

Title	<b>Hawthorne Police Department</b>	06/22/2023
	by <b>Robert Mitchell</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41222584
	rmitchell@cityofhawthorne.org	

## Original Submission 06/22/2023

**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)      **Hawthorne Police Department**

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

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

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

---

Lead Public Agency **Hawthorne Police Department**

---

Applicant's Physical Address **12501 Hawthorne Blvd  
Hawthorne  
CA  
90250  
US**

---

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

---

Mailing Address for Payment **12501 Hawthorne Blvd  
Hawthorne  
CA  
90250  
US**

---

Tax Identification Number **956000718**

---

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

---

Project Director **Robert Mitchell**

---

Project Director's Title with Agency/Department/Organization **Lieutenant**

---

Project Director's Physical Address **12501 Hawthorne Blvd  
Hawthorne  
CA  
90250  
US**

---

Project Director's Email Address **rmitchell@cityofhawthorne.org**

---

Project Director's  
Phone Number **+13103492823**

---

Financial Officer **Felice  
Lopez**

---

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

---

Financial Officer's  
Physical Address **4455 W 126th St  
Hawthorne  
CA  
90250  
US**

---

Financial Officer's  
Email Address **flopez@cityofhawthorne.org**

---

Financial Officer's  
Phone Number **+13103492930**

---

Day-To-Day Program  
Contact **Robert  
Mitchell**

---

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

---

Day-To-Day Program  
Contact's Physical  
Address **12501 Hawthorne Blvd  
Hawthorne  
CA  
90250  
US**

---

Day-To-Day Program  
Contact's Email  
Address **rmitchell@cityofhawthorne.org**

---

Day-To-Day Program  
Contact's Phone  
Number **+13103492823**

---

Day-To-Day Fiscal  
Contact **Felice  
Lopez**

---

Day-To-Day Fiscal  
Contact's Title **Director of Finance**

---

Day-To-Day Fiscal  
Contact's Physical  
Address **4455 W 126th St  
Hawthorne  
CA  
90250  
US**

---

Day-To-Day Fiscal Contact's Email Address	<b>flopez@cityofhawthorne.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+13103492930</b>
Name of Authorized Officer	<b>Gary Tomatani</b>
Authorized Officer's Title	<b>Chief of Police</b>
Authorized Officer's Physical Address	<b>12501 Hawthorne Blvd Hawthorne CA 90250 US</b>
Authorized Officer's Email Address	<b>gtomatani@cityofhawthorne.org</b>
Authorized Officer's Phone Number	<b>+13103492810</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>Improving Crime Analysis and Police Department Intelligence Strategies</b>
Proposal Summary	<b>This grant proposal aims to combat organized retail theft, motor vehicle theft, and motor vehicle accessory theft through enhanced technology and human resources. Key investments include real-time response systems, crime analytics, unified surveillance, and data solutions. Expanded surveillance, servers for data storage, drones for real-time observation, and training are also planned. The proposal also supports hiring two Crime Analysts for data interpretation and networking with regional peers to identify broader crime patterns. The goal is a robust, proactive strategy to tackle retail theft and motor vehicle/accessory theft.</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.**

**Program Purpose  
Areas (PPAs):**

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

**Funding Category  
Information**

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

**Funding Category**

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

**SECTION IV -  
PROPOSAL  
NARRATIVE AND  
BUDGET**

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

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

---

Project Need

**Needs to be Addressed: Retail theft and motor vehicle/motor vehicle accessory theft have long been recognized as criminal activities, but their recent evolution into organized crimes has heightened concerns. In recent years, these crimes have seen an increase in organization, driven by the potential for significant profits and minimal risk for both criminal organizations and the individuals directly involved in the crimes.**

**In Hawthorne, a rise in retail theft and motor vehicle/motor vehicle accessory theft, particularly catalytic converter theft, has been observed in recent years. While we don't specifically track "Organized Retail Theft" or "Catalytic Converter Theft" as separate offenses in our statistical records, we do categorize them as thefts/property crimes. However, it is crucial to note that the nature of theft/property crimes has undergone a notable transformation during this period. They have shifted from being carried out by individual perpetrators or small groups to becoming part of a larger criminal**

conspiracy. This shift is substantiated by the confessions of arrested suspects who acknowledge being directed by others to commit these crimes as well as being common knowledge within the law enforcement community.

**Process Used to Determine the Needs:** The Hawthorne Police Department followed a comprehensive process to determine the needs. This process involved gathering statistical information from the department's records, consulting with local businesses, engaging with key stakeholders within the Investigative and Patrol Bureaus, and learning from other law enforcement entities throughout the nation. By analyzing the statistical data, consulting with local businesses and stakeholders, and studying the experiences of other law enforcement agencies, the department gained insights into the prevalence, trends, and challenges associated with organized retail theft and motor vehicle accessory theft.

**Relationship to the Intent of the Grant Program:** The identified needs are directly related to the intent of the grant program, which is to address and combat organized theft, specifically organized retail theft and motor vehicle accessory theft. The grant program aims to provide funding to initiatives that enhance public safety, community well-being, and overall security. By addressing these crimes, the Hawthorne Police Department aims to create a safer community by more efficiently identifying, arresting, and prosecuting those whom are committing the crimes, but by also working to dismantle the responsible criminal organizations, preventing future crimes, and ensuring more significant consequences for offenders.

**Conditions or Elements Contributing to the Need:** Several conditions and elements contribute to the need to address organized retail theft and motor vehicle accessory theft in Hawthorne. Firstly, the downgrading of certain offenses due to Proposition 47 has impacted the penalties for offenders, potentially reducing the consequences for theft-related crimes. Additionally, relaxed prosecutorial guidelines, zero bail laws, and decreasing personnel in the Patrol and Investigative Bureaus have further complicated efforts to combat these crimes.

Although these changes have created significant societal benefits, they have also established an environment where organized theft thrives, with reduced consequences and minimal risks for offenders, leading to an increase in organized criminal activities.

