

Title	<b>Vacaville Police Department</b>	07/05/2023
	by <b>John Carli</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41320502
	john.carli@cityofvacaville.com	

## Original Submission 07/05/2023

**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)      **Vacaville 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.**

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Lead Public Agency **Vacaville Police Department**

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Applicant's Physical Address **660 Merchant Street  
Vacaville  
CA  
95688  
US**

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

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Mailing Address for Payment **650 Merchant Street  
Vacaville  
CA  
95688  
US**

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Tax Identification Number **94-6000447**

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SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

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Project Director **Taylor  
Piro**

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Project Director's Title with Agency/Department/Organization **Crime Analyst**

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Project Director's Physical Address **660 Merchant Street  
Vacaville  
CA  
95688  
US**

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Project Director's Email Address **taylor.piro@cityofvacaville.com**

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Project Director's  
Phone Number **+17074495276**

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Financial Officer **Lluvia  
Altamirano**

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

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Financial Officer's  
Physical Address **660 Merchant Street  
Vacaville  
CA  
95688  
US**

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Financial Officer's  
Email Address **Lluvia.Altamirano@cityofvacaville.com**

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Financial Officer's  
Phone Number **+17074495207**

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Day-To-Day Program  
Contact **Taylor  
Piro**

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Day-To-Day Program  
Contact's Title **Crime Analyst**

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Day-To-Day Program  
Contact's Physical  
Address **660 Merchant Street  
Vacaville  
California  
95688  
US**

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Day-To-Day Program  
Contact's Email  
Address **taylor.piro@cityofvacaville.com**

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Day-To-Day Program  
Contact's Phone  
Number **+17074495276**

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Day-To-Day Fiscal  
Contact **Lluvia  
Altamirano**

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

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Day-To-Day Fiscal  
Contact's Physical  
Address **660 Merchant Street  
Vacaville  
CA  
95688  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>Lluvia.Altamirano@cityofvacaville.com</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+17074495207</b>
Name of Authorized Officer	<b>John Carli</b>
Authorized Officer's Title	<b>Mayor</b>
Authorized Officer's Physical Address	<b>650 Merchant Street Vacaville CA 95688 US</b>
Authorized Officer's Email Address	<b>John.Carli@cityofvacaville.com</b>
Authorized Officer's Phone Number	<b>+17074495522</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Establish a Real Time Information Center at Vacaville Police Department</b>
Proposal Summary	<b>The City of Vacaville (City) proposes utilizing Board of State and Community Corrections Organized Retail Theft Prevention Grant Funding to establish a Real Time Information Center (RTIC) at Vacaville Police Department (VPD). Funding will be used for infrastructure, personnel costs, and technology, furniture, and equipment needed to launch a fully operational RTIC. An RTIC at VPD will provide the City with an invaluable resource that will aid in effective policing through prediction, prevention, efficient real-time responses leading to apprehensions, and investigations resulting in the prosecution of crimes related to organized retail and motor vehicle thefts.</b>

**PROGRAM  
PURPOSE AREAS**

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

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**Program Purpose  
Areas (PPAs):**

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

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**Funding Category  
Information**

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

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**Funding Category**

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

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**SECTION IV -  
PROPOSAL  
NARRATIVE AND  
BUDGET**

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

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

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Project Need

**The City of Vacaville is located in Solano County in the North Bay, one of the fastest growing areas in the nation, situated between San Francisco and Sacramento. The City of Vacaville is just under 27 square miles and has experienced significant growth since its incorporation in 1892, with a current population of approximately 103,000. The City of Vacaville's mission is to understand and balance citizens' needs, desires, and resources to achieve the highest possible quality of life for the overall community through the services provided.**

**Vacaville is home to a thriving retail district, which includes the Vacaville Premium Outlets, an outdoor shopping property with over 85 stores. The Vacaville Premium Outlets is one of the largest factory outlet complexes in California and serves the nearby communities of San Francisco, Napa Valley, and Sacramento with their convenient location right off Interstate 80. Vacaville currently has over 400 retail establishments within the city limits, with close to 2 million square**

feet of retail space.

The Vacaville Police Department (VPD) provides law enforcement services for the City of Vacaville and is committed to the safety and security of its residents and businesses. The VPD currently has 118 sworn officer positions. Of the 118 officers, 52 are assigned to patrol covering 3 shifts per day: Days, Swings, and Nights. Patrol officers are responsible for responding to the community's calls for service, reports of crime, and proactive policing activities.

Given the geographic location of Vacaville, situated along Interstate 80, the city is a prime target for organized retail theft and motor vehicle theft. The location of hundreds of retailers off a major freeway provides easy access and quick departure for criminals. VPD staff reviewed crime statistics related to organized retail and motor vehicle thefts and found there has been an increase of close to 20% in these crimes since 2021 resulting in substantial financial losses and safety concerns for Vacaville residents and businesses.

Over the past five years there were over 900 motor vehicle thefts reported in Vacaville. In 2022, there were 204 motor vehicle thefts reported, an average increase of approximately 18% when compared to the four years prior. According to the National Highway Traffic Safety Association (NHTSA), more than 800,000 vehicles were stolen in the United States in 2020, of those vehicles only 56% were recovered, resulting in costs of over \$7 billion for vehicle owners.

VPD staff reviewed retail theft statistics over the past five years at ten major retail businesses located in Vacaville: Target, Walmart, Home Depot, Polo Ralph Lauren, Nike, Nugget Market, Ulta, Tommy Hilfiger, Kohls, and Safeway. Several of these stores are located at the Vacaville Premium Outlets just off Interstate-80. VPD responded to 1,866 calls at the ten locations, resulting in 1,379 reports taken. Theft reports were taken by VPD officers at approximately 74% of the theft-related incidents responded to.

In 2020, an organized retail theft crew from the California Bay Area stole over 65 firearms from a retail store in Vacaville. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) adopted this case and VPD continues to receive hits on the stolen firearms. Organized retail theft is a nationwide problem and has increased drastically in California over the last ten years. The National Retail Federation (NRF) reports that organized retail theft accounts for nearly \$30 billion in economic loss per year. Retailers are forced to deal with this loss and pass it on to consumers through increased pricing to offset the loss. The NRF also states that there has been a dramatic increase across the nation in the number of large-scale, targeted thefts using methods of coordinated and planned attacks on retailers. It is challenging for local law enforcement to investigate the increasing number of cases of theft.

