

Title	City of Hayward Police Department	07/07/2023
	by David Dorn in Organized Retail Theft Prevention Grant Program	id. 41333658
	david.dorn@hayward-ca.gov	

Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	City of Hayward Police Department
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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.
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Multi-Agency Partnerships	No: This is not a Multi-Agency Partnership Application
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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 **City of Hayward Police Department**

Applicant's Physical Address **300 W. Winton Ave
Hayward
CA
94544
US**

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

Mailing Address for Payment **300 W. Winton Ave
Hayward
CA
94544
US**

Tax Identification Number **94-69000346**

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 **David
Dorn**

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

Project Director's Physical Address **300 W. Winton Ave
Hayward
CA
94544
US**

Project Director's Email Address **david.dorn@hayward-ca.gov**

Project Director's
Phone Number **+15102937104**

Financial Officer **Laura
Gomez**

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

Financial Officer's
Physical Address **300 W. Winton Ave
Hayward
CA
94544
US**

Financial Officer's
Email Address **laura.gomez@hayward-ca.gov**

Financial Officer's
Phone Number **+15102937055**

Day-To-Day Program
Contact **David
Dorn**

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

Day-To-Day Program
Contact's Physical
Address **300 W. Winton Ave
Hayward
CA
94544
US**

Day-To-Day Program
Contact's Email
Address **david.dorn@hawyard-ca.gov**

Day-To-Day Program
Contact's Phone
Number **+15102937104**

Day-To-Day Fiscal
Contact **Laura
Gomez**

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

Day-To-Day Fiscal
Contact's Physical
Address **300 W. Winton Ave
Hayward
CA
94544
US**

Day-To-Day Fiscal Contact's Email Address	laura.gomez@hayward-ca.gov
Day-To-Day Fiscal Contact's Phone Number	+15102937055
Name of Authorized Officer	Bryan Matthews
Authorized Officer's Title	Acting Chief of Police
Authorized Officer's Physical Address	300 W. Winton Ave Hayward CA 94544 US
Authorized Officer's Email Address	bryan.matthews@hayward-ca.gov
Authorized Officer's Phone Number	+15102937070
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Hayward Flock Safety ALPR / Situational Camera Expansion
Proposal Summary	The proposed project “Hayward Flock Safety ALPR / Situational Camera Expansion” will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on the installation of 54 Flock Safety automated license plate readers (ALPRs) and 16 Flock Safety Situational Awareness Cameras for a total of 70 new Flock cameras strategically positioned throughout the City of Hayward. This expansion in the existing Flock camera network will allow HPD to greatly increase regional capacity, in a cost effective manner so that the program can be sustainable and carried on after the grant period ends.

**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

The City of Hayward is located in Alameda County on the San Francisco Bay at the intersection of multiple major highways, including Interstate 880, Interstate 580, and CA State Route 92, which leads across the Bay into San Mateo County. With its close proximity to multiple major highways and abundance of retail opportunities, the City of Hayward has been a prime target for organized retail crime and theft of vehicles and vehicle parts. In 2022 the Hayward Police Department investigated over 214 organized retail theft (ORT) incidents at a group of “hot-spot” locations in the City. The “hot-spots” identified for ORT in Hayward include the Southland Mall, Harbor Freight, two Costco locations, two Target locations, Home Depot, CVS and Walgreens. These “hot-spot” locations are situated next to I-880, I-580 and major thoroughfares. Given the site’s proximity to the highway and concentration of large retailers that often have “no chase” and or “no theft reporting” policies, these shopping centers have become increasingly targeted for organized retail theft.

This increase in incidents of theft has led to the closure of two major retailers in Hayward, including Dicks Sporting Goods and Burlington Coat Factory, both of whom cited organized retail theft as one of the reasons they were closing their Hayward locations. In December 2022, the California Retailers Association (CRA) responded to these store closures stating that “for every big name store that shuts down because of thefts, there are three smaller stores that will shut down.” CRA President and CEO Rachel Michelin said that she hopes the governor’s record funding to curb retail theft will start making a difference.

In 2022 the over 214 incidents of organized retail theft included roughly 10% that included violent crime stemming from theft. These included additional charges related to assault, battery, fleeing with wanton disregard and/or weapons charges. This uptick in violent crime has seen a corresponding uptick in applications for concealed carry permits in the City of Hayward. In the bulk of these applications the justification provided has been to protect the applicant while in public areas due to reports of violent organized retail theft and automobile theft.