**Nature and Scale of the Specific Theft Problem:** The nature and scale of the specific theft problem in Hawthorne can be demonstrated using relevant local qualitative and quantitative data. From 2020 to 2023 (as of May 23, 2023), the statistical analysis revealed an upward trajectory in retail theft cases, with 30 cases in 2020, 161 cases in 2021, 263 cases in 2022, and 104 cases in 2023. Stolen vehicle reports fluctuated during the same period, with 646 cases in 2020, 738 cases in 2021, 622 cases in 2022, and 223 cases in 2023. Catalytic converter thefts also occurred, with 33 cases in 2020, 62

cases in 2021, 38 cases in 2022, and 43 cases in 2023 (as of May 23, 2023). However, it is acknowledged that these figures may not fully capture the actual prevalence of catalytic converter thefts, which are likely higher.

Looking beyond the statistics, as mentioned above, the combination of legislative changes, relaxed prosecutorial guidelines, a slumping economy, as well as many other factors creates an environment where organized retail theft and motor vehicle accessory theft thrive. Criminals exploit the reduced consequences and minimal risk associated with these offenses, leading to an increase in organized criminal activities in these areas. Consequently, the need to address these crimes becomes even more pressing, as they have far-reaching implications for public safety, community well-being, and the overall security of Hawthorne. These conditions have created an environment that demands the Hawthorne Police adapt if we are going to achieve our stated objectives and mission.

**Compelling Justification for Grant Funds:** The increase in organized retail theft and motor vehicle accessory theft, along with the evolving nature of these crimes, necessitates a modernized approach to combat them effectively. The Hawthorne Police Department requires grant funds to embrace cutting-edge technologies, provide advanced training to personnel, and enhance crime analysis, as well as investigative capabilities. By leveraging the latest tools, such as crime analysis software, data mining, and predictive policing, drone as first responder programs the police department can extract valuable insights, identify patterns, and develop proactive strategies to prevent and investigate these crimes. With limited staffing, investing in technology and well-trained personnel is crucial to overcoming resource constraints and increasing overall effectiveness in addressing these complex and evolving criminal challenges

---

## Project Description

### Addressing Identified Needs Through This Grant Program

The Hawthorne Police Department (HPD) has been witnessing a surge in organized criminal activities involved in property crimes, prominently including organized retail theft, motor vehicle theft, and specifically catalytic converter theft. Responding to this increased level of sophistication, we recognize the necessity of transforming our law enforcement approaches from concentrating on individual offenders to strategizing against broad criminal networks. Our goal is to identify the most recurrent perpetrators and criminal organizations to enhance the safety and prosperity of our community. We acknowledge the importance of making a substantial investment in our city's infrastructure and creating crime analyst positions, leveraging this infrastructure for maximum community benefit, networking with surrounding law enforcement agencies and local business/community members,.



## **Embracing Advanced Technology for Crime Prevention and Investigation**

**Our proposal centers around the strategic employment of advanced technology to counteract the prevailing issues of organized retail theft and motor vehicle accessory theft. We aim to install Fixed and Mobile Public Safety Cameras with ALPR technology in crucial locations across Hawthorne, enabling real-time monitoring and identification of criminal activities, thereby increasing the chances of apprehending offenders. Furthermore, we propose the placement of bait vehicles and mobile camera trailers, armed with comparable surveillance technology, in high-risk areas to lure, capture, and ultimately prosecute large-scale criminal organizations. To support the implementation of our additional public safety cameras, it is essential to address the need for additional server capacity and the purchase of additional servers to accommodate the growing volume of public safety camera footage.**

**To broaden our camera coverage and increase response times, we will implement a drone as a first responder program which offers a groundbreaking approach to crime prevention and response. The integration of aerial technology can drastically enhance response times, thus assisting in crime prevention, intelligence gathering, and suspect apprehension. Drones will also be able to conduct patrols in areas designated as places of need, reducing the human workload and enhancing situational awareness, as well as increasing public safety. Furthermore, the use of drones in suspect apprehension can minimize the risk of physical confrontation, offering an effective means of de-escalation.**

**The installation of Fixed and Mobile Public Safety Cameras, along with the use of surveillance technology in bait vehicles, and the adoption of drones as a first responder program, are innovative and significant steps towards leveraging technology in our fight against organized retail theft, motor vehicle/motor vehicle accessory theft.**

### **Optimal Use of Software Tools for Comprehensive Policing**

**In combination with our surveillance technology, we propose employing advanced software tools to bolster our crime prevention and resolution capabilities. Software programs like FUSUS allows a unified real-time view of all city-wide cameras, thereby ensuring rapid response to criminal activities and securing the safety of all involved. Data mining tools, such as Peregrine, will help us pinpoint criminal hotspots within our city, facilitating the strategic positioning of our officers and preemptive measures to counteract crime before it even occurs, as well as build more robust cases against single criminal perpetrators or more sophisticated criminal organizations. Systems like Live 911, another essential tool, will drastically reduce response time, leading to faster intervention and an increased probability of offender apprehension. Further, we plan to use forensic technologies such as Cellebrite and Graykey to speed up the extraction of information from suspects' devices, enhancing the quality and speed**

of our investigations, and thus, strengthening our prosecutorial cases.

### **Investing in Specialized Personnel for Enhanced Crime Analysis and Predictive Policing**

Given the escalating complexity of organized crime, we believe it is essential to not only upgrade our technological and analytical resources but also augment our human expertise. Our project proposes hiring two crime analysts who will specialize in identifying crime trends, predicting future criminal activities, and gathering intelligence to aid strategic responses. These analysts will also assist with networking among local police agencies to identify crime series and build more complex cases against the criminal offender(s) whom are taking advantage of a more lenient prosecutorial system. Moreover, we plan to outsource open-source investigations, enhancing our investigative capacity in the short term and building long-term in-house capabilities. By increasing our expertise in crime analysis, we will better be able to utilize captured video data, CAD and RMS data, combined with advanced analytics and artificial intelligence algorithms provided by enhanced software tools, will enable HPD to identify patterns, detect suspicious behavior, and enhance our understanding of crime trends and hotspots within Hawthorne.

