259732758**

Financial Officer **Jenni
Vasques**

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

Financial Officer's
Physical Address **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

Financial Officer's
Email Address **jvasquez@sanramon.ca.gov**

Financial Officer's
Phone Number **+19259722761**

Day-To-Day Program
Contact **John
Cranford**

Day-To-Day Program
Contact's Title **Acting Captain San Ramon Police Department**

Day-To-Day Program
Contact's Physical
Address **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

Day-To-Day Program
Contact's Email
Address **jcranford@sanramon.ca.gov**

Day-To-Day Program
Contact's Phone
Number **+19259732758**

Day-To-Day Fiscal
Contact **Clauvette
Hartway**

Day-To-Day Fiscal
Contact's Title **Admin. Specialist**

Day-To-Day Fiscal
Contact's Physical
Address **2401 Crow Canyon Rd
San Ramon
CA
94583
US**

Day-To-Day Fiscal Contact's Email Address	chartway@sanramon.ca.gov
Day-To-Day Fiscal Contact's Phone Number	+19259732792
Name of Authorized Officer	Denton Carlson
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	2401 Crow Canyon Rd San Ramon CA 94583 US
Authorized Officer's Email Address	dcarlson@sanramon.ca.gov
Authorized Officer's Phone Number	+19259732700
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	San Ramon Police Organized Retail Theft Prevention Program
Proposal Summary	<p>The City of San Ramon is seeking grant funding to implement a comprehensive program to combat organized retail theft. The program will include:</p> <ul style="list-style-type: none"> - Adding additional automated license plate readers. - Supplementing our current Drone program. - Implementing a Drone as a First Responder Program. - Converting vehicles to Silent Sentry vehicles. - Implementation of Organized Retail Theft Suppression Team. <p>Our goal is to deter organized retail theft, identify and apprehend suspects, and recover stolen property to improve the safety of San Ramon businesses, increase economic activity, improve quality of life, and enhance public safety in the city.</p>

**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

**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

Situated in Contra Costa County within the vibrant San Francisco Bay Area, the City of San Ramon exudes a delightful suburban allure and is renowned for its exceptional quality of life. With an approximate area of 18.1 square miles, the city is home to approximately 80,000 residents.

San Ramon boasts a diverse array of retail centers that cater to the needs and desires of both its local inhabitants and visiting patrons. While the precise number of retail centers may vary, the city proudly houses numerous notable shopping destinations. However, it is essential to note that San Ramon has become a prime target for organized retail theft, primarily affecting major retailers like Target, Home Depot, Ulta Beauty, Sunglass Hut, and Sephora. Furthermore, the recent addition of a 350,000-square-foot retail center (City Center Bishop Ranch) in the downtown area, along with an ongoing construction project encompassing an additional 300,000 square feet of retail space, has heightened the likelihood of increased incidents

of organized retail theft.

The negative impacts of organized retail theft on the San Ramon community are significant and wide-ranging, including:

1. Financial Loss: Retailers suffer significant economic losses due to organized retail theft. Stolen merchandise and the associated costs of theft prevention, increased security measures, and insurance premiums strain businesses' bottom line. The losses incurred ultimately lead to higher consumer prices, reduced profitability, and potential layoffs or store closures.

2. Safety Concerns: Organized retail theft often escalates into violent situations, jeopardizing the safety of employees, customers, and our citizens. Confrontations between store personnel and thieves can result in injuries or fatalities. The presence of criminal activities also increases the overall sense of insecurity within the community, affecting both residents and visitors.

3. Quality of Life: The prevalence of organized retail theft has resulted in increased awareness among our community members, making these incidents more conspicuous. Video recordings frequently capture the violent or armed confrontations during such events. When these videos circulate on different platforms, they can instill panic and fear within our community, thereby diminishing their overall well-being and perception of quality of life.

4. Increased Crime Rates: Organized retail theft is often connected to other criminal activities, such as drug trafficking, money laundering, and gang involvement. The profits from stolen merchandise can be used to fund these illegal operations, leading to increased crime rates within the community. This poses a threat to public safety and hampers the overall development and well-being of the City of San Ramon.

5. Increased Workload of Officers: These thefts can occur at multiple locations, involve multiple suspects, and span across jurisdictions. Investigating organized retail theft requires allocating resources such as detectives, surveillance equipment, and forensic support. These resources are limited, and when a substantial portion of them is dedicated to combating retail theft, it can divert attention and resources away from other essential law enforcement responsibilities.

When examining the City of San Ramon, it is impossible to overlook the presence of Organized Retail Theft. Through data collected using San Ramon PD CAD and RMS systems, we have tracked organized retail theft related incidents for the past two and a half years. From January 2021 to the present day, there have been approximately 214 incidents related organized retail theft at our prominent retail centers, including City Center, Target, Ulta Beauty, Sunglass Hut and, Home Depot. These incidents have led to a total loss in excess of \$1.5 million.

These numbers do not fully capture the emotional impact that these incidents have on our citizens and businesses. One prominent case of Organized Retail Theft in San Ramon was the armed robbery at Heller Jewelers. During this incident, a group of seven individuals

armed with handguns and other weapons executed a well-coordinated and sophisticated theft, resulting in the loss of multiple high-end watches. Furthermore, the aftermath of this incident had a lasting impact on community members who either witnessed the event firsthand or saw the video footage. The shocking nature of the robbery and the presence of weapons created a sense of fear and unease among those directly or indirectly affected.