The Hayward Police Department has worked directly with the retailers to provide additional directed patrols of on duty officers, which data has shown has reduced incidents of organized retail theft. However, the Hayward Police Department is currently operating with a nearly 25% vacancy rate, which has made the allocation of additional patrol units dedicated to organized retail theft or specific geographic locations difficult. The funding from this grant would provide for additional ALPRs which would allow HPD to broaden their reach and combat ORT in the city and region, without needing to add additional sworn officers.

The proposed program would also directly address vehicle and vehicle part theft. Consistent with national trends the City of Hayward has experienced a significant rise in vehicle theft. In 2022 Hayward PD investigated, on average, more than 5 incidents per day involving theft of vehicles or vehicle parts within their jurisdiction. See data below;

Vehicle Theft Statistics January 2021 to May 2023

- Total Vehicle Thefts (4,064)
- Stolen Vehicle Arrest vehicle stolen from Hayward (76)
- Stolen Vehicle Arrest Vehicle stolen outside Hayward (147)

Vehicle Accessory Thefts January 2021 to May 2023

- Catalytic Converter Thefts (876)
- Catalytic Converter Theft Arrests (21)

Project Description

The proposed project “Hayward Flock Safety ALPR / Situational Camera Expansion” will utilize data driven and field tested strategies to deter organized retail and vehicle theft, and also arrest those responsible. The project focuses on the installation of 54 Flock Safety automated license plate readers (ALPRs) and 16 Flock Safety Situational Awareness Cameras for a total of 70 new Flock cameras strategically positioned throughout the City of Hayward. This expansion in the existing Flock camera network will allow HPD to greatly increase regional capacity, in a cost effective manner and without having to hire additional sworn officers, so that the program

can be sustainable and carried on after the grant period ends. The project includes the installation of 40 “Flock Safety Falcon” license plate readers and 14 “Flock Safety Falcon Long Range” license plate readers, as well as an additional 16 “Flock Condor PTZ Situational Cameras”. These 70 new Flock cameras will be installed throughout the city, with a primary focus on retail and vehicle theft hot-spots. All cameras will be installed on City property. The Flock Safety system has nationwide shown a 70% reduction in crime in locations where LPRs are installed. The license plate readers will allow for 24/7 monitoring, with sensors that can capture sight, sound, and surroundings, allowing Hayward PD to aggressively investigate instances of organized retail theft and/or vehicle theft. These automatic license plate readers also make the footage easily searchable for our investigators, allowing Hayward PD to make the most of the visual and contextual evidence available. The identified LPRs have a license plate capture rate of 97%, and are used to attain more than 1 billion vehicles involved in crimes per month nationwide. While no formal agreements are in place or are being proposed through this grant application, HPD expects that its ORT expertise, equipment, and expanded capacity will directly benefit – and be used by – surrounding agencies as well.

Currently, Hayward has 29 “Flock Safety Falcon” license plate readers. Increasing the number of license plate readers and cameras from 29 to 99 in the City of Hayward, and by placing them in data driven locations, will greatly increase the number of “hot hits” and the ability for Hayward PD and neighboring jurisdictions to combat organized retail theft, along major highway corridors. Suspects often target stores with easy access to get-away cars and with easy access on and off major freeways because they are aware that most departments will not risk the dangers of a high-speed chase over a misdemeanor citation. The San Mateo Bridge (State Route 92) is the only route directly from Alameda County to San Mateo County and one of only two bridges that lead from the East Bay to the San Francisco Bay Peninsula, by including more ALPRs around this major route of travel valuable data can be collected that would aid the entire San Francisco Bay Area law enforcement community in combatting organized retail and vehicle theft.

These additional cameras would be strategically placed at ingress and egress points around the City—focused along the major arterial corridors and on/off ramps. Patrol officers will receive early detection alerts when felony-wanted vehicles enter the city. Once located, they may likely prevent subsequent crimes from occurring. Similarly, LPR data would provide detectives with follow-up suspect leads during the investigation of criminal activity. Beyond organized retail theft and motor vehicle theft detection, these cameras have also proven highly effective at locating at-risk missing persons in vehicles who may suffer from limited cognitive function or are in need life-sustaining medical support, further supporting the safety of the wider community.

The City of Hayward is committed to covering any ongoing costs associated with the license plate readers beyond the grant performance period, including by seeking additional grant funding. Additionally, after the project evaluation is complete and the

increased enforcement efforts have shown their value, the City will be prepared to financially support continued operations as needed. If the grant request is approved, it is assured that the City, through the Hayward Police Department, will be able to reduce instances of organized retail theft. This will be completed via increased surveillance and a known increase in HPD presence and enforcement. This will deter and prevent instances of organized theft from occurring in the first place and will also allow for a more thorough investigation when instances do occur.