The City of Vacaville recognizes the major need to reduce the number of organized retail thefts and motor vehicle thefts in Vacaville for the safety, security, and quality of life of the Vacaville community and businesses. While it is impossible for officers to be present at all locations throughout the city in which a crime may occur at any given

time, many cities have enlisted the assistance of technology and Real-Time Information Centers (RTIC) to support their efforts in preventing these crimes and prosecuting offenders when they have been committed. As noted by the Office of Justice Programs (OJP), the technologies available in Real-Time Centers provide law enforcement with the ability to respond to crime events more efficiently, deliberately and with improved operational intelligence, with a proactive emphasis on officer, citizen, and community safety. In 2022, VPD's average response time to calls was 14:31, with an average response time of 6:25 to priority 1 calls (immediate threat to life). A main goal of an RTIC is to reduce the response times to calls for service, resulting in increased apprehensions and safety for the community.

The City of Vacaville proposes using Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant Funding to expand upon the current theft prevention efforts in the city and establish an RTIC at Vacaville Police Department. The VPD currently utilizes various types of technology to aid in the fight against organized retail theft and motor vehicle theft. Some of the current technologies utilized by VPD include traffic management camera systems, surveillance camera systems, body-worn cameras, in-car cameras, automated license plate readers, and unmanned aerial systems. While many of these technologies have proven to be beneficial for investigating crimes after they have occurred, most of them are not being utilized to their full potential at VPD for crimes in progress or for the prevention of crimes related to organized retail theft and motor vehicle theft. VPD does not currently have the resources available to establish and operate an RTIC to not only assist with responding to crimes in process and post crime investigations but to also utilize technology and intelligence for the prevention of the crimes. The establishment of an RTIC at VPD will assist with addressing the need to find ways to effectively utilize technology and staffing to prevent many of the retail thefts and motor vehicle thefts occurring in Vacaville. It will also provide a means for more efficient responses to these crimes while in progress, leading to apprehension of suspects and further prevention of these crimes.

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#### Project Description

The vast amount of information available to law enforcement has increased drastically over the past decade. Technological advancements provide law enforcement with a massive amount of intelligence providing increased safety for officers and citizens. Cameras, license plate readers, drones, vehicle and location history, and social media are just a few of the resources available to law enforcement. These resources produce information that is housed in various databases and accessed via numerous types of technology. The information available is a fantastic tool for law enforcement; however, accessing the information, especially during real time incidents, can be challenging, inefficient, and detrimental to safety of officers and citizens. Because of this, cities throughout the nation have established Real Time Information Centers (RTIC) to serve as central locations for gathering and disseminating information and



have seen great success. The Office of Justice Programs (OJP) states the mission of RTICs is to “provide a law enforcement agency with the ability to capitalize on a wide and expanding range of technologies for efficient and effective policing. Such efforts may allow law enforcement officers to respond quickly, or even immediately, to crimes in progress or to those that have recently occurred.” OJP notes the difficulty in managing the increased amount of data, information, and intelligence now available through technology. This is where RTICs come in and provide a central hub for managing the information and intelligence, leading to policing that is more efficient and effective.

Vacaville Police Department (VPD) currently utilizes the following types of technology to respond to and investigate crimes including motor vehicle and organized retail thefts: (1) Automated License Plate Reader (ALPR) Cameras – capture digital images of license plates on vehicles in Vacaville. Assists with locating stolen or wanted vehicles; (2) Body-worn Cameras – cameras worn by officers in the field. Live streaming allows for real time video during incidents and the deployment of resources. Camera footage is a valuable tool for post-incident investigations; (3) In-Car Cameras – patrol vehicle cameras. Live streaming provides increased safety in the field; (4) Video Management System – traffic cameras and VPD campus surveillance cameras. Will be used in the RTIC for live operations, providing video intelligence; (5) Virtual Crime Center – data aggregator linking public records to law enforcement data (cases, arrests, etc.) providing intelligence during investigations. Helps link individuals and potentially identify suspects; (6) Call Record Management Platform – takes cell phone location data and maps it. Assists investigators with developing a path for suspect/victim travel; and (7) Mapping Platform – mapping system allowing data to be plotted on maps. Used to map crime trends, camera locations, and other location-based data.

The technologies listed have proven to be effective tools for investigating crimes such as organized retail and motor vehicle thefts; however, most are not being used to their full potential for intelligence and real time purposes due to the lack of a central hub to manage and disseminate the information in a real time environment. Establishing an RTIC at VPD allows for the integration of current technologies, maximizing their technological capabilities, and provides the means for adding additional technologies, increasing efficiency in policing services.

The City of Vacaville (City) proposes utilizing BSCC grant funding to establish a fully operational RTIC at VPD. Establishment of the RTIC will incorporate existing and new technologies at VPD with the goal of providing the community with enhanced policing services through prediction, prevention, efficient real-time responses leading to apprehensions, and investigations resulting in the prosecution of crimes related to organized retail and motor vehicle thefts.

The City hired a consultant with IXII Group Inc. to assist with the

development of an RTIC at VPD. The consultant has extensive experience implementing a state-of-the-art RTIC and operating the RTIC once established. The consultant provided VPD with a clear path to move forward which includes the infrastructure, equipment, and technology needed to operate an RTIC successfully. The consultant was funded by the City outside of this grant and will guide VPD throughout the process should grant funding be awarded. Space has been identified at VPD for the physical establishment of the RTIC. This space requires remodeling to house workstations and a video wall to monitor real time video and data. The improvements involve constructing a wall which includes a glass window for viewing, a doorway, and lighting/electrical upgrades, which will be completed by a licensed contractor. The space is adjacent to the Dispatch Center, an ideal location since dispatchers and the RTIC will work closely to effectively assist with calls for service and deploy resources.