Other retailers in the city have witnessed comparable occurrences. The frequency of incidents where a group of people overpower store staff and make off with merchandise worth thousands of dollars has risen dramatically. These criminal activities often occur during daytime hours when stores are at their busiest. This not only endangers the safety of employees who may face physical confrontations or harm but also jeopardizes the well-being of innocent citizens in these establishments. The increased prevalence of such incidents creates an atmosphere of fear and insecurity among business owners and residents, leading to a decline in consumer confidence and a potential negative impact on the local economy.

The impact of organized retail theft on our community has been highlighted through a survey conducted by the city to assess residents' views on San Ramon community concerns. According to the survey, approximately 90% of residents expressed feeling safe while living in San Ramon. However, this figure has decreased from 98% in 2017. The survey results revealed that 65% of residents attributed this decline in safety to various forms of theft, including retail theft, burglary, armed robberies, and auto thefts. One respondent expressed feeling less secure due to "insufficient policing resulting from inadequate police resources."

The City of San Ramon is experiencing rapid growth, including a planned increase in retail space. Over the next few years, approximately 8,000 homes, including single-family houses, condos, and apartments, will be added to the city. This influx of new residents will significantly impact the city's population and create an additional workload for the San Ramon Police Department. Currently, the department has 70 sworn full-time employee positions. However, with the projected growth, the workload of the police department will significantly increase. By implementing the San Ramon Police Organized Retail Theft Prevention Program, officers will be able to more effectively combat organized retail theft.

Project Description

The San Ramon Police Organized Retail Theft Prevention Program comprises five essential components that are crucial in combating organized retail theft. These components are as follows:

1. Flock ALPRs and Avigilon Situational Camera:

In 2020, the Council approved the purchase and implementation of a comprehensive camera monitoring system in San Ramon. This system includes mounted Automated License Plate Readers (ALPRs) and situational cameras (Sitcams) strategically placed at major intersections throughout the city. ALPRs serve as a deterrent to criminals, alert law enforcement to stolen or wanted vehicles, and provide valuable vehicle data upon entry into the city. Sitcams, along with ALPR technology, capture data on vehicles leaving crime scenes, aiding investigations.

ALPRs capture license plate images, compare them with databases, and notify law enforcement of vehicles of interest. They do not involve facial recognition software and focus solely on vehicles, license plates, and vehicle characteristics. Sitcams provide real-time footage for intersection surveillance, helping identify vehicles involved in crimes or incidents where license plates may be absent. Currently, San Ramon has 46 Flock ALPR cameras and 44 Avigilon Sitcams in operation, which have proven crucial in combating crime, leading to arrests and suspect identifications.

To bolster efforts against organized retail theft, additional funding will be sought to purchase ten more Flock ALPR cameras and five Avigilon Situational Cameras. These cameras will be strategically positioned in major retail centers to enhance coverage in high-profile areas. Placing the additional cameras at ingress and egress points of major retail centers will provide the best investigative information in the event of organized retail theft. It will allow investigators to pinpoint involved vehicles more quickly and efficiently, resulting in the apprehension of suspects.

The integration of Flock ALPRs and Sitcams provides significant value to our officers on a daily basis. It empowers them in various ways, including the ability to locate and prevent crimes in progress as well as investigate those that have already occurred. This comprehensive tool dramatically enhances the effectiveness of our agency, allowing us to provide the best possible service to our community. However, it is important to acknowledge that the City has relied on one-time funds from various sources over the past four years to maintain a balanced budget. To ensure the continued utilization of this valuable system, it is imperative that we secure grant funding. Doing so will guarantee the ongoing availability of this invaluable resource for our officers and our community. Furthermore, grant funds will be pursued to offset licensing fees associated with the existing camera system.

2. Unmanned Aerial Systems (UAS):

Remotely operated Unmanned Aerial Systems (UAS), often known as drones, offer a practical and impactful approach to support law enforcement in various scenarios, including emergency responses, service calls, and criminal investigations. They prove invaluable by providing crucial information to ground personnel through features such as aerial surveillance of areas or incidents, facilitating safe

building inspections, capturing detailed documentation of crime scenes and accidents, as well as aiding in the search for lost or missing individuals.

The Drone Team within the San Ramon Police Department comprises nine pilots who are licensed under Part 107 by the Federal Aviation Administration. These skilled pilots are primarily assigned to the Patrol Division and play a vital role in our endeavors to combat organized retail theft. To enhance our capabilities further, we will seek grant funding to acquire four additional drones, supplementing our existing fleet. The inclusion of these state-of-the-art drones will enable our operators to have a drone readily available whenever they are on duty, ensuring a swift response to ongoing theft incidents and providing valuable information to responding officers at the crime scene. Every member of the current drone team will have a drone in their patrol vehicle ready to deploy.