The Hayward Police Department, in conjunction with the City of Hayward and other potential partners will publicize the grant award and engage in a public education campaign to inform would be thieves about the increased surveillance and likelihood of arrest. This public education campaign, along with the increased visibility of cameras and law enforcement will act as a deterrent to theft and will aid in reducing total instances of organized retail and vehicle theft and corresponding calls for service.

The project also includes funding requests for project monitoring and evaluation. Per the grant guidelines the project budget includes a \$75,000 set aside for the development of an evaluation plan to determine metrics for the program's success, as well as monitoring and reporting. In the event the entire \$75,000 is not required to develop this plan and cover the costs of monitoring, evaluating and reporting, HPD is prepared to either return unused funds to BSCC or work with program officers to determine steps for reinvesting funding in additional cameras, ALPRs or software to support the grant program goals. Hayward PD intends to utilize existing Senior Crime Analyst positions to collect data and evaluate the program's effectiveness. This information may be used to strategically reposition cameras if data shows that they would be more effective in other locations throughout the City.

Both the City of Hayward and the Hayward Police Department have the capacity to successfully execute this comprehensive project. HPD has already obtained quotes for the identified equipment, and will follow the City's formal bid process to procure the equipment. Furthermore, all officers involved in the overtime activities (additional retail/vehicle theft enforcement, undercover operations, investigation, etc.) have experience in this field.

Lieutenant David Dorn will oversee the implementation of the grant. He was the lead on the department's initial deployment of 29 Flock Safety Cameras. Senior Crime Analyst Lesley Hayes will work under Lt. Dorn and be responsible for obtaining statistical information regarding the effectiveness of the Flock Safety camera expansion in impacting organized retail thefts, motor vehicle thefts, and motor vehicle accessory thefts. Senior Crime Analyst Hayes has over ten years of experience at our department in collecting, organizing, and statistical crime information.

Additionally, personnel working this assignment will be managed by Lt. David Dorn who has experience with surveillance tactics and theft investigations. The Hayward Police Department's Senior Crime Analyst will work in conjunction with this team to provide current statistics and data on retail, vehicle and vehicle part thefts occurring within the city. The Crime Analyst will provide timely and accurate data to help direct resources and identify areas in which surveillance equipment should be deployed.

The Hayward Police Department will track specific crime rates for the target project areas and compare those to crime rates prior to the implementation of the project. These crime rates will focus on reports of shoplifting, vehicle theft, theft of motor vehicle parts, and robbery. HPD already tracks this data and thus will have no difficulty in continuing to do so to ensure that the project is showing success. The Hayward Police Department is in the process of implanting a component into their Record Management System that would track the overall usage of the expanded FLOCK Safety cameras network. With the information regarding its usage to investigate Organized Retail Thefts, Motor Vehicle Thefts, and Motor Vehicle Accessory Thefts, HPD would be able to track arrests stemming from those investigations more easily. Collection of this data would occur quarterly each year during the duration of the grant. The project will also utilize data from the new LPRs and cameras including total number of hot hits, contacts made from those hot hits, as well as arrests and compare this data from the performance period of the grant to the previous years to measure the programs effectiveness. The project will be evaluated based on a number of metrics. The first will be the frequency of calls for service in the targeted locations. It is the intention that with the installation of LPRs and cameras, as well as increased law enforcement presence and public awareness campaign, calls for service relating to shoplifting or theft will decrease over the grant period. Likewise, HPD will also track how many retail theft or motor vehicle theft investigations are closed during the grant period, and in how many of those the new technology was utilized.

Project monitoring and evaluation will also include conversations with retail managers and property owners to ensure that police operations are not negatively impacting retail operations. This communication will provide feedback to the police department on how efforts can be improved, and will keep retailers apprised of the department's efforts to deter retail theft.

As previously mentioned, the HPD Senior Crime Analyst will collect and analyze the latest retail, vehicle, and vehicle parts theft in the City. This real-time analysis will help the Department and the City measure the success of the project, and make adjustments or pivot as needed. This will also ensure the Department and the City can easily comply with all of the reporting requirements associated with a grant award.

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.