Once the infrastructure is in place, the next phase is installing furniture, equipment, hardware, and software needed for RTIC operations. This includes: (1) Furniture – workstations, chairs, conference table, and storage; (2) Computer equipment for workstations; (3) Video wall, including display processor; (4) Video analytics software – compresses real-time video into shorter segments allowing filters to be added to help identify vehicles and individuals. Saves hundreds of hours of investigative and real-time work with attempts to identify persons or vehicles involved in motor vehicle and organized retail thefts; (5) Data aggregation mapping system – aggregates video feeds and static data such as floorplans and community camera locations. Primary mapping system for the RTIC video wall; (6) Facial Recognition Platform – allows for publicly available internet and social media sites to have uploaded images compared to an image of a suspect; (7) Live911 – allows real-time 911 audio to be streamed into the RTIC as dispatchers help the caller. RTIC operators can monitor nearby cameras or launch drones to arrive on scene in seconds. This provides a faster response and potential apprehension. RTIC operators can guide officers to stolen vehicles or suspects fleeing following a crime; (8) Web Investigative Platform – data linkage platform that also performs dark web searches to help combat sales of stolen retail items; (9) Drone data management and flight analysis platform – records all metadata of law enforcement drone flights, including flight paths and allows for live streaming from the drone's camera. Crucial for transparency with the public for a drone program; (10) Drone Remote Piloting Platform – allows the remote pilot of a drone to be housed inside RTIC. The pilot flies the drone as a Drone First Responder; and (11) Radios – used for real-time communication with officers in the field during incidents. The combination of new and existing technology provides VPD with all technology needed for an operational RTIC.

The final component needed for the RTIC is staffing. Grant funding will be used to hire one Community Service Officer (CSO). The CSO will be a full-time RTIC operator, responsible for real-time operations and the deployment of resources. Grant funding will also be used to cover the cost for retired annuitants and overtime costs for VPD

officers to work as RTIC operators. Retired annuitants are retired police officers that are now at-will City employees. Operators with law enforcement experience will bring practical and investigative knowledge to the RTIC. A Police Services Manager will oversee the RTIC, establishing policies and procedures and supervising the operators. This is a new position at VPD, funded by the City. VPD will staff the RTIC with an existing Crime Analyst, responsible for collecting and analyzing RTIC intelligence. The combination of civilians and sworn personnel has proven to be a winning combination for other cities with RTICs. According to the Office of Justice Programs, a hybrid staffing approach works well in many agencies.

The RTIC will serve as an invaluable pre- and post-incident resource for VPD, working closely with the Investigative Services Division. Two detectives will be assigned to property crimes, including organized retail theft. An Organized Retail Crime team will work overtime operations to combat organized retail and motor vehicle theft. Grant funding will be used for overtime costs and related trainings for combatting these crimes. This team will be responsible for furthering VPD's partnerships with retail locations. VPD will educate retailers on the methods and technologies available to help deter crime at their businesses, one of which will be "Cameras on Wheels" (COWs) purchased by VPD with grant funding. COWs are cameras attached to patrol vehicles that are placed in retail locations to deter crime.

The goals for this project are: (1) Establish an RTIC to combat organized retail crime and motor vehicle theft in the city of Vacaville; and (2) Decrease response times to retail and motor vehicle theft crimes and increase the number of arrests for these crimes in the city of Vacaville by leveraging technology in the RTIC. Objectives related to the goals are: (1) RTIC staff will utilize technology to assist with expedited and safe responses to calls in the field related to stolen vehicles and retail theft crimes; (2) RTIC staff will work collaboratively with the Investigative Services Division/Organized Retail Crime Team to utilize RTIC technology for preventive and intelligence purposes, and to investigate retail crimes and motor vehicle thefts; (3) RTIC staff will leverage technology to provide information and intelligence to officers that will lead to a decrease in the response time for calls related to the project; (4) RTIC staff will leverage technology to provide the intelligence needed for an increase in apprehensions related to motor vehicle and organized retail crime thefts; (5) RTIC staff will leverage technology as an investigative tool following crimes related to the project to collaborate with Organized Retail Crime (ORC) detectives, leading to an increase in apprehensions; and (6) RTIC staff will leverage technology to provide real-time information to officers in the field, leading to an increase in stolen vehicle recoveries. Additional details related to project measures and timelines can be found in the attached project work plan. VPD is confident the goals and objectives identified will be accomplished and will have a positive impact on combatting organized retail and motor vehicle thefts in Vacaville.

**VPD has a video surveillance policy in place, policy 379. This policy provides VPD with guidance regarding the placement and monitoring of video surveillance, as well as the storage and release of the images. VPD also has a bias-based policing policy in place, policy 402. This policy provides VPD's members with guidance affirming VPD's commitment to policing that is fair and objective. VPD will adhere to both with all associated grant activities.**

**Project  
Organizational  
Capacity and  
Coordination**

**The City of Vacaville (City) has identified space for the infrastructure of the Real Time Information Center (RTIC) at Vacaville Police Department (VPD). The RTIC will be constructed near the Department's Communication Center, an optimal location given the close communication that takes place between RTIC operators and Dispatchers. The City has contracted with a consultant to assist with the establishment of the RTIC. The consultant is working closely with VPD staff to determine the infrastructure, equipment, and technology needed to establish a fully operational RTIC. VPD plans to hire one Community Service Officer for daily operations in the RTIC initially and will assign an existing Crime Analyst and Police Services Manager to the RTIC. The Police Services Manager will oversee construction and operations of the RTIC.**

**VPD is a full-service police department with 118 sworn officers and 67 professional staff. The Department is led by Chief Ian Schmutzler who has over 25 years of experience in municipal law enforcement. VPD's Police Services Manager will oversee the proposed project, the launch of the RTIC during the grant period, and day-to-day management of the RTIC following the grant term. The Police Services Manager is a new civilian position that will report to the Field Support Bureau Captain, who in return reports to the Chief of Police; this position is being funded by the City and is not included in the proposal for grant funds.**

**The proposed management structure follows the established organization of VPD. The RTIC operators will be a Community Service Officer (CSO), Retired Annuitants, and VPD officers working overtime. The RTIC CSO is a new position that will be filled once grant funding is awarded. The Retired Annuitants will be at-will City employees. The operators will report to the Police Services Manager. RTIC staff will work closely with VPD's Investigative Services Division for pre- and post-incident investigatory efforts. All RTIC operators will participate in extensive training to become efficient at providing information and intelligence to law enforcement officers in the field.**

**VPD has established relationships with business owners throughout Vacaville and will further develop these partnerships throughout the project in their efforts to decrease organized retail crime. Attached are seven letters of commitment/support VPD received from retail locations in Vacaville. VPD's partnership with retail businesses will focus on sharing information to protect citizens and businesses from crimes.**

**VPD's budget manager will be responsible for the financial portion**

related to the project. VPD's accounting system has been established to specifically track the drawdowns and expenditures for state funding sources. VPD has a long track record of successful grant management, and currently manages over \$1.9 million dollars in federal and state grants. The Department complies with all audit requirements and will not supplant any funding related to this project.