3. Drone as First Responder Program:

The Drone as First Responder Initiative is an innovative program that utilizes advanced drones to respond to emergencies swiftly and effectively. These drones, equipped with state-of-the-art technology and sensors, support first responders in various tasks. Unlike our current drone program, these drones are deployed from a dedicated launch area and operated by officers within our police department. Civilian personnel ensures the drones are ready for immediate deployment and can control them in case of malfunctions or emergencies, resulting in a faster and more efficient response. By using Live911, a revolutionary software, both the teleoperator and officers in the field have the ability to listen live to incoming 911 calls in real time. The audio of a call between a citizen and a dispatcher contains critical information; the teleoperator is able to launch based on what he or she hears during the ongoing 911 emergency and is often able to have the drone arrive on scene before the officers on the ground even realize the incident is occurring. This Live911 system supports the already robust and efficient San Ramon Police dispatching system, providing only an added layer of efficiency to serve the community. In the case of organized retail theft, receiving real-time information without delay could be the crucial factor in apprehending the suspects on-site instead of arriving after they have already left the scene.

San Ramon covers an area of just over 18 square miles, characterized by low hilltops and buildings with a maximum height of five stories. City Hall is centrally located next to the new downtown area, which already boasts 350,000 square feet of retail space and has plans for an additional 300,000 square feet. The Federal Aviation Administration (FAA) has designated San Ramon's airspace as class G, allowing drones to operate without restrictions.

By utilizing the rooftop of San Ramon City Hall as a launch site, we can achieve complete coverage of the downtown retail district and approximately 75 percent coverage of the entire city from a single

location. With its proximity to the retail district, a drone can be launched and reach the scene within one minute of an emergency call. Equipped with cameras and sensors, these drones provide live video feeds and high-resolution imagery, enabling first responders to remotely assess the situation, identify suspects, vehicles, and hazards, and make informed decisions about resource allocation. This results in a safer response for the community, officers, and suspects involved. Additionally, the real-time video footage can be streamed to responding officers and administrative personnel, and the event can also be recorded for future prosecution evidence.

4. Silent Sentry Vehicle Program:

A Silent Sentry vehicle is a fully marked, decoy police car utilized to deter theft and criminal activity by creating the illusion of a law enforcement presence and active monitoring in a specific area. This strategic approach effectively discourages potential criminals from targeting vehicles or properties in that location.

The marked police car is meticulously designed to closely resemble an authentic law enforcement vehicle, complete with distinctive markings, colors, and emergency lights typically associated with police vehicles. The decoy vehicle is strategically positioned in areas known for high levels of theft or criminal activity, such as retail areas, parking lots, car parks, or areas with valuable assets. It is often placed in a prominent and visible location where passersby and potential criminals can easily see it. For San Ramon, this would include retail areas such as the City Center, Target, and Home Depot. This high visibility enhances the perceived risk of being caught in the act, acting as a powerful deterrent. Potential criminals are more likely to reconsider their actions when they believe law enforcement is nearby.

It's crucial to emphasize that the effectiveness of this tactic relies on the decoy vehicle's perceived authenticity. Therefore, it must resemble a blue and white San Ramon Police patrol vehicle. Currently, we have three unmarked blue Dodge Chargers in use as administrative vehicles. Transforming these vehicles into silent-century vehicles would only require adding the appropriate markings to the exteriors. As the three executive cars are older and nearing the end of their lifespan, utilizing them as Silent Sentry vehicles allow us to maximize their value and extend their usability.

We intend to seek funding to acquire three new vehicles as replacements for the ones that have been converted to Silent Sentry vehicles. These new vehicles will be electric and will be designated for members of the administration who currently commute with their assigned vehicles. By purchasing three electric replacement vehicles, we will not only support the City of San Ramon's Climate Action Plan but also initiate the integration of electric vehicles into the SRPD Fleet as part of our ongoing efforts. Outfitting the replacement vehicles to meet the needs of an administrative vehicle will incur minimal costs while offering the benefits of an electric

vehicle.

5. Organized Retail Theft Suppression Team:

The Organized Retail Theft Suppression Team will comprise a team led by a sergeant, a corporal, two officers, and a records specialist. Together, they will combat organized retail theft through an increased visual presence within retail centers, criminal investigations, evidence gathering, apprehensions, and case presentation for consideration of the filing of criminal charges. The sergeant oversees the team's operations, coordinates resources, and liaises with other agencies. The officers conduct proactive patrols, surveillance, interview witnesses, and collaborate with law enforcement and the Contra Costa County District Attorney's Office to build strong cases against perpetrators. The records specialist tracks data and organizes retail theft trends in the city and neighboring jurisdictions to provide relevant information to the team supervisor, enabling efficient resource deployment. With their combined skills and dedication, the team will work to disrupt criminal networks, recover stolen merchandise, and bring offenders to justice.

Bias-Based Policing Policy:

The San Ramon Police Department takes pride in fair and equitable policing. Our policy on Bias-Based Policing guides department members that affirms the San Ramon Police Department's commitment to policing that is fair and objective. The policy states 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 intervene to prevent any biased-based actions by another member when reasonable to do so. This policy along with the SRPD policy on ALPR cameras has been attached below.

Project
Organizational
Capacity and
Coordination

Flock ALPRs and Avigilon Situational Camera:

With an established camera program since 2020, integrating additional Flock ALPRs and Avigilon Situational Cameras will seamlessly enhance the existing setup. Our current infrastructure supports these systems, and all sworn police officers have received proper training to effectively utilize them. The San Ramon Police Department has a comprehensive policy that outlines operational guidelines, placement/monitoring, prohibited uses, and data collection/retention.