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)

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

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D_Grantee_Assurance_HPDP_Signed.pdf](#)

Local Impact Letter(s) (Appendix E)

[Letter_of_Intent_HPDP_Signed.pdf](#)

[Chamber_of_Commerce_-_HPD_Organized_Retail_Theft.pdf](#)

[Aqua_E_Farina_-_HPD_Organized_Retail_Theft_LoS.pdf](#)

[Turf_Club_-_HPD_Organized_Retail_Theft_LoS.pdf](#)

[Dominos_Pizza_-_HPD_Organized_Retail_Theft_LoS.pdf](#)

Letter(s) of
Commitment,
(Appendix F)

n/a

Policies Limiting Racial Bias

[Hayward_Racial_Bias_Policy.pdf](#)

Policies on Surveillance Technology

[Hayward_ALPR_Policy.pdf](#)

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

[Appendix_G_Certification_of_Compliance_HPDP_Signed.pdf](#)

OPTIONAL:
Governing Board
Resolution (Appendix
H)

n/a

OPTIONAL:
Bibliography

n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan

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

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

(1) Goal:	> Increase Apprehension of Organized Retail or Vehicle Theft Suspects		
Objectives (A., B., etc.)	A. Enhance the police department's ability to identify suspects and vehicles through the use of camera's and LPRs B. Accurately and quickly use footage from installed license plate readers and new software tools to initiate a search for suspects thought to have engaged in organized retail or vehicle theft;		
Process Measures and Outcome Measures:	Hayward PD will be able to measure success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City as well as the number of suspects apprehended/cases closed and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> • Install license plate readers in target areas to increase the opportunity to apprehend suspects committing organized retail and vehicle theft, among other crimes. • Install software to aid officers in the apprehension of organized retail theft or vehicle theft suspects. 	Hayward Police Department	December 1, 2023	December 31, 2026

List data and sources to be used to measure outcomes: HPD will track the success rate of closed investigations, as well as the number of cases in which evidence or information from license plate readers is utilized.

(2) Goal:	Reduce Instances of Reported Organized Retail Theft and Vehicle Theft in the City		
Objectives (A., B., etc.)	<p>A. Install license plate readers in target areas to deter individuals from committing organized retail and vehicle theft, among other crimes;</p> <p>B. Work with the City of Hayward and other potential partners to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Hayward;</p>		
Process Measures and Outcome Measures:	HPD will be able to measure the success of this goal by tracking the number of reported instances of organized retail or vehicle theft in the City and compare that with data prior to the start of the grant performance period.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<ul style="list-style-type: none"> Install highly visible license plate readers in target areas to deter suspects committing organized retail and vehicle theft, among other crimes. Issue press releases, work with local media outlets and utilize social media to engage in a public information campaign to publicize the grant award and subsequent law enforcement activities aimed at reducing instances of reported organized retail theft and vehicle theft in Novato. 	Hayward Police Department	Start Date December 1, 2023	End Date December 31, 2026
List data and sources to be used to measure outcomes: HPD will track the number of calls for service for suspected and actual retail and motor vehicle theft to ensure that the number of calls is decreasing and the project is successful. HPD will also monitor social media and other outlets that suspects use for planning and communication regarding ORT to see if the public information campaign is having an impact on potential theft.			

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

Name of Applicant: *City of Hayward Police Department*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$831,506.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$115,000.00
6. Equipment/Fixed Assets	\$0.00
7. Financial Audit (Up to \$25,000)	\$5,890.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$952,396.00

1a. Salaries & Benefits

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

1b. Salaries & Benefits Narrative:

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

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Flock Safety ALPR Cameras With 1 Year Of Service	40 Falcon ALPR Cameras @ 3,400 dollars each and 14 Falcon Long Range ALPR Cameras @ 3,400 each	\$183,600.00
Flock Safety Situational Awareness Cameras With 1 Year Of Service	16 Condor PTZ Situational Cameras @3,400 each	\$54,400.00
Installation Fee for 70 Cameras	9 Standared Instalation @ 650 dollars each. 31 Existing Infastructure instalation @ 150 dollars each. 14 Advanced Instalation @ 1,000 each. 16 Standard Instalation for Condor Situational Cameras @ 750 dollars each	\$36,500.00
Service Agreement Year 2	Flock service agreement for all 70 cameras for one year.	\$238,000.00
Service Agreement Year 3	Flock service agreement for all 70 cameras for one year.	\$238,000.00
State Sales Tax @ 10.75%	One time sales tax for all 70 cameras.	\$80,679.00
City of Hayward Permit Application Fee	One time permit application fee.	\$327.00
		\$0.00
TOTAL		\$831,506.00

2b. Services and Supplies Narrative:

Total listed above will cover the Purchase of and three year service agreement for 54 Flock Safety ALPR cameras, as well as 16 Flock Safety Situational video cameras for the entire grant performance period.