This project requires the execution of several contracts if grant funding is awarded. The anticipated timeline for execution of each contract is as follows: (1) Construction contract executed within 6 months of grant award, construction completed within 12 months of grant award; (2) Technology and equipment purchases/contracts associated with the project executed within 6 months of grant award; (3) Furniture contract executed within 6 months of grant award and installed prior to completion of construction; (4) Purchase of vehicles and equipment for Cameras on Wheels completed within first 6 months of grant award; (5) Contract with financial auditor executed within the final 6 months of the grant period; and (6) Contract with organization responsible for the local evaluation plan and report executed within first 6 months of grant award. VPD will adhere to the purchasing guidelines established via the City of Vacaville's ordinances for all purchases related to this project.

VPD intends to sustain the operation of the RTIC following the grant period by using Vacaville's General Fund budget. The ongoing costs and additional staffing needed to operate the RTIC will be included in the annual budget process. The City commits to continued funding of the CSO position following the grant period. VPD will also seek alternative funding sources to add additional staff in the RTIC.

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Project Evaluation  
and Monitoring

The Vacaville Police Department (VPD) is committed to participating in the financial audit, local evaluation plan and report, and all reporting required by the Board of State and Community Corrections associated with the Organized Retail Theft Prevention Grant Funding. Funds will be tracked separately for this grant so expenditures can be easily reporting.

To meet the Organized Retail Theft Prevention Grant Funding reporting requirements, the project team will document progress in meeting performance measures and will quantify the success of the objectives in the following way: (1) Within 18 months of receiving grant funding, RTIC will be constructed and operational; (2) By the conclusion of the grant, number of stolen vehicles recovered following LPR hits will be evaluated to determine if an increase in recoveries occurs following the implementation of RTIC; (3) Within the first year of the grant and throughout the life of the grant, collaborative partnerships will be established with retail locations in Vacaville; (4) Within the first 6 months of the grant, a Community Services Operator will be hired to serve as a full time RTIC operator; (5) By the conclusion of the grant, officer response times to calls for service will be evaluated to determine if a decrease in response time has occurred; (6) Within 18 months of receiving grant funding, all equipment, software, and technology needed for the RTIC and related

to this project will be purchased; and (7) By the conclusion of the grant, the number of apprehensions related to motor vehicle theft and organized retail crime thefts will be evaluated to determine if an increase occurs following the establishment of the RTIC. VPD will evaluate and document response times, number of stolen vehicles recovered, and number of apprehensions related to retail theft and motor vehicle theft prior to the grant period. This data will be used as a baseline for evaluating the success related to the goals and objectives of this grant project. VPD's Police Services Manager will be responsible for monitoring all activities associated with the grant project and ensuring timelines are adhered to.

VPD's Police Services Manager will work closely with the City's Budget Manager to identify a qualified individual/firm to conduct the required financial audit at the end of the grant period. The Budget Manager will provide the auditor with all financial information needed for the audit in compliance with the guidelines set forth by BSCC. The City of Vacaville has been audited in the past and is familiar with the qualifications needed for a financial audit. Funding has been included in the grant's budget for this service.

VPD's Police Services Manager will also identify an outside entity to perform the local evaluation plan and report. If deemed necessary by staff, the City of Vacaville will solicit formal proposals from qualified entities to complete the evaluation. The Police Services Manager and the Crime Analyst assigned to the RTIC will track and provide all data needed for the outside entity to complete the evaluation plan and report in accordance with the BSCC requirements. The goals and objectives identified as a part of this project have quantifiable measures that the outside entity will be able to assess to ensure the outcomes desired are met with the data provided by VPD. Funding has been included in the grant's budget for this service.

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#### Budget Instructions

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

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#### Budget Attachment

[ORT\\_Grant\\_Program\\_Budget\\_062023.xlsx](#)

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[ORT\\_Grant\\_Project\\_Work\\_Plan\\_062023.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee\\_Assurance.pdf](#)

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Local Impact Letter(s) (Appendix E)

[VVPD\\_Letter\\_of\\_Impact.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[Home\\_Depot\\_Letter\\_of\\_Commitment.pdf](#)

[Ulta\\_Letter\\_of\\_Commitment.pdf](#)

[Lowe's\\_Letter\\_of\\_Commitment.pdf](#)

[Nugget\\_and\\_Tommy\\_Hilfiger\\_Letters\\_of\\_Commitment.pdf](#)

[Vacaville\\_Premium\\_Outlets\\_Letter\\_of\\_Commitment\\_060923.pdf](#)

[Target\\_Letter\\_of\\_Commitment\\_Email.pdf](#)

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Policies Limiting Racial Bias

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

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Policies on Surveillance Technology

[Automated\\_License\\_Plate\\_Readers\\_\\_ALPRs\\_.pdf](#)

[Public\\_Safety\\_Video\\_Surveillance\\_System.pdf](#)

[Records\\_Maintenance\\_and\\_Release.pdf](#)

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

[Certification\\_of\\_Compliance.pdf](#)

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OPTIONAL: Governing Board Resolution (Appendix H)

[Res.\\_2023-055\\_RTIC\\_Grant\\_Application.pdf](#)

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OPTIONAL:  
Bibliography

n/a

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CONFIDENTIALITY  
NOTICE:

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>Establish an RTIC to combat organized retail crime and motor vehicle theft in the city of Vacaville.</b>		
Objectives (A., B., etc.)	<p>Following establishment of the RTIC, RTIC staff will utilize technology to assist with expedited and safe responses to calls in the field related to stolen vehicles and retail theft crimes.</p> <p>Following establishment of the RTIC, RTIC staff will work collaboratively with the Investigative Services Division/Organized Retail Crime Team to utilize RTIC technology for preventive and intelligence purposes, and to investigate retail crimes and motor vehicle thefts.</p>		
Process Measures and Outcome Measures:	<p>Construction of RTIC infrastructure has been completed according to the proposal.</p> <p>All furniture, equipment, software, and technology included in the proposal has been purchased and installed.</p> <p>Cameras have been upgraded and new cameras have been installed throughout the city of Vacaville in accordance with the proposal.</p> <p>Community Service Officer has been hired and is working as a full-time operator.</p> <p>Retired Annuitants have been hired.</p> <p>Number of overtime operations worked by ORC team.</p> <p>Number of retail partnerships established.</p> <p>Number of events RTIC operators assisted officers in the field with.</p> <p>Number of ingested live video feeds from businesses.</p> <p>Number of live monitored cameras in the city of Vacaville.</p> <p>Number of mobile camera assets deployed supporting ORC operations.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners		Timeline

		Start Date	End Date
<p>Hire contractor to construct RTIC.  Oversee construction process.  Execute contracts needed for RTIC equipment and technology.  Purchase all equipment, software, furniture and technology needed.  Hire Community Service Officer.  Hire at-will Retired Annuitants.  Community Service Officer works full-time as an operator in RTIC.  ORC Team works overtime shifts to combat retail theft.  Collaborate with retail locations to establish partnerships and provide education.</p>	<p>The Police Services Manager will be responsible for overseeing all project activities in support of the goals and objectives. The Investigative Services Division Captain will oversee the ORC Team and their activities related to the grant.</p>	October 1, 2023	October 1, 2024 (RTIC constructed completed. All tech and equipment related to project purchased)
		October 1, 2023	April 1, 2024 (RTIC staff hired)
		March 1, 2024	December 31, 2026 (ORC overtime operations)
		October 1, 2024	December 31, 2026 (RTIC operational)
		October 1, 2023	December 31, 2026 (partnerships established with retailers)
<p>List data and sources to be used to measure outcomes: &gt; Construction contract completed and executed. Equipment, furniture, and technology contracts and purchases executed, purchased, and completed. Invoicing can be provided, and onsite visits conducted. Internal data analysis at VPD will be used to measure RTIC productivity – calls assisted, hotlist entries.</p>			

<b>(2) Goal:</b>	<b>Decrease response times to retail and motor vehicle theft crimes and increase the number of arrests for these crimes in the city of Vacaville by leveraging technology in the RTIC.</b>
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Objectives (A., B., etc.)	<p>RTIC staff will leverage technology provided by the grant project as well as existing technology to provide information and intelligence to officers that will lead to a decrease in the response time for calls related to the project.</p> <p>RTIC staff will leverage technology in the RTIC to provide the intelligence needed for an increase in apprehensions related to motor vehicle and organized retail crime thefts.</p> <p>RTIC staff will leverage technology in the RTIC as an investigative tool following crimes related to the project to collaborate with Organized Retail Crime (ORC) detectives, leading to an increase in apprehensions.</p> <p>RTIC staff will leverage technology in the RTIC to provide real-time information to officers in the field, leading to an increase in stolen vehicle recoveries.</p>		
Process Measures and Outcome Measures:	<p>Response times to project related crimes will have decreased.</p> <p>Number of crimes in progress RTIC operators assisted with related to the grant.</p> <p>Number of apprehensions for project related crimes will have increased.</p> <p>Percentage of stolen vehicles recovered will have increased.</p> <p>Number of vehicles entered into local hotlists and recovered, resulting in arrests will increase.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>Operators will utilize RTIC technology to assist officers during real-time calls.</p> <p>Operators will utilize RTIC technology to assist detectives with investigations following crimes.</p>	<p>RTIC activities will be overseen by the Police Services Manager. A Community Service Officer will serve as the first RTIC operator and retired officers will staff the RTIC as well during the grant period. A Crime Analyst will also work with RTIC staff and ORC detectives.</p>	<p>October 1, 2024 (or sooner if construction is completed sooner)</p>	<p>December 31, 2026</p>
<p>List data and sources to be used to measure outcomes: &gt; Vacaville Police Department crime statistics – crimes statistics for organized retail thefts and motor vehicle thefts, arrest data related to the project crimes, response time data, and stolen vehicle recovery data. The RTIC crime analyst will provide all data needed to measure the project outcomes.</p>			

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

**Name of Applicant:** Vacaville 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	\$1,468,110.00
2. Services and Supplies	\$173,618.00
3. Professional Services or Public Agencies	\$1,843,716.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$702,000.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$145,000.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$4,432,444.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Community Service Officer (RTIC operator)	Full time employee with hourly rate of \$40/hour and annual benefits at \$54,184/year	\$343,460.00
Retired Annuitants	Hourly rate of \$60/hour, no benefits - 1820 hours year one, 3640 hours years 2 and 3	\$546,000.00
Overtime - police lieutenant	Overtime rate of \$174/hour, no benefits, 150 hours over life of grant ORC team	\$26,100.00
Overtime - police sergeant	Overtime rate of \$153/hour, no benefits, 150 hours over life of grant ORC team	\$22,950.00
Overtime - police officer	Overtime rate of \$131/hour, no benefits, 1800 hours over life of grant ORC team, 2000 hours over life of grant RTIC staffing	\$497,800.00
Overtime - police dispatcher	Overtime rate of \$106/hour, no benefits, 300 hours over life of grant ORC team	\$31,800.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,468,110.00</b>

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

*The Community Service Officer will be hired to serve as a full time RTIC operator. The cost covers salary and benefits for the position. The Retired Annuitants will be at-will City employees that will work as RTIC operators. The cost covers their hourly wages, no benefit costs. Overtime costs are for both the Organized Retail Crime team working saturation operations related to combatting retail crime and to staff the RTIC with sworn personnel serving as RTIC operators. The cost is solely for overtime, no benefit costs included. All positions working in the RTIC will utilize RTIC technology to provide intelligence and real-time assistance related to organized retail crime and motor vehicle theft.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Computers, monitors, and hardware for workstations	\$6000 for all computer equipment for each workstation - 5 workstations	\$30,000.00
2 cellphones, sim cards, and data	\$1500 each initial cost, \$600/year each for service	\$6,600.00
2 tactical plate carrier vests	\$1580 per vest	\$3,160.00
15 live video feed laptop computers	\$4507/laptop	\$67,608.00
5 workstation consoles	\$5060/workstation	\$66,250.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$173,618.00</b>

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

Workstations, computers, monitors and associated hardware are needed for all RTIC operators and will provide RTIC operators with the workspace needed to be used in conjunction with all RTIC technology to combat organized retail crime and motor vehicle theft. Cellphones and cellphone data are needed for RTIC operations. The cellphones remain in the RTIC and can be used by any RTIC operator. Tactical plate carrier vests are needed for the safety of sworn personnel that will be working on the ORC team. Laptop computers are needed for Vacaville Police Department personnel, particularly detectives, to livestream traffic cameras remotely to augment real time operations related to retail crime and motor vehicle theft.