### **Project Goals and Objectives: A Comprehensive Approach**

Our proposed project outlines a comprehensive and integrative strategy to address the pressing issues of organized retail theft and motor vehicle accessory theft. By leveraging cutting-edge technology, advanced software/analytical tools, and a dedicated team of experts, we intend to enhance our capabilities to anticipate, deter, and resolve these crimes more effectively. A cornerstone of our strategy is the creation of a new division, the Crime Analysis/Intelligence Bureau (CAIB). This bureau will synergize our resources – advanced public safety cameras, sophisticated software, forensic tools, and a team of professionals – to establish and implement robust investigative practices and procedures aimed at reducing such crimes.

**1. Establishment of the Crime Analysis/Intelligence Bureau (CAIB):** The CAIB will comprise an interdisciplinary team including a Lieutenant, a Sergeant, a Police Officer, and a professional staff member serving as a Crime Analyst. Operational procedures will be defined to ensure alignment with the intended purpose of the bureau.

**2. Infrastructure Development and Technology Acquisition:** Our Information Technology Bureau will spearhead the procurement and installation of required technologies and software tools. Further, training programs on the usage of these technologies will be organized and conducted in collaboration with the Bureau Commander or Sergeant and the Training Sergeant.

**3. Implementation of Investigative Practices and Procedures: The CAIB will adopt diverse investigative practices and techniques such as risk assessments and analysis of preceding calls obtained through the Computer-Aided Dispatch (CAD) system, enhanced intelligence gathering from social media platforms and online marketplaces, suspect identification using computer vision technologies like Vigilant, and data-mining software like Peregrine to detect criminal organizations and crime series.**

### **Rationale for Proposed Activities**

**Intelligence centers have proven to be crucial in enhancing the success of law enforcement investigations by providing comprehensive information gathering, analysis, and dissemination. Research, such as that conducted by the RAND Corporation, shows that intelligence-led policing strategies lead to higher rates of successful investigations, arrests, and prosecutions. By amalgamating data from diverse sources such as surveillance systems, informants, and open-source intelligence, other police agencies, intelligence centers provide law enforcement agencies with an overarching picture of criminal activities and patterns. This enables investigators to identify connections, predict criminal behavior, and allocate resources more strategically. These centers also encourage collaboration between different agencies and jurisdictions, facilitating information sharing and multi-agency operations. This has proven to enhance the effectiveness of investigations, particularly in complex criminal networks. Therefore, these intelligence centers undoubtedly contribute to increasing law enforcement investigative success, as supported by empirical research.**

### **Proposed Policies**

**The Hawthorne Police Department has diligently implemented the necessary policies as mandated by this grant. These policies, which form an integral part of our Lexipol Policy manual, govern various aspects of our operations and can be accessed under the following titles:**

- 1. Public Safety Video Surveillance System**
- 2. Facial Recognition**
- 3. Automated License Plate Readers (ALPRs)**
- 4. Unmanned Aerial System (UAS) Operations**
- 5. Bias-Based Policing**

**These policies collectively govern the purpose, utilization, and operational guidelines for the systems and technologies mentioned. They also address permissible uses, prohibited activities, training requirements, and provide protocols for the secure storage and retention of captured video data. By adhering to these policies, the Hawthorne Police Department aims to uphold transparency, accountability, and the protection of individual rights while effectively combating crime and ensuring public safety.**

## **Our Objective**

**Our objective is to leverage the received grant funds for maximal influence on Organized Retail Theft (ORT), Motor Vehicle Theft, and Motor Vehicle Accessory Theft. Recently, we engaged in the pursuit and subsequent apprehension of suspects, initially believed to be involved in grand theft robbery, which transpired to be a lesser crime under penal code 484. This pursuit involved intense situations where a police officer's vehicle was incapacitated by the suspects and an uninvolved vehicle, with occupants, was struck.**

**During our comprehensive investigation, we linked these same individuals to four other theft incidents, including an event where they assaulted a security guard. It's for scenarios like these that we aim to employ the grant's resources. Our mission is to pinpoint, trace, and capture those exploiting recent changes designed to establish a more balanced justice system.**

**By recognizing those who misuse the system and building stronger case profiles, we can facilitate more successful prosecutions. Our ultimate objective is to curtail the excess crimes committed by those who manipulate the system for their benefit, thereby ensuring the preservation of justice.**

---

Project  
Organizational  
Capacity and  
Coordination

### **Project Administration**

**The applicant, the Hawthorne Police Department (HPD), demonstrates a strong ability to administer the proposed project effectively. The staffing required for operating the project will include personnel with specialized qualifications and training in various areas related to law enforcement, crime analysis, intelligence gathering, and technology implementation.**

**The staffing qualifications will be carefully considered to ensure that the individuals possess the necessary skills and expertise. The HPD will prioritize candidates with experience in crime analysis, predictive policing, surveillance technology, and forensic tools. Additionally, they will seek individuals who have a solid understanding of advanced software tools, data mining, and analytics.**

**Training programs will be implemented to enhance the skills of the existing staff and ensure they are equipped to handle the new technologies and methodologies introduced by the project. These training initiatives will cover areas such as the usage of advanced software tools, surveillance technology, drone operation, and forensic techniques.**

**The applicant intends to utilize existing staff resources to the extent possible. This will involve assessing the capabilities of the current staff members and determining where their expertise can be effectively utilized within the project. Staff members with relevant backgrounds and experience will be assigned roles and**

responsibilities that align with their skills to optimize the project's implementation.

### **Management Structure**

The proposed project will be overseen by the newly established Crime Analysis/Intelligence Bureau (CAIB) within the Hawthorne Police Department. The CAIB will have a structured management hierarchy consisting of a Lieutenant, a Sergeant, a Police Officer, and a Crime Analyst.

The Lieutenant will serve as the overall project manager and will be responsible for ensuring the project's successful execution. They will provide strategic guidance, coordinate with other departments and agencies, and oversee the allocation of resources.

The Sergeant will support the Lieutenant in day-to-day project management activities. They will supervise the Police Officer and coordinate with other personnel involved in implementing specific aspects of the project.

The Police Officer will play a crucial role in executing the investigative practices and procedures outlined in the project. They will gather intelligence, conduct risk assessments, and collaborate with other officers to address identified crime series and criminal organizations.