Integrating ten more Flock ALPRs and five Avigilon Situational Cameras into the San Ramon Police Organized Retail Theft Prevention Program can be achieved without requiring additional staff, resources, or training. The Operations Bureau Captain will

oversee the implementation, which will commence once the necessary equipment and resources are secured. Ongoing licensing and maintenance fees will be included in the police department's annual budget after the grant funds expire.

Unmanned Aerial Systems (UAS):

The San Ramon Police Department has successfully established a drone program, similar to our camera program. This valuable asset in combating organized retail theft comprises nine licensed pilots proficient in operating multiple drones. Overseeing day-to-day operations is a sergeant who is also a licensed operator, while an operations lieutenant provides program oversight.

Integrating the drone program into the San Ramon Police Organized Retail Theft Prevention Program requires no additional staff. Training will be conducted on pre-scheduled days, incurring no extra costs. The project implementation will be supervised by the Operations Bureau Captain and will begin once the necessary equipment and resources are secured. After the grant funds expire, ongoing licensing and maintenance fees will be incorporated into the police department's annual budget.

Drone as First Responder Program:

With a team of nine experienced pilots, the program has a strong staffing foundation. These pilots possess the necessary qualifications and expertise to operate the required drone effectively. The project will be managed by the operations Captain and Lieutenant, ensuring a coordinated approach to handle any technological implications. They will be responsible for monitoring and managing the drone first responder program. Prior to implementation, the San Ramon PD will prioritize community engagement to ensure transparency and gather public input. They plan to organize informational sessions, community forums, and surveys to educate residents about the drone first responder program and address any concerns or questions. This proactive approach aims to foster a sense of inclusion and collaboration, allowing the community to actively participate in shaping the program's guidelines and ensuring its alignment with their needs and values.

Once the grant funding expires, San Ramon PD plans to seek city council approval to incorporate the ongoing costs of the program into the PD budget. To support long-term financial sustainability, the applicant anticipates a sales tax increase that will be presented on the upcoming ballot. The revenue generated from this increase will contribute to funding the ongoing financial requirements of the program.

Silent Sentry Program:

Expanding on the Silent Sentry program, the implementation will be led by a skilled Sergeant and fleet supervisor who possess ample experience in overseeing the existing program. They are fully equipped to manage the project's administration. By utilizing the

current staffing structure, we can ensure efficient resource allocation without the need for additional personnel. The process of transitioning and converting administrative cars will commence once replacement vehicles are received. To sustain the program beyond the grant funding period, we will utilize funds from the existing vehicle maintenance fund.

Organized Retail Theft Suppression Team:

We are currently recruiting and hiring lateral officers to reallocate more experienced personnel for this project. The implementation will be overseen by the Operations Bureau Captain. Considering our current staffing levels, we aim to have the task force in place by April 1st, 2024. After the grant funding expires, these positions will be integrated into the existing SRPD budget through attrition and additional budget funding.

Project Evaluation
and Monitoring

Project Evaluation Plan:

Qualified Internal Staff/External Partner Selection:

To determine the qualified internal staff or external partner/entity that will conduct the project evaluation, the San Ramon Police Department will establish an evaluation committee comprising key stakeholders, including the Operations Captain, Operations Lieutenant, and relevant subject matter experts. This committee will assess the expertise, experience, and resources required for the evaluation process. Based on their collective input, a decision will be made regarding the internal staff or external partner/entity best suited to conduct the evaluation.

Monitoring Activities:

Monitoring activities will be incorporated into the various phases of each project to ensure their effective implementation and progress tracking. The following monitoring activities will be undertaken:

Start-up Phase:

Regular meetings and progress updates with the project team members.

Documenting the initial implementation steps and identifying any challenges or barriers.

Conducting pilot tests, if applicable, to evaluate feasibility and

address any operational issues.

Implementation Phase:

Ongoing monitoring of project activities, including the deployment of ALPRs, Situational Cameras, drones, Silent Century program vehicles, and e-bikes. Regular communication with program members to address concerns, provide guidance, and monitor performance.

Reviewing and analyzing data collected during this phase to identify any deviations from the intended objectives.

Service Delivery Period:

Continuous monitoring of the service delivery to ensure compliance with established policies and guidelines.

- Regular performance evaluations and feedback sessions with involved personnel.
- Periodic reviews of collected data to assess the effectiveness of the implemented strategies.
- **Process and Outcome Measures:**

To evaluate the projects effectively, the following process and outcome measures will be identified and defined:

Process Measures:

- Number of organized retail theft incidents detected and prevented through ALPRs and Situational Cameras.
- Frequency and accuracy of drone operations in supporting organized retail theft prevention efforts.
- Reduction in noise emissions achieved through the Silent Century program.
- Increased patrol coverage and effectiveness of officers on e-bikes in high retail areas.

Outcome Measures:

- Reduction in organized retail theft incidents and associated losses.
- Improved response times to retail theft incidents.
- Decrease in noise complaints related to police vehicles.
- Enhanced community perception of safety and satisfaction with police initiatives.

Data Collection and Evaluation:

- A preliminary plan for data collection and evaluation will be implemented, including:

Baseline Data:

- Collecting relevant data on organized retail theft incidents, response times, noise complaints, and community feedback prior to implementing the projects.
- Establishing a baseline to measure the impact of the projects accurately.