**3a. Professional Services**

Description of Professional Service(s)	Calculation for Expenditure	Total
Video analytics software platform	Initial cost of \$180,000, \$15,000/year after initial year (2 years)	\$216,000.00
Data aggregation mapping platform	\$90,000/year, three years	\$270,000.00
Facial recognition platform	\$12,000/year, three years	\$36,000.00
Live911 platform	\$12,000/year, three years	\$36,000.00
Web investigation platform	\$90,000/year, three years	\$270,000.00
Drone data management and flight analysis platform and drone remote piloting platform	\$42,000/year for flight analysis, \$30,000/year for piloting	\$216,000.00
10 Flock Safety Cameras- lease	\$3,600/year/camera, one-time fee of \$5,000 year one	\$113,000.00
Real-Time Information Center Video Wall Package	\$686,716 total for video wall package via Constant Technologies	\$686,716.00
<b>TOTAL</b>		<b>\$1,843,716.00</b>

**3b. Professional Services Narrative**

Video analytics software compresses real-time video into shorter segments allowing filters to be added to help identify vehicles and individuals. Saves hundreds of hours of investigative and real-time work with attempts to identify persons or vehicles involved in motor vehicle and organized retail thefts. Data aggregation mapping system aggregates video feeds and static data such as floorplans and community camera locations. Primary mapping system for the RTIC video wall. Facial Recognition Platform allows for publicly available internet and social media sites to have uploaded images compared to an image of a suspect. Live911 allows real-time 911 audio to be streamed into the RTIC as dispatchers help the caller. RTIC operators can monitor nearby cameras or launch drones to arrive on scene in seconds. This provides a faster response and potential apprehension. Web Investigative Platform is a data linkage platform that also performs dark web searches to help combat sales of stolen retail items. Drone data management and flight analysis platform records all metadata of law enforcement drone flights, including flight paths and allows for live streaming from the drone's camera. Drone Remote Piloting Platform allows the remote pilot of a drone to be housed inside RTIC. The pilot flies the drone as a Drone First Responder. Flock Safety Cameras are license plate readers that capture digital images of license plates on vehicles in Vacaville. Assists with locating stolen or wanted vehicles. The video wall, including the display processor is a key component in the RTIC, used to real-time operations.

**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
<b>TOTALS</b>		<b>\$0.00</b>

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

Enter narrative here. You may expand cell height if needed.

**5a. Data Collection and Evaluation**

Description of Data Collection and Evaluation	Calculation for Expense	Total
Local evaluation plan and report by outside entity	Flat fee for evaluation and associated report	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$75,000.00</b>

**5b. Data Collection and Evaluation Narrative**

*A local evaluation plan and report are required as part of the grant funding. Vacaville Police Department intends to hire an outside entity to conduct the evaluation and report at an anticipated cost of \$75,000.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Two police vehicles equipped with pan/tilt/zoom camera	\$60,000/vehicle	\$120,000.00
Four DJI Matrice 30T drones	\$30,000/drone	\$120,000.00
Five portable radios	\$8,400/radio	\$42,000.00
Five mobile radios	\$12,000/radio	\$60,000.00
20 Milestone live feed cameras	\$18,000/camera	\$360,000.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$702,000.00</b>

**6b. Equipment/Fixed Assets Narrative**

*Two police vehicles will be purchased, equipped with cameras, and placed in retail locations to deter crime. Drones will be purchased to fly as Drone First Responders. Drone pilots will be housed in the RTIC and flown remotely. Drones are able to arrive on scene within seconds leading to potential apprehensions of of ORC and motor vehicle theft suspects. Radios will be purchased for RTIC operators to use for real-time communication with officers in the field during incidents. Milestone live feed cameras will be placed throughout the City providing live feeds in RTIC. The cameras are then used for safer and more efficient responses to crimes in progress such as motor vehicle thefts, and investigations of both organized retail theft and motor vehicle theft after the incident.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial audit conducted by outside entity	Flat fee for financial audit	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**7b. Financial Audit) Narrative:**

*A financial audit is required as part of the grant funding. Vacaville Police Department intends to hire an outside company to conduct the financial audit at an estimated cost of \$25,000.*

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

Description	Calculation for Expense	Total
Construction of Real-Time Information Center	Includes demolition of existing, new construction, and finishings	\$70,000.00
Training for RTIC personnel and ORC team	12 courses at \$6250 each, includes tuition, per diem, and travel costs	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$145,000.00</b>

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

RTIC personnel and the Organized Retail Crime team will attend trainings related to the targeted grant project crimes. These include trainings such as: ICI Core Course, Cell Hawk Basic, Reid Interview and Interrogation, Search Warrant Writing, ICI Technology Investigations, and National Real Time Crime Center Association Conference. The estimated cost includes travel and training. There is currently not an as-is usable space for the RTIC at Vacaville Police Department and construction is required in an existing space to establish the RTIC. The cost for the construction includes all demolition, construction, electrical and fixtures needed for the space the RTIC furniture and equipment will be housed in. This construction is required for a fully operational RTIC that will be used to combat ORC and motor vehicle thefts.