The Crime Analyst will focus on analyzing crime trends, predicting future criminal activities, and gathering intelligence to aid strategic responses. They will leverage advanced software tools and data mining techniques to identify patterns, detect suspicious behavior, and provide valuable insights to support decision-making.

The decision-making process will involve regular communication and collaboration among the management team. Decisions will be based on data-driven analysis, input from relevant stakeholders, and alignment with the project's goals and objectives.

### **Project Sustainability**

The applicant recognizes the need for sustainability beyond the grant period. To ensure the long-term viability of the project, the HPD will explore multiple avenues for ongoing funding and support. The CAIB will be a Police Department Bureau and will become a part of the police department's regular budget. We will also seek additional grants and collaborate with local businesses or community organizations for financial contributions

Furthermore, the HPD will strive to demonstrate the success and impact of the project during the grant period. This will involve monitoring and evaluating the outcomes, collecting relevant data and evidence, and documenting the effectiveness of the implemented strategies. By showcasing the positive results and benefits of the project, the HPD aims to generate support and secure resources to sustain its operations.

However, if the proposed project has inherent limitations in terms of its scope or duration, the applicant should clearly specify those limitations. This may include factors such as technological advancements rendering certain strategies obsolete, temporary solutions to address immediate needs, or time-bound initiatives targeting specific crime trends.

---

Project Evaluation  
and Monitoring

The project evaluation and monitoring activities will be conducted by the CAIB Lieutenant, who will oversee the assessment of the project's progress and outcomes. In the start-up phase, the focus will be on the creation, implementation, and staffing of the CAIB bureau within the police department. The designated area within the police station will be transformed into the CAIB bureau, equipped with the necessary workstations, including an electronic forensics workstation and a Drone as First Responder (DFR) workstation. The goal is to ensure that the bureau is fully functional and ready to collaborate with the police department, the community, and other law enforcement agencies.

During the implementation phase, CAIB personnel will actively engage in the main activities of the bureau. Each day, they will allocate time to fulfill various roles, including serving as the Pilot in Command of the DFR workstation, analyzing reports of retail theft, motor vehicle theft, and motor vehicle accessory theft, reviewing recent CAD calls for service, monitoring local area crime and information flyers, identifying and linking crime series, identifying suspects involved in crime series, and networking with local crime analysts to share pertinent information. This diverse range of tasks will allow CAIB personnel to enhance their skill sets and contribute effectively to the objectives of the project.

To ensure effective monitoring throughout the project, a feedback loop will be established. The CAIB Lieutenant will regularly compile relevant statistics on a monthly basis to monitor trends and assess the attention given to specific crimes related to organized retail theft, motor vehicle theft, and motor vehicle accessory theft. The statistics will include data on petty theft and grand theft radio calls and reports, stolen vehicle radio calls and reports, and catalytic converter theft calls and reports. However, monitoring these calls and reports alone will not be sufficient. The ultimate goal of the project is to identify individuals who exploit the new prosecutorial rules for personal gain. Therefore, tracking the number of criminals apprehended with assistance from the CAIB, the number of cases solved by the CAIB, and the identification of crime series will serve as important measures of success for the project.

The project will employ process measures to assess its effectiveness and alignment with the proposed objectives. The process measures will focus on quantifiable indicators that reflect the implementation of specific activities and strategies. These measures may include the number of public safety cameras installed, the percentage of staff trained in advanced technologies, the frequency of drone missions conducted, and the adoption rate of advanced software tools. These

process measures will provide insights into the progress and fidelity of the project's implementation.

Recording apprehensions, identifications, and prosecutions is of utmost importance as it serves as a powerful deterrent for offenders targeting our community. By diligently tracking and documenting the number of criminals apprehended with assistance from the CAIB, the cases solved by the CAIB, and the identification of crime series, we establish a clear message that our law enforcement is effective, thorough, and committed to bringing perpetrators to justice. When offenders see a robust record of successful apprehensions and prosecutions, they are less likely to choose our community as a target for their criminal activities. This comprehensive approach to monitoring and evaluating the project's outcomes ensures that our efforts align with the intended objectives, while instilling a sense of security and discouraging criminal elements from operating within our jurisdiction.

---

#### Budget Instructions

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

---

#### Budget Attachment

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

---

#### SECTION V - ATTACHMENTS

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

---

#### Project Work Plan (Appendix B)

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

---

#### Grantee Assurance for Non-Governmental Organizations (Appendix D)

[NGO.pdf](#)

---

Local Impact Letter(s) (Appendix E)

[LIL.pdf](#)

---

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

---

Policies Limiting Racial Bias

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

---

Policies on Surveillance Technology

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

[Facial\\_Recognition\\_-4.pdf](#)

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

[Unmanned\\_Aerial\\_System\\_\\_UAS\\_\\_Operations.pdf](#)

---

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

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

---

OPTIONAL: n/a  
Governing Board  
Resolution (Appendix  
H)

---

OPTIONAL: n/a  
Bibliography

---

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

---



## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; Create and Staff the CAIB</b>		
Objectives (A., B., etc.)	> A. Create and staff the Crime Analysis/Intelligence Bureau B. Hire Crime Analysts. C. Acquire Software tools such as Peregrine, TLO, Whooster, and obtain training for Crime Analysts and Investigative staff. D. Continue to build out DFR program by acquiring radar, teleoperations software, and docking stations E. Create Investigative and Daily Activities / Schedules for staff in the CAIB F. Establish working relationships with local agency crime analysis networks F: Add public safety cameras and ALPR's throughout city		
Process Measures and Outcome Measures:	> Investigative and analysis procedures are in place. Staff has a good working knowledge of new software programs. DFR program is flying at least 4 days a week and impacting patrol staff work load as well as assisting in suspect apprehensions and information of evidentiary value. The final measure will be the number of ORT/Motor Vehicle Accessory theft apprehensions made, crime series' identified, cases assisted on with successful outcomes.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Daily Investigative and Analysis Procedures DFR procedures and program build out Software Implementation and Training	> Lt Mitchell Sgt Vu Lt Mitchell	10/01/2023 10/01/2023 10/01/2023	Ongoing Ongoing 01/01/2024
List data and sources to be used to measure outcomes: > CAD and RMS analytics. Analytical tools on software programs. Analytical tools on DFR teleoperations software.			