Research Design or Methodology:

The assessment of whether the implemented strategies achieved the intended outcomes will be conducted through a mixed-methods research design. This approach will include quantitative analysis of crime data, response times, noise complaints, and community surveys. Additionally, qualitative assessments through interviews and focus groups with community members, retail store owners, and involved personnel will provide valuable insights. The data collected will be analyzed, compared to baseline data, and evaluated against the established process and outcome measures.

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

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

SECTION V - ATTACHMENTS

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

Project Work Plan (Appendix B)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee_Assurance_for_NGOs.pdf](#)

Local Impact Letter(s) (Appendix E)

[Local_Impact_Letter.pdf](#)

[Chamber_of_Commerce_Impact_Letter.pdf](#)

[SRPD_BSCC_GrantSupport_070723.pdf](#)

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

Policies Limiting Racial Bias

[Bias-Based_Policing_Policy.pdf](#)

Policies on Surveillance Technology

[Situational_Awareness_Public_Safety_Camera_Program__Sitcams_.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_-_signed.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Governing_Body_Resolution.pdf](#)

OPTIONAL: Bibliography n/a

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Enhance Property Protective Measures for Local Retailers		
Objectives (A., B., etc.)	A - Reduce the occurrences of organized retail theft B - Engage with local retailers on proactive security measures to reduce risk C - Increased presence of uniformed personnel within San Ramon retail centers		
Process Measures and Outcome Measures:	With the goal of protecting property, process and outcome measures will be gathered through the reported crime rates from businesses within San Ramon retail centers in comparison to recent and historically reported crime statistics.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Implementation of the Organized Retail Theft Suppression Team 2. Silent Sentry Program	John Cranford / San Ramon Chamber of Commerce	01/01/2024	12/31/2026
List data and sources to be used to measure outcomes: San Ramon National Incident Based Reporting System (NIBRS) crime statistics, retail theft-related losses (dollar amounts)			

(2) Goal:	> Increased Investigative/Evidence Gathering Capabilities for Productive Prosecutions		
Objectives (A., B., etc.)	A. Enhanced partnership with the Contra Costa County District Attorney's Office B. Increased prosecution rates for retail theft-related incidents C. Improved evidence gathering for successful criminal prosecutions		
Process Measures and Outcome Measures:	Through increased personnel, who are solely focused on organized retail-theft prevention, and an enhanced partnership with the Contra Costa County District Attorney's Office, process and outcomes measures will be gathered through the number of successful criminal charges brought against responsible parties and measurable crime rates associated with retail-theft as compared with previous years.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Maintaining and improving our Citywide Camera Program 2. Implementation of Organized Retail Theft Suppression Team 3. Implementation of a Drone as First Responder Program 4. Supplementing our current Drone Program	John Cranford / Contra Costa County District Attorney's Office	01/2024	12/2026
List data and sources to be used to measure outcomes: > Historical prosecution rates and San Ramon National Incident Based Reporting System (NIBRS) crime statistics			

(3) Goal:	> Create a Safe and Secure Environment for San Ramon residents, businesses, and visitors		
Objectives (A., B., etc.)	A. Improved safety for all members of the San Ramon Community through an increased presence of police officers within San Ramon retail centers B. Increased Community and Business engagement to educate and inform our entire community of the proactive measures being taken to suppress organized retail theft C. Increased education for Businesses on proactive measure they can take to enhance their safety and protect their property.		
Process Measures and Outcome Measures:	Through enhanced community and business engagement, using both in person and social media-based outreach, and a dramatically increased visual presence in and around all San Ramon retail centers, the desired outcomes would be measured through a greater sense of safety and security for all community and business members		

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
1. Maintaining and improving our Citywide Camera Program 2. Implementation of Organized Retail Theft Suppression Team 3. Enhancing our Silent Sentry Program 4. Implementation of a Drone as First Responder Program 5. Supplementing our current Drone Program	John Cranford / San Ramon Chamber of Commerce	01/2024	12/2026
List data and sources to be used to measure outcomes: > Community and Business Surveys to be conducted on an annual basis every December throughout the duration of the grant period.			

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

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

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$4,297,213.00
2. Services and Supplies	\$460,000.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$758,200.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$1,200.00
9. Indirect Costs	\$0.00
TOTAL	\$5,616,613.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Sergeant assigned to ORTST	Sergeant (100% FTE) – 3 year total - \$947,521 (\$300,562 yearly + 5% increase for years 2 & 3)	\$947,521.00
Corporal assigned to ORTST	Corporal (100% FTE) – 3 year total - \$ 894,430 (\$283,721 yearly + 5% increase for years 2 & 3)	\$894,430.00
Two Officers assigned to ORTST	Officer (100% FTE's) – 3 year total - \$853,891 (\$265,152 yearly + 5% annual increase for years 2 & 3) \$853,891 x 2 officers	\$1,707,782.00
Records Specialist assigned to ORTST	(100% FTE) 3 year total - \$597,480 (\$189,526 yearly + 5% increase for years 2 & 3)	\$597,480.00
Three part-time employees for DRF Program	Three part-time employees paid at an approx rate of \$50.00 an hour, estimated \$50,000 per employee per year (\$50,000.00 x 3)	\$150,000.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$4,297,213.00