**9a. Indirect Costs**

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

**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.**



# CITY OF VACAVILLE

POLICE DEPARTMENT



660 Merchant Street • Vacaville, CA 95688 • CityofVacaville.gov • 707.449.5200

To: Board of State and Community Corrections

From: Vacaville Police Department

Re: Local Impact Letter – not applicable

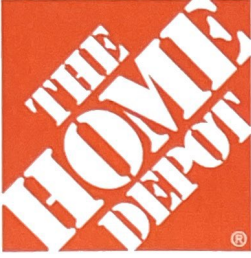
Date: 07/03/2023

The Vacaville Police Department evaluated potential impacts of the proposed project for the Organized Retail Theft Prevention Grant Program and concludes the project will not impact any other agencies. The proposed project will involve partnerships with local retailer; however, Vacaville Police Department concludes the partnerships established will not impact the retailers directly or prevent the project from operating as intended.

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Ian Schmutzler, Chief of Police





510 Orange Drive • Vacaville, CA 95687  
(707)454-0714 • Fax: (707)455-3176

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 30, 2023

This letter is being submitted to document that The Home Depot agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Vacaville.

As a part of this grant, The Home Depot agrees to partner with the Vacaville Police Department to combat organized retail theft. Over the past several years our business has struggled with what we believe to be organized retail theft. The Home Depot believes advanced technology, additional police cameras, and a consistent point of contact at both our business and Vacaville Police Department will have a direct impact on thefts from our business. If additional technology is acquired as a part of this grant, The Home Depot commits to working with the Vacaville Police Department to discuss optimal placement of cameras in our parking lots and the exterior of our business to deter organized retail crime, motor vehicle theft, and motor vehicle accessory theft. We are confident our partnership with Vacaville Police Department will aid in the efforts to impact theft locally and statewide.

Respectfully,

Allen Fox

Store Manager





To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 6/27/2023

This letter is being submitted to document that Lowe's HIW agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Vacaville.

As a part of this grant, Lowe's HIW agrees to partner with Vacaville Police Department to combat organized retail theft. Over the past several years our business has struggled with what we believe to be organized retail theft. Lowe's HIW believes advanced technology, additional police cameras, and a consistent point of contact, at both our business and Vacaville Police Department, will have a direct impact on thefts from our business. If additional technology is acquired as part of this grant, Lowe's HIW commits to working with Vacaville Police Department to discuss optimal placement of cameras in our parking lots and the exterior of our business to deter organized retail crime, motor vehicle theft, and motor vehicle accessory theft. We are confident our partnership with Vacaville Police Department will aid in the efforts to impact thefts locally and statewide.

Respectfully,

Lynne Been

Store Manager

Nugget Market, Inc.  
311 Mace Blvd.  
Davis, CA 95618



Phone: (530) 399-3300  
Fax: (530) 753-3356  
nuggetmarket.com

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 06/08/2023

This letter is being submitted to document that Nugget Markets agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Vacaville.

As part of this grant, Nugget Markets agrees to partner with the Vacaville Police Department to combat organized retail theft. Over the past several years our business has struggled with what we believe to be organized theft. Nugget Markets believes advanced technology, additional police cameras, and a consistent point of contact, at both our business and Vacaville Police Department, will have a direct impact on thefts from our business. If additional technology is acquired as part of this grant, Nugget Markets commits to working with Vacaville Police Department to discuss optimal placement of cameras in our parking lots and exterior of our business to deter organized retail crime, motor vehicle theft, and motor vehicle accessory theft. We are confident our partnership with Vacaville Police Department will aid in the efforts to impact thefts locally and statewide.

Respectfully,

Erick St.John, Store Director

A handwritten signature in black ink, appearing to read "Erick St. John", is written over the typed name.

To: Lieutenant Aaron Dahl

From: Tommy Hilfiger Vacaville

We are a retail business operating in the City of Vacaville and have a great working relationship with the Vacaville Police Department. Over the past several years we have struggled with theft and what we believe to be organized retail crime. TOMMY HILFIGER VACAVILLE is aware of the State of California grant for local law enforcement agencies to target organized retail crime and thefts related to vehicles. We are in support of the Vacaville Police Department receiving these funds. If funds were received we would like to partner with the Vacaville Police Department to create a plan to combat organized retail thefts.

TOMMY HILFIGER VACAVILLE believes advanced technology, additional police cameras, and a consistent point of contact would have a direct impact on thefts from our store. If additional technology was obtained, we would like to discuss the options of placing cameras in our parking lots and the exterior of our business to help deter organized retail and motor vehicle thefts. We believe our support and partnership with the Vacaville Police Department has the potential to impact thefts locally as well as statewide.

Respectfully,

Tommy Hilfiger Vacaville Team

A handwritten signature in blue ink, appearing to be 'Tommy Hilfiger', written in a cursive style.

## Taylor Piro

---

**From:** Aaron Dahl  
**Sent:** Tuesday, June 27, 2023 12:17 PM  
**To:** Taylor Piro  
**Subject:** Fwd: Target Vacaville - Retail Theft

Best I got. Never got them to put it on Letterhead. Will this work? If not I'll call.

Sent from my iPhone

Begin forwarded message:

**From:** Aaron Dahl <Aaron.Dahl@cityofvacaville.com>  
**Date:** June 13, 2023 at 1:32:00 PM PDT  
**To:** "Bryan.WilliamsReyes (T0827)" <Bryan.WilliamsReyes@target.com>  
**Subject:** RE: Target Vacaville - Retail Theft

Bryan thank you so much for this. Any chance you can put this on an actual letter for me to pick up or PDF it to me?

**Lieutenant Aaron Dahl #508**  
**Investigative Services Division**  
**Vacaville Police Department**  
**707-469-4828**

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**From:** Bryan.WilliamsReyes (T0827) <Bryan.WilliamsReyes@target.com>  
**Sent:** Monday, June 12, 2023 5:28 PM  
**To:** Aaron Dahl <Aaron.Dahl@cityofvacaville.com>  
**Cc:** Trina.Reagan (T0827) <Trina.Reagan@target.com>; Sarah.Cordero (T0827) <Sarah.Cordero@target.com>  
**Subject:** Target Vacaville - Retail Theft

**CAUTION:** This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi Aaron,

My name is Bryan and I am the Store Director at the Target in Vacaville on Harbison Dr. I'm reaching out in response to the letter you gave to one of my managers in my absence pertaining to our support of your efforts around organized retail crime.

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date:

This letter is being submitted to document that Target Vacaville agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Vacaville.