<b>(2) Goal:</b>	<b>&gt; Autonomous DFR Program and Infrastructure Upgrades</b>		
Objectives (A., B., etc.)	> A: Build out DFR program to enable autonomous response to radio calls and areas of need. B: Continue to add ALPR's and public safety cameras in areas identified as having need C: Obtain servers for additional storage to house new data		
Process Measures and Outcome Measures:	> Number of calls autonomously responded to by drones Number of ALPR's and public safety cameras implemented throughout the city Creating enough storage space for new video and data feeds		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Number of crimes related to ORT and Motor Vehicle theft identified, apprehended, brought to successful outcomes	> Sgt Vu	> 01/01/2025	12/31/2025
Implementation of Radar stations throughout the city, procuring FAA waivers for BVLOS	Sgt Vu	01/01/2025	03/31/2025
Implementation of public safety cameras and trailer cameras	Josh Armstrong	01/01/2025	09/30/2025
List data and sources to be used to measure outcomes: > CAD and RMS, software analytics tools, teleoperations analytics software. Invoices for ALPR and Public Safety Cameras procured and installed			

<b>(3) Goal:</b>	<b>&gt; Complete Infrastructure Upgrade</b>		
Objectives (A., B., etc.)	> A: Bait Car purchase and buildout and implementation B: Camera trailer buildout and implementation C: Continue to perfect the investigative procedures and analysis within the CAIB		
Process Measures and Outcome Measures:	> Bait Car completed and number of times used and cases assisted with. Camera Trailers completed and implemented and cases assisted with Staff receive training, conferences, site visits, repetitions during OJT to further perfect their craft		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	

		Start Date	End Date
> Bait car deployment	Sgt Vu	01/01/2026	12/31/2026
Complete infrastructure build-out of cameras, ALPR's, Servers	Josh Armstrong	01/01/2026	12/31/2026
Staff Training, site visits, conference attendance, work product	Lt Mitchell	01/01/2026	12/31/2026
List data and sources to be used to measure outcomes: > Number of bait car deployments and cases assisted plus successful outcomes. Number of cameras implanted, ORT and vehicle theft cases assisted successfully by cameras and ALPR's. Number of ORT and Motor Vehicle Theft cases that staff in the CAIB has successfully assisted on and cases/series identified. Crime trend of motor vehicle thefts and ORT thefts in Hawthorne trending up or down.			

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

Name of Applicant: **Hawthorne 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	\$812,307.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$300,080.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$0.00
6. Equipment/Fixed Assets	\$4,675,517.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$36,652.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$5,824,556.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Crime Analyst	120,000 per year for two crime analyst positions (57.69 x 160 = 9230.76) Multiply monthly wage by two employee positions and by 44 months for the total amount requested	\$812,307.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$812,307.00</b>

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

*Incorporating two Crime Analysts into our agency will have a significant impact on our ability to meet budget goals. These professionals will bring their expertise in gathering and interpreting crime data, discerning patterns, and predicting trends, which are essential components in formulating proactive and effective strategies against organized retail theft. With their specialized knowledge, they can guide resource allocation, ensuring our interventions are data-driven and targeted for maximum impact. Therefore, the addition of Crime Analysts will enhance our agency's capacity to understand, prevent, and respond to organized retail theft, propelling us closer to our stated objectives.*

*In addition to their data analysis skills, these Crime Analysts will build and strengthen connections with their counterparts in neighboring jurisdictions. This networking aspect is crucial as it allows for the sharing of intelligence and insights, leading to the identification of broader crime patterns across regions. This collaborative approach can unearth large-scale organized retail theft series that might otherwise be overlooked, increasing the overall effectiveness of our interventions. Thus, the impact of their work extends beyond our agency, contributing to a more comprehensive and coordinated regional response to retail theft.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

N/A

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
Open Source Investigations and Training	6,820 per month	\$300,080.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$300,080.00</b>

**3b. Professional Services Narrative**

*Investing in open-source investigations consultants is a strategic move to bolster our organized retail theft prevention and motor vehicle/accessory theft efforts. This approach harnesses publicly available data to glean insights into potential theft patterns, identify suspicious activity, and uncover connections between incidents and individuals. With the rich troves of information available on the internet, open-source investigations can supplement traditional investigative methods, enhance our understanding of theft networks, and assist in the timely identification and apprehension of offenders. As such, this strategic investment aligns with our budget goals, ultimately contributing to a more efficient and effective theft prevention strategy.*

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

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

N/A

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

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

N/A

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
Software/Analytical Tools	Live 911 (\$22,000), Peregrine (\$550,000), Fusus (\$550,000), Clearview AI (\$50,050), Cellebrite (\$87,200), TLO (\$29,480), Whooster (\$36,000)	\$1,324,730.00

Public Safety Cameras, ALPR's, Bait Vehicle	ALPR's (\$1,332,123), Public Safety Cameras (30 cameras x \$8,000 = \$240,000), Mobile Camera Trailers (\$75,000 x 2 = \$150,000), SUV (\$45,000) containing public safety cameras (\$37,000) and vigilant cameras (\$13,000)	\$1,817,123.00
Computer Servers	\$47,000 x 16 servers	\$752,000.00
DFR Program	Year 1 (for 3 drones, 3 doc/charging stations, teleoperations software \$120,000) remaining 32 months for listed product and services plus radar at \$661,664, which is equal to \$20,667 per month)	\$781,664.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$4,675,517.00</b>

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

*Our budget is designed to bolster our ability to combat organized retail theft, motor vehicle/accessory theft through enhanced responsiveness, improved data analysis, and increased surveillance. Live 911 will streamline our response to active incidents. Peregrine, a crime analytics platform will help us identify and respond to theft patterns. FUSUS will unify all of our surveillance and data sources, improving our reaction time and communication. Clearview AI will help to identify offenders and their accomplices, Cellebrite will extract digital evidence from seized devices or devices that were left behind aiding our investigations. Data solutions like TLO and Whooster will help us identify and locate individuals involved in theft, while ALOR's will give us location information on suspect vehicles linking the vehicle to other crimes or the suspect's residences. Expanding our infrastructure to include more ALPR's, public safety cameras, and bait vehicles, will allow us to not only deter theft, but it will assist in identification and evidence collection. This evidence will allow us to identify series not only in Hawthorne but in other local jurisdictions as well. To store all the new data, more servers will be needed. Drones will allow for quicker response to radio calls for suspect apprehension and deescalation. Our budget is thoughtfully designed to utilize technology and resources that will comprehensively address our needs and meet our objectives.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