1b. Salaries & Benefits Narrative:

The Organized Retail Theft Suppression Team will comprise a team led by a sergeant, a corporal, two officers, and a records specialist. These team members will be FTE positions. Together, they will combat organized retail theft through an increased visual presence within retail centers, criminal investigations, evidence gathering, apprehensions, and case presentation for consideration of the filing of criminal charges. The sergeant and corporal oversee the team's operations, coordinates resources, and liaises with other agencies. The officers conduct proactive patrols, surveillance, interview witnesses, and collaborate with law enforcement and the Contra Costa County District Attorney's Office to build strong cases against perpetrators. The records specialist tracks data and organizes retail theft trends in the city and neighboring jurisdictions. Their objective is to provide relevant information to the team supervisors, enabling efficient resource deployment. With their combined skills and dedication, the team will work to disrupt criminal networks, recover stolen merchandise, and bring offenders to justice.

Three part-time employees will be hired for the Drone as First Responder Program. They will receive an hourly rate of approximately \$50.00. These employees will preferably be retired police officers and will need to obtain a PART 107 license from the FAA and will serve as support and additional pilots alongside our current Drone staff. Hiring part-time employees is crucial as it enables us to operate the program at a lower cost than using full-time equivalents (FTEs).

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Axon Air Remote / Axon E.Com software	Three year service contract with average yearly cost of \$41,000.00 (3 x \$41,000.00)	\$123,000.00
Flock Safety Licensing Fee for existing cameras	Licensing Fee for existing cameras Flock Camera System \$93,000.00 per year (3 x \$93,000.00)	\$279,000.00
Live 911	Licensing fee for Live 911 program three year total of \$58,000.00 (\$22,000.00, \$18,000.00, \$18,000.00)	\$58,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$460,000.00

2b. Services and Supplies Narrative:

Axon Air / Axon E. Com Axon Air Remote allows law enforcement to operate drones remotely from anywhere, resulting in faster response times, improved tactical decision-making, and cost savings. This software is required to deploy drones remotely. Additionally, Live 911 allows drone operators to hear emergency calls as they are answered by dispatch, eliminating any delay in information. Using this software together enables a drone to be deployed within seconds of an emergency call being received by dispatch. This allows a drone to be overhead, providing real-time updates to officers responding to ORT on the ground.

Flock Safety licensing software and fees are required to keep the ALPR camera system functional. The City of San Ramon has relied on one-time funds from various sources to pay these fees over the past four years to maintain a balanced budget. To ensure the continued utilization of this valuable system, we must secure grant funding for licensing fees for our existing cameras. Doing so will guarantee the ongoing availability of this invaluable resource in our attempts to combat ORT.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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

N/A

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation Plan	Estimated cost of \$75,000.000	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

The San Ramon Police Department intends to utilize the funds they have requested for the purpose of developing a comprehensive local evaluation plan and a final local evaluation report. Once the funds are awarded, the department will proceed to identify and engage a subcontractor or consultant who will be responsible for carrying out the evaluation process.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Flock Safety ALPR Camera	Ten cameras at \$3,000.00 per year (3 years). \$6,500.00 on time implementation fee	\$96,500.00
Avigilon Situational Camera	Five cameras at \$40,000.00 per camera (install and other fees included) 5 x \$40,000.00	\$200,000.00
Electric vehicle (Replacement vehicle for Silent Sentry conversion)	Three Electric vehicles , \$55,000.00 per vehicle. Conversion to meet PD needs \$10,000.00 per vehicle (emergency equipment, radio, etc.). Silent Sentry conversion decals \$1,000.00 per vehicle. 3x \$1,000.00	\$198,000.00
DJI Matrice 300 RTK (DRF Program)	Matrice 300 RTK (\$14,500.00). DJI ZENMUSE H20N camera (\$10,500.00). DJI Zenmuse H20 camera (\$4,200.00). TB60 Intel Flight Battery (\$3,000.00 x2)	\$35,200.00
Office and storage equipment for DRF Program	Workstation, computers, monitors, television, dispatch console. Rooftop station for a visual observer (laptop, iPad, storage unit)	\$15,000.00
DJI Drone's	Four DJI Drones \$6,000.00 per drone (4 x \$6,000.00), additional batteries \$4,000.00, additional supplies \$1,500.00	\$29,500.00
New officer start up costs	New officers radios, uniforms, computers, personal protective equipment (bullet proof vest ect.) \$16,000.00 per officer.	\$64,000.00
Unmarked vehicles for ORTST	Two vehicles, \$50,000.00 per vehicle (2 x \$50,000.00), Conversion to meet PD needs \$10,000.00 per vehicle (emergency equipment, radio, etc.) (2 x \$10,000.00)	\$120,000.00
TOTALS		\$758,200.00

6b. Equipment/Fixed Assets Narrative

Automated License Plate Readers (ALPRs) and situational cameras (Sitcams) will be strategically placed at major retail centers throughout the city. ALPRs serve as a deterrent to criminals, alert law enforcement to stolen or wanted vehicles, and provide valuable vehicle data upon entry into the city. Sitcams, along with ALPR technology, capture data on vehicles leaving crime scenes, aiding investigations. ALPRs capture license plate images, compare them with databases, and notify law enforcement of vehicles of interest. They do not involve facial recognition software and focus solely on vehicles, license plates, and vehicle characteristics. Sitcams provide real-time footage for intersection surveillance, helping identify vehicles involved in crimes or incidents where license plates may be absent. To bolster efforts against organized retail theft, additional funding is being sought to purchase ten more Flock ALPR cameras and five Avigilon Situational Cameras. These cameras will be strategically positioned in major retail centers to enhance coverage in high-profile areas. Additionally, the information gathered through this system will assist the SRPD Organized Retail Theft Suppression Team in combatting ORT.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Projected cost of \$25,000.000	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

The San Ramon Police Department plans to utilize the requested funds to conduct a thorough financial audit using an outside auditor. This audit aims to ensure that the department's financial statements are accurate and truthful, providing the necessary assurance regarding our financial status.