As a part of this grant, Target Vacaville agrees to partner with the Vacaville Police Department to combat organized retail theft. Over the past several years our business has struggled with what we believe to be organized retail theft. Target Vacaville believes advanced technology, additional police cameras, and a consistent point of contact, at both our business and Vacaville Police Department, will have a direct impact on thefts from our business. If additional technology is acquired as a part of this grant, Target Vacaville commits to working with Vacaville Police Department to discuss optimal placement of cameras in our parking lots and the exterior of our business to deter organized retail crime, motor vehicle theft, and motor vehicle accessory theft. We are confident our partnership with Vacaville Police Department will aid in the efforts to impact thefts locally and statewide.

Is there anything in addition to this that you would need to get our support? If there is another party that I should be sending the communication to, would you please send me their email information?

Thanks in advance for all your help!

**Bryan Williams | Store Director**


Target ☉ | T0827 | 3000 Harbison Dr, Vacaville, CA 95687 | [\(707\) 315-9534](tel:(707)315-9534)

To: lieutenant Aaron Dahl

From: Ulta Beauty Vacaville store 545

We are a retail business operating in the City of Vacaville and have a great working relationship with the Vacaville Police Department. Over the past several years we have struggled with theft and what we believe to be organized retail crime. Ulta Beauty is aware of the State of California grant for local law enforcement agencies to target organized retail crime and theft related to vehicles. We are in support of the Vacaville Police Department receiving these funds. If funds were received we would like to partner with the Vacaville Police Department to create a plan to combat organized retail thefts. Ulta Beauty believes advanced technology, additional police cameras, and a consistent point of contact would have a direct impact on thefts from our store. If additional technology was obtained, we would like to discuss the options of placing cameras in our parking lots and the exterior of our business to help deter organized retail and motor vehicle thefts. We believe our support and partnership with the Vacaville Police Department has the potential to impact thefts locally as well as statewide.

Respectfully



Ulta Beauty

Store 545 Vacaville CA 95688

ULTA STORE 545  
Nut Tree Plaza  
1841-C East Monte Vista Ave. Suite I-102  
Vacaville, CA 95688  
707-455-8360

  
**VACAVILLE  
PREMIUM OUTLETS®**  
A SIMON CENTER

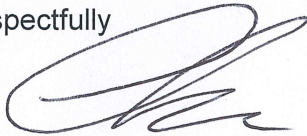
June 9, 2023

City of Vacaville - Police Department  
Attn: Lieutenant Aaron Dahl  
650 Merchant Street  
Vacaville, CA 95688

Dear Lieutenant Aaron Dahl:

We are a retail business operating in the City of Vacaville and have a great working relationship with the Vacaville Police Department. Over the past several years we have struggled with theft and what we believe to be organized retail crime. The Vacaville Premium Outlets is aware of the State of California grant for local law enforcement agencies to target organized retail crime and thefts related to vehicles. We are in support of the Vacaville Police Department receiving these funds. If funds were received, we would like to partner with the Vacaville Police Department to create a plan to combat organized retail thefts. The Vacaville Premium Outlets believes advanced technology, additional police cameras, and a consistent point of contact would have a direct impact on thefts from our store. If additional technology was obtained, we would like to discuss the options of placing cameras in our parking lots and the exterior of our business to help deter organized retail and motor vehicle thefts. We believe our support and partnership with the Vacaville Police Department has the potential to impact thefts locally as well as statewide.

Respectfully



Chris Holman  
Area General Manager



## Bias-Based Policing

### 402.1 PURPOSE AND SCOPE

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

**Bias by proxy** occurs when individuals call the police and make false or ill-informed claims of misconduct about persons they dislike or are biased against based on explicit racial and identity profiling or implicit bias. When the police act on a request for service rooted in implicit, explicit or unlawful bias, they risk perpetuating the caller's bias. Members should use their critical decision-making skills drawing upon their training to assess whether there is criminal conduct.

### 402.2 POLICY

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

### 402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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- (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.

### **402.4 MEMBER RESPONSIBILITIES**

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

#### **402.4.1 REASON FOR CONTACT**

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

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

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

#### **402.4.2 REPORTING OF STOPS**

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

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

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

### **402.5 SUPERVISOR RESPONSIBILITIES**

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
- (b) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

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- (c) 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 TRAINING**

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

- (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)).

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

The Office of Professional Standards 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 Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy.

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

### **402.8 BIAS BY PROXY CALL HANDLING**

Call-takers should screen and triage calls to identify possible bias by proxy. When a caller reports a suspicious person, but they are unable to articulate a behavior or activity that is suspicious, the Incident Type should be, 10-59. The specific statement (s) that lead the call-taker to feel the call may involve bias should be included in “quotes” to alert the officer of the possible bias and allow the officer additional situational awareness prior to responding. When officers respond to the area it is recommended that they assess the person’s behavior from a distance. If nothing suspicious is observed, the officer would simply clear the call.

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## Automated License Plate Readers (ALPRs)

### 470.1 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.

### 470.2 POLICY

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

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

### 470.3 ADMINISTRATION

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

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

#### 470.3.1 ALPR ADMINISTRATOR

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

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

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

### **470.4 OPERATIONS**

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

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

### **470.5 DATA COLLECTION AND RETENTION**

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

All ALPR data downloaded to the server should be stored for 60 days (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.

### **470.6 ACCOUNTABILITY**

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

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

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

### **470.7 RELEASING ALPR DATA**

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

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

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

### **470.8 TRAINING**

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

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# Public Safety Video Surveillance System

## 379.1 PURPOSE AND SCOPE

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

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

## 379.2 POLICY

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

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

## 379.3 OPERATIONAL GUIDELINES

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

### 379.3.1 PLACEMENT AND MONITORING

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

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

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

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

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

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

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

### **379.3.2 CAMERA MARKINGS**

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

### **379.3.3 INTEGRATION WITH OTHER TECHNOLOGY**

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

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

### **379.4 VIDEO SUPERVISION**

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



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### 379.4.1 PROHIBITED ACTIVITY

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

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

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

### **379.5 STORAGE AND RETENTION OF MEDIA**

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

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of six months. 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.

### 379.5.1 EVIDENTIARY INTEGRITY

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

### **379.6 RELEASE OF VIDEO IMAGES**

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

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

### **379.7 TRAINING**

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