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

N/A

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

Description	Calculation for Expense	Total
Training, Conferences, and Site Visits	Monthly rate for all CAIB, Analyst, DFR, Software Training and Site Visits (\$833 x 44 = \$36,652)	\$36,652.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$36,652.00</b>

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

*Allocating funds for training, conferences, and site visits is a critical investment in our mission to combat organized retail theft and motor vehicle/accessory theft. Exposure to new ideas, technologies, and best practices through these engagements will amplify our capabilities. Understanding how other agencies operate their crime analysis units, real-time crime centers, and drone responder programs will provide valuable insights. These learnings can then be incorporated into our own strategies, fostering innovation and driving effectiveness. Ultimately, this investment in knowledge sharing and professional development will help us build a more robust, informed, and capable team, thereby advancing our objectives.*

**9a. Indirect Costs**

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <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>	

Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.

TOTAL

\$0

\$0

**9b. Indirect Costs Narrative:**

N/A



# POLICE DEPARTMENT

Est. 1922

CITY OF HAWTHORNE

June 22, 2023

Subject: Local Impact Letter for the Organized Retail Theft Prevention Grant Program

To whom it may concern,

The proposed project title is "Improving Crime Analysis and Police Department Intelligence Strategies". The objective of the project is to create an innovative, cooperative platform that enhances communication and information sharing between retail establishments and law enforcement to proactively deter, detect, and address instances of organized retail theft.

After careful consideration and analysis, we have determined that our proposed project will not have an adverse impact on any other agency or entity. Our project emphasizes collaboration and is designed to streamline efforts rather than create overlap or duplicate existing public awareness campaigns.

The proposed system will use already established means of communication and data sharing to better coordinate efforts in real-time. This ensures that the increase in law enforcement presence or referrals to the District Attorney's office will be based on specific, actionable information, thereby optimizing the utilization of these resources.

Furthermore, the system is designed to be flexible and complementary to any existing theft prevention initiatives by other agencies or organizations. Therefore, it will not interfere or conflict with their operations, but instead seeks to enhance collective capabilities.

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read 'R Mitchell', with a long horizontal flourish extending to the right.

Robert Mitchell  
Lieutenant  
Hawthorne Police Department  
310.349.2823



## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

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

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

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

# Hawthorne Police Department

## Policy

### *Bias-Based Policing*

---

#### **401.4 MEMBER RESPONSIBILITIES**

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

##### **401.4.1 REASON FOR CONTACT**

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

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

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

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

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 Hawthorne Police Department is the primary agency, the Hawthorne 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).

#### **401.5 SUPERVISOR RESPONSIBILITIES**

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

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

# Hawthorne Police Department

## Policy

### *Bias-Based Policing*

---

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

#### **401.6 TRAINING**

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

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

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

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

## Automated License Plate Readers (ALPRs)

### 426.1 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.

### 426.2 ADMINISTRATION

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

#### 426.2.1 ALPR ADMINISTRATOR

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

### 426.3 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.

# Hawthorne Police Department

## Policy

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

---

- (b) An ALPR may be used in conjunction with any routine patrol operation, criminal investigation, or public safety purpose. 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.

#### **426.4 DATA COLLECTION AND RETENTION**

The Administrative 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 ALPRs to the designated storage in accordance with department procedures.

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

#### **426.5 ACCOUNTABILITY**

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

- (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.

# Hawthorne Police Department

## Policy

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

---

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

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

#### **426.6 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, only to persons or entities authorized by law to have such access, 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 Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file for a minimum of two (2) years.

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).

The Hawthorne Police Department does not share ALPR data with any contracted commercial or private entity. The Hawthorne Police Department shall not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information unless otherwise required by law.

The provision of data hosting or towing services shall not be considered the sale, sharing, or transferring of ALPR information (Civil Code § 1798.90.55(b)).

Information gathered or collected and records retained by the Hawthorne Police Department will not be:

- a. Sold, published, exchanged, or disclosed for commercial purposes.
- b. Disclosed or published without authorization.

#### **426.7 POLICY**

The policy of the Hawthorne 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.

#### **426.8 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).

# Hawthorne Police Department

Policy

## *Automated License Plate Readers (ALPRs)*

---

# Facial Recognition

## 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the acceptable use of the images (probe and candidate), information and tools within the facial recognition system. Facial Recognition shall only be used when there is reasonable suspicion that such use will provide information relevant to an active investigation, imminent threat to health or safety ("at-risk"), or to help in the identification of deceased persons or persons unable to identify themselves. This policy applies to all law enforcement personnel who are granted direct access to the face recognition system as well as personnel who are permitted to request face recognition searches.

## 607.2 DEFINITIONS & TERMS AS DEFINED BY LACRIS

**Digital Mugshot System (DMS)** – DMS is the repository of all criminal booking photos (mugshots) and includes a Facial Recognition application.

**Facial Recognition** – The automated searching of a facial image (probe) against a known database(s) resulting in a list of candidates ranked by computer-evaluated similarity score. This is commonly referred to as a one-to-many comparison.

**Facial Reviewer**- A person who successfully completed training by the FBI or LACRIS in facial comparison. (1) The review of a candidate list to identify possible matches. (2) One-to-one verification conducted in a high-throughput environment (e.g., stadium entrance).

**Los Angeles County Regional Identification System (LACRIS)** - The California Department of Justice's CAL-ID program responsible for providing biometric identification services to Los Angeles County law enforcement agencies.

**Probe**- The facial image or template searched against a known mugshot database in a Facial Recognition System.

**Surveillance**- Lawful close watch kept over someone or something.

## 607.3 POLICY

This policy of the Hawthorne Police Department is to solely utilize face recognition technology as an investigative tool during investigations, while recognizing the established privacy rights of the public.