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

Description	Calculation for Expense	Total
Travel Expense to Sacramento for budget training.	Three ORT Grant training days (\$400.00 x 3)	\$1,200.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$1,200.00

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

Expenses include travel and lodging in Sacramento for ORT Grant training.

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

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



June 27, 2023

Subject: Letter of Support for San Ramon Police Department's Grant Application

Dear California Board of State and Community Corrections,

On behalf of the San Ramon Chamber of Commerce Board of Directors, I am writing to express our enthusiastic support for the San Ramon Police Department's application for funding through the Organized Retail Theft Prevention Grant Program. We understand the pressing need to address these growing concerns in our community and firmly believe in fostering a safe and secure environment for our businesses and residents.

As an organization dedicated to promoting economic growth and advocating for the interests of our local business community, we recognize that the prevalence of organized retail theft can harm the well-being and prosperity of the San Ramon Community. These crimes not only affect individual businesses but also undermine the trust and confidence of consumers, which directly impacts our local retailers and the City of San Ramon's economic development. In addition, these crimes can and do have a significant psychological impact on the members of the San Ramon Community.

We applaud the San Ramon Police Department's tireless efforts in maintaining public safety and their commitment to protecting our community. The proactive steps taken by the department to address these specific crimes are commendable, and we firmly believe that the grant funding requested will significantly enhance their ability to combat these issues effectively.

Implementing innovative strategies, such as improved technology, community outreach programs, and enhanced collaboration with local businesses, will undoubtedly strengthen the overall security infrastructure within San Ramon. By bolstering these measures, we can create an environment that discourages criminal activities and promotes a sense of safety for our residents, visitors, and businesses through a more efficient and capable police department focused on proactively addressing these crimes while ensuring the highest level of public safety.

We wholeheartedly support the San Ramon Police Department's grant application and urge the granting organization to recognize the significance of this funding request. By providing the necessary resources, we can empower our law enforcement agencies to combat organized retail theft head-on, ultimately creating a safer and more secure environment for everyone in San Ramon.

Thank you for your attention to this matter, and we trust that you will seriously consider our endorsement. We remain available to provide any additional information or support that may be required. Together, we can make a significant difference in our community's well-being.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ming Sastry'.

Ming Sastry
Board Chair
San Ramon Chamber of Commerce
Board of Directors

A handwritten signature in black ink, appearing to read 'Heidi Kenniston-Lee'.

Heidi Kenniston-Lee
President/CEO
San Ramon Chamber of Commerce



Dear California Board of State and Community Corrections,

We are writing on behalf of the Contra Costa County District Attorney's Office and the San Ramon Police Department to express our commitment to effectively combating organized retail theft and its detrimental impact on our community.

Organized retail theft poses a significant threat to the safety and well-being of our residents and local businesses. The rising incidence of these crimes leads to substantial economic losses and contributes to an atmosphere of insecurity within our community. Our proactive approach to tackling this issue through the grant application process demonstrates our dedication to safeguarding the interests of our community members and maintaining a secure and thriving business environment.

We fully recognize the importance of collaboration between law enforcement agencies and the District Attorney's Office in combating organized retail theft. We are committed to working diligently with each other's department to build strong cases against these offenders, ensuring they are held accountable for their actions.

Additionally, we are committed to providing the necessary resources and support for successful prosecutions related to organized retail theft. We will work closely together to develop comprehensive strategies and legal frameworks that will enhance the likelihood of successful prosecutions, thus deterring potential offenders and contributing to the overall safety of our community.

We understand the importance of securing external funding to bolster our joint efforts in combating organized retail theft. Therefore, we jointly endorse the Organized Retail Theft Vertical Prosecution Grant Program funding application submitted by the Contra Costa County District Attorney's Office and the San Ramon Police Department's Organized Retail Theft grant funding application. Our departments are dedicated to lessening the impact of organized retail theft in our communities, but to do so effectively, we respectfully request the funding of these projects to accomplish our goals.

If you require further assistance or have questions regarding our joint support of these funding applications, please do not hesitate to contact either of our offices at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Diana Becton".

Diana Becton
District Attorney
Contra Costa County

A handwritten signature in black ink that reads "DENTON CARLSON".

Denton Carlson
Chief of Police
San Ramon Police Department

Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

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

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

San Ramon Police Department

San Ramon PD Policy Manual

Bias-Based Policing

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

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

402.4.2 REPORTING TRAFFIC STOPS

Each time an officer makes a traffic stop, the officer shall report any information required in the Racial and Identity Profiling Act Policy (RIPA)

402.4.3 REPORTING OF STOPS

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

If multiple agencies are involved in a stop and the San Ramon Police Department is the primary agency, the San Ramon 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 unless exigent circumstances preclude doing so. In such circumstances, the data shall be completed as soon as practicable.(11 CCR 999.227).