## 607.4 PROHIBITIVE USES

1. Members shall not use face recognition to actively surveil members of the public through any camera or video device unless the person(s) are under an active criminal investigation or the surveillance is in response to an imminent threat of life.
2. Members shall not use face recognition on live stream video unless there is an imminent threat to life or involves at risk individuals.
3. Members shall not use facial recognition in connection with portable recorders (Penal Code 832.19. It should be noted 832.19 PC current sunset date of 01/01/2023).



# Hawthorne Police Department

## Policy

### *Facial Recognition*

---

4. Members shall not use facial recognition for predictive analysis.

#### **607.5 FIRST AMENDMENT ACTIVITY**

Facial recognition must be used in accordance with all federal and state laws, and all Departmental policies.

Hawthorne Police Department and its personnel will not perform or request facial recognition searches about individuals or organizations that will violate the First, Fourth, and Fourteenth Amendments of the US Constitution and based solely on any of the following:

1. Their religious, political, or social views or activities.
2. Their participation in a particular noncriminal organization.
3. Their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identification, sexual orientation, or other protected classification.

#### **607.6 DATABASE AND DATA LIMITATIONS**

1. Hawthorne Police Department will not maintain, utilize, or keep any database to conduct facial recognition searches and shall utilize the LACRIS DMS to conduct facial recognition searches or Vigilant Systems. **The Hawthorne Police Department will also use the Clearview AI and Cobwebs Technologies systems for facial recognition purposes.**
2. Hawthorne Police Department will utilize the LACRIS DMS countywide facial recognition system, The Clearview AI System and The Cobwebs Technology System to conduct facial recognition searches.
3. No non-mugshot databases, such as the California driver's license photo database, or open source photo databases, are linked to or accessible via the LACRIS DMS, The Clearview AI or The Cobwebs Technology Systems.
4. Potential matches returned by the facial recognition system are to be considered investigative leads only and cannot be used as the sole basis for an arrest or identification.
5. The LACRIS DMS system, Clearview AI and Cobwebs Technology facial recognition systems shall be maintained separately with no interface between them, nor shall they share the same database.

#### **607.7 DOCUMENTATION**

With any possible match where an investigative lead is generated on the facial recognition software, the face reviewer and/or investigator should write a report on the information they have obtained.

#### **607.8 INVESTIGATIVE SEARCHES**

1. Probe images will only be used from legally obtained sources.

# Hawthorne Police Department

## Policy

### *Facial Recognition*

---

2. Face reviewers will determine if probe image(s) is suitable for facial recognition searches and may process images for the purpose of conducting a facial recognition search.

#### **607.9 TRAINING**

Hawthorne Police Department personnel accessing the facial recognition system shall have successfully completed training provided by the Federal Bureau of Investigations (FBI) or LACRIS, which shall meet the Criminal Justice Information Services (CJIS) minimum training criteria for usage of facial recognition systems. Investigative searches shall only be conducted by trained face reviewers. Trained Face Reviewers are qualified to assess image quality and suitability for face recognition searches and to perform one-to-many and one-to-one face image comparisons.

#### **607.10 AUDITS**

The use of the LACRIS facial recognition system is controlled by state law pertaining to Criminal Offender Record Information (CORI). All use(s) of the LACRIS facial recognition system will be performed on a need to know and right to know basis per CORI regulations. All use(s) of the LACRIS facial recognition system and search requests are subject to audit by the Cal-DOJ, LACRIS and the local administrator from the Hawthorne Police Department. In the event of an audit, the user will be required to provide appropriate justification for the use or request of a face recognition search.

The local administrator must conduct monthly audits off all Users activities within the Facial Recognition system as defined by LACRIS. Monthly audits shall be retained for a period of five (5) years and submitted to Cal-DOJ or LACRIS upon request.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available.

# Public Safety Video Surveillance System

## 338.1 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.

## 338.2 POLICY

The Hawthorne 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.

## 338.3 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.

### 338.3.1 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.

# Hawthorne Police Department

## Policy

### *Public Safety Video Surveillance System*

---

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

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and RCC. 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 RCC 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.

#### **338.3.2 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.

#### **338.4 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.

##### **338.4.1 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.

# Hawthorne Police Department

## Policy

### *Public Safety Video Surveillance System*

---

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

#### **338.5 STORAGE AND RETENTION OF MEDIA**

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

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

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

##### **338.5.1 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.

#### **338.6 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.

# Unmanned Aerial System (UAS) Operations

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an Unmanned Aerial System (UAS) and for the storage of images and data captured by the UAS.

The Hawthorne Police Department will utilize UAS to enhance both public safety and officer safety by providing aerial support during a variety of operations whenever possible.

UAS may be equipped with high-definition cameras, thermal imaging cameras, or a combination thereof to provide mission critical information. The ability to gain an aerial view over potentially dangerous situations reduces the risk to the public, officers, and aids in the safe apprehension of criminals.

This policy is not intended to be all-inclusive, but rather it is designed to aid in defining department procedure and deployment, while adhering to current FAA regulations governing the usage of UAS and the instructions found in the manufacturer's flight manual.

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

**Federal Aviation Administration (FAA)** – The national aviation authority of the United States, with powers to regulate all the aspects of American aviation.

**Remote Pilot in Command (RPIC)** - The person who is ultimately responsible for the overall operation. The RPIC shall ensure the flight is conducted safely, lawfully, and all necessary notifications have been made. The RPIC may or may not be the person actually flying the UAS.

**Person Manipulating the Controls (PMC)** - The person who is piloting / physically controlling the flight of the UAS through the remote controller. If this person is not the RPIC, then the PMC shall be under the direct supervision of the RPIC.

**Visual Observer** - Personnel involved in the UAS operation who are assigned to keep a constant visual on the UAS during flight. Visual observers scan the area using the FAA's "see and avoid" technique to ensure the UAS remains clear of any possible hazards such as approaching aircraft, obstacles, etc. The Visual Observer shall have uninterrupted communication with the RPIC / PMC either in person, cell phone, radio, etc.

**First Person View (FPV)** - Viewing the live video being received by the UAS camera on a tablet, cell phone, monitor, or similar device. FPV is required in order to fly the UAS beyond the visual line-of-sight of the PMC or the visual observer's view.

# Hawthorne Police Department

## Policy

### *Unmanned Aerial System (UAS) Operations*

---

#### **606.2 POLICY**

UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

#### **606.3 PRIVACY**

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

#### **606.4 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS. Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. UAS operations should only be conducted within FAA regulations.

#### **606.5 DUTIES**

**REMOTE PILOT IN COMMAND (RPIC) DUTIES-** The RPIC's primary duty is the safe and effective operation of Hawthorne Police Department's UAS. The RPIC shall receive training on the operation and basic maintenance / upkeep of all components used during the operation of the UAS. In addition to the rules and requirements specified by the FAA, the RPIC shall perform training flights as often as possible that will include takeoffs, landings and operating the video system and equipment.

Only in rare occasions, when officer safety is a concern for the personnel involved in the operation, the PMC may solely utilize the FPV in order to fly the UAS.

**VISUAL OBSERVER DUTIES-** The Visual Observer shall maintain constant communication with the PMC. In rare occasions a daisy chain can be made with multiple observers in order to maintain

# Hawthorne Police Department

## Policy

### *Unmanned Aerial System (UAS) Operations*

---

line of sight with the UAS. A Visual Observer may maintain contact with the RPIC by being in close proximity and utilizing clear communication, utilizing a police radio, or cell phone.

#### **606.6 MISSIONS**

Request to deploy the UAS shall be approved by the on duty Watch Commander, Supervisor on scene, or UAS supervisor prior to performing the flight / mission. The following is a list of possible missions that a UAS could be utilized for:

- (a) Searches (i.e., for an outstanding suspect, article search, public safety hazard)
- (b) Video / photographs for investigative support
- (c) HAZMAT response
- (d) Search and rescue
- (e) Missing persons
- (f) Barricade persons
- (g) Traffic collision investigations
- (h) Overwatch for officers and SWAT operations
- (i) Disaster response
- (j) Special Events

#### **606.7 PRE-FLIGHT PROCEDURES**

Pre-Flight procedures will be conducted prior to each flight and will be done in accordance with the checklist prepared by the Hawthorne Police Department UAS Unit and in accordance with the manufacturer's recommendations. Any issues found during the pre-flight procedures will be noted and it will be the decision of the RPIC to determine if the issue will alter the safe flight and operation of the UAS.

The RPIC is responsible to ensure contact is made with the proper tower in accordance with FAA guidelines to advise of the intended flight, if applicable.

#### **606.8 POST LAUNCH AND LANDING PROCEDURES**

**POST LAUNCH-** The RPIC will monitor the aircraft, base station, and payload systems to ensure the aircraft is flying as designed and maintains the proper altitude. After liftoff, crew members shall perform tasks according to their job assignment, while communicating clearly and effectively to monitor the UAS as it climbs to the desired mission altitude.

**LANDING PROCEDURES-** The RPIC will communicate with the Visual Observer to confirm no obstacles are in the flight path of the aircraft and the "Return to Home" location prior to giving the command for the UAS to return home.



# Hawthorne Police Department

## Policy

### *Unmanned Aerial System (UAS) Operations*

---

The Visual Observer will monitor the aircraft as it is landing to ensure a proper landing. If the aircraft is not landing as desired or commanded, the Visual Observer will notify the RPIC who will determine if the landing will be aborted.

The RPIC is responsible to ensure contact is made with the proper tower in accordance with FAA guidelines to advise completion of the mission, if applicable.

#### **606.8.1 COLLISIONS**

If a collision occurs during the operation of the UAS and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess of \$500 to repair or replace the property, notification shall be made to the FAA Flight Standards District within ten days per FAA guidelines.

The RPIC shall notify a supervisor, and photograph the collision and any injuries and/or property damage that has occurred. The RPIC will complete a report and notify the UAS supervisor describing the incident and damage.

If the collision results in less than \$500 in damage, or the only damage is to the UAS, the RPIC will notify the UAS supervisor at minimum. In either case, the UAS supervisor shall conduct a review of the collision and determine if the collision could have been prevented through maintenance, training, etc., and ensure all necessary paperwork has been submitted.

#### **606.9 SYSTEM REQUIREMENTS AND MAINTENANCE**

Only UAS approved by the UAS supervisor should be deployed during department UAS missions.

**MAINTENANCE-** The UAS shall be inspected on a regular basis and maintained regularly per the manufacturer's user manual. Only properly trained officers shall complete any repairs or perform maintenance on the UAS.

#### **606.10 TRAINING**

All members within the unit that will act as a PMC or RPIC, shall be trained and maintain proficiency in their operator / observer abilities. Each RPIC shall be certified as an operator in accordance with current FAA requirements and standards. The RPIC will stay proficient in the job function by participating in monthly scheduled department training sessions. During these training sessions the RPIC must show proficiency in flight skills, obstacles, and utilizing the UAS in a manner consistent with law enforcement deployments. A RPIC who does not have any documented training or flight time within a span of 90 days (due to vacation, court appearance, etc.) will have to show proficiency prior to any deployment and the supervisor may suspend his / her duties as flight crew / RPIC until the officer has had updated training.

#### **606.11 IMAGE RETENTION**

With the exception of training and demonstration purposes, officers should record UAS missions using the on-board UAS camera(s) involving any incidents where the images may contain evidentiary value. The picture(s) and / or recording(s) shall be downloaded under the related

# Hawthorne Police Department

## Policy

### *Unmanned Aerial System (UAS) Operations*

---

DR or incident number in evidence.com and retained in accordance with the Records Retention Schedule

#### **606.12 DOCUMENTATION**

All flights involving police activity (excluding demonstrations, training, and inspections) shall be documented by the RPIC, or an involved officer. The documentation shall, at minimum, include:

- (a) Reason for the flight
- (b) Name of RPIC and /or approving supervisor
- (c) Any additional relevant information to the mission

#### **606.13 STATISTICS/ REPORTING**

Deployment statistics will be documented by the UAS Supervisor each month. These reports should include:

- (a) Number of flights
- (b) Personnel involved
- (c) The number of deployments with a description of significant deployments
- (d) Total number of hours flown