402.5 SUPERVISOR RESPONSIBILITIES

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

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

San Ramon Police Department

San Ramon PD Policy Manual

Bias-Based Policing

- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

Each year, a review of the San Ramon Police Department's efforts to prevent racial- or bias-based profiling will be conducted and an overview, including public concerns and complaints, will be submitted to the Chief of Police.

This report should not contain any identifying information regarding any specific complaint, citizen 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 shall review the annual report and discuss the results with those they are assigned to supervise.

402.7 TRAINING

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

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

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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

Situational Awareness Public Safety Camera Program (Sitcams)

378.1 PURPOSE AND SCOPE

The high-resolution, Situational Awareness Cameras (Sitcams) supplement the existing Automated License Plate Reader (ALPR) infrastructure. Sitcams have the ability to capture real-time footage of an entire area, such as a major intersection, where the cameras are installed. This will allow an intersection to be reviewed for investigative leads when a vehicle is not detected by an ALPR camera or when a vehicle does not have license plates. Sitcams also have the ability to capture criminal activity and suspect descriptions in situations when a vehicle is not involved. Depending on location and angle, Sitcams also have the ability to detect vehicle license plates, description of vehicle occupants, as well as rotate and zoom to monitor live situations.

The purpose of utilizing situational awareness video cameras is to equip authorized officers and staff assigned to law enforcement roles with an effective tool to combat criminal activity, enhance productivity and improve public and officer safety.

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

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

378.2 POLICY

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

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

378.3 OPERATIONAL GUIDELINES

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

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Situational Awareness Public Safety Camera Program (Sitcams)

Sitcams may be used to collect data that is within public view, but may not be used for the sole purpose of monitoring individual activities protected by the United States Constitution. The collected data is only used for law enforcement purposes.

Any comments or public information requests regarding the implementation of Sitcams, will be handled by the Sitcam System Administrator (Operations Division Commander) or their designee.

Using Sitcam data shall be for official agency purposes only. Accessing the data for personal reasons, or the introduction of unapproved software, other files or altering the software program, is unauthorized.

Sitcam data is reviewed and accessed through department Sitcam infrastructure:

- a. Staff accessing the data must have a vetted account establishing their ability to access law enforcement resources. To establish an account staff must meet the training requirements set forth in this policy.
- b. Access to Sitcam data must be for authorized agency purposes and within “need to know right to know” guidelines. All access and inquiries to the site are logged and may be audited.
- c. Access requires a case/report number, or event number if a report number has yet to be generated.

378.3.1 PLACEMENT AND MONITORING

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

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

- (a) To prevent, deter and identify criminal activity.
- (b) In progress crimes and investigations
- (c) To assist in identifying, apprehending and prosecuting offenders.
- (d) Stolen vehicle identification
- (e) To identify wanted felons
- (f) To target identified areas of gang and narcotics complaints or activity.
- (g) BOLO's (be on the lookout) broadcasts or other safety alerts (AMBER, Blue, Silver/Gray, Yellow)
- (h) To respond to critical incidents.

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Situational Awareness Public Safety Camera Program (Sitcams)

- (i) To document officer and offender conduct during interactions to safeguard the rights of the public and officers
- (j) To augment resources in a cost-effective manner.
- (k) Traffic collision investigations
- (l) To monitor pedestrian and vehicle traffic activity.

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

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

378.3.2 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety situational awareness video system with other technology to enhance available information. Systems may be considered based upon availability and the nature of department strategy.

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

378.4 VIDEO SUPERVISION

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

378.4.1 PROHIBITED ACTIVITY

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

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

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

378.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into

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evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

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

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

378.5.1 EVIDENTIARY INTEGRITY

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

378.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video Sitcam equipment are for the official use of the San Ramon Police Department.

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

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

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

378.7 SITUATIONAL AWARENESS CAMERA EVALUATION

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

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

378.8 TRAINING

All department members authorized to operate or access public video systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video equipment and privacy. Every user accessing the situational awareness video camera system shall create a digital log by entering a case or incident number and additionally their employee ID number.

378.9 DATA COLLECTION AND RETENTION

1. Video data is stored on each individual Sitcam, utilizing the Edge Storage Solution.
2. Video data will be stored on each individual Sitcam for approximately 30 days. Some cameras may have a shorter or longer retention time based on the amount of data which is captured.
3. Video data will be downloaded from the Sitcam as needed to investigate potential criminal activity.
4. Data recovered from the Sitcams and moved to a local storage solution will be stored as evidence and booked according to San Ramon Police policy as noted above.
5. Notwithstanding any other provisions of law, all electronic images or data gathered by Sitcams are for the exclusive use of law enforcement in the discharge of duties and are not to be made open to the public. (*recordings relating to critical incidents can be withheld during active investigations for no longer than 45 days and if the privacy interest in withholding the video outweighs the public interest in disclosure*).
6. Outside law enforcement agencies wishing to view or copy data recovered from Sitcams will be allowed to do so at the discretion of the Chief of Police or their designee, as previously noted above.