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

3b. Professional Services Narrative
Enter narrative here. You may expand cell height if needed.

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
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative
Enter narrative here. You may expand cell height if needed.

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Quarterly Data Collection By Senior Crime Analyst Lesley Hays. Quarterly Reports and Local Evaluation	Quarterly data collection five hours @ 73.04 per hour = \$365.20 X 12 quarter = \$4,382	\$4,820.00
Quarterly evaluation and reports. Local Evaluation plan and final local evaluation report.	Data collection for final evaluation report six hours @ 73.04 per hour = \$438 Lt. Dorn overtime salary \$136.73 per hour plus 1.45% Medicare and 11.54% Workers Compensation = \$154.49 Quarterly reports and evaluation five hours @ \$154.49 per hour = \$772.45 X 12 quarters = \$9,269	\$12,359.00
Additional potential Data Collection and Evaluation Costs		\$22,821.00
Development of Evaluation Plan and Reporting	One Time Grant Required \$75,000 Set Aside	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$115,000.00

5b. Data Collection and Evaluation Narrative
Cost listed would cover the data collection and evaluation for the entire grant period. As required by the grant guidelines \$75,000 has been set aside for the development of an evaluation plan due by April 2024. In the event that not all \$75,000 is required to develop this plan, HPD will either return funding or increase the scope of the grant through additional cameras or staff time for operations.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
		\$0.00

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:

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



CITY OF
HAYWARD
HEART OF THE BAY

June 29, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Hayward Organized Retail Theft (ORT) Prevention Grant: Letter of Intent

To Whom It May Concern,

I am writing on behalf of the City of Hayward and Hayward Police Department regarding the City of Hayward's Organized Retail Theft (ORT) Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations

As the Lead Public Agency for this application, we have determined that the proposed project **will not** impact any other agency. The project will take place entirely on public property within the Lead Public Agency's jurisdiction.

Sincerely,

Bryan Matthews

Acting Chief of Police

Hayward Police Department

POLICE DEPARTMENT

June 29, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Hayward Organized Retail Theft (ORT) Prevention Grant: Letter of Support

To Whom It May Concern,

I am writing on behalf of Acqua E Farina Ristorante in support of the City of Hayward's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

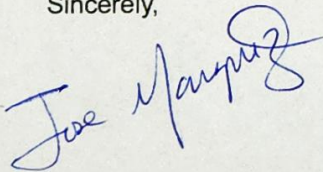
The City of Hayward and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Hayward's Police Department's (HPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers, as well as funding for expanded retail and auto theft operations. These resources will bolster HPD's ability to respond to instances of organized retail theft and motor vehicle theft and to coordinate with surrounding jurisdictions for the betterment of the overall region.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations

We look forward to the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,

A handwritten signature in blue ink that reads "Jose Marquez". The signature is written in a cursive style with a large, stylized "M".

Jose Marquez

Owner

Acqua E Farina Ristorante



HAYWARD
CHAMBER of
COMMERCE

July 6, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Hayward Organized Retail Theft (ORT) Prevention Grant: Letter of Support

To Whom It May Concern,

I am writing on behalf of the Hayward Chamber of Commerce in support of the City of Hayward's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

The City of Hayward and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Hayward's Police Department's (HPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers, as well as funding for expanded retail and auto theft operations. These resources will bolster HPD's ability to respond to instances of organized retail theft and motor vehicle theft and to coordinate with surrounding jurisdictions for the betterment of the overall region.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations

We look forward to the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,

Frank J. Ferral

President & CEO

June 29th, 2023
Board of state and community corrections (BSCC)
2590 Venture Oaks way, Suite 200
Sacramento, CA 95833

Re: City of Hayward Organized Retail Theft (ORT) Prevention Grant: Letter of Support

To Whom it May Concern,

I am writing on behalf of Raj's Westend Pizza Inc. DBA Domino's Pizza in support of the city of Hayward's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community and businesses.

The City of Hayward and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Hayward's Police Department' (HPD) ability to meet these challenges, we strongly support the grant application for necessary equipment to provide real-time information to their officers as well as the funding for expand retail and auto operations. These resources will bolster HPD's ability to respond to instances of organized retail theft and motor vehicle theft to coordinate with surrounding jurisdictions for the battlement of the overall region.

If funded, the project would mitigate these issues by:

- Installation of new video surveillance technology and software
- Installation of new cameras at strategic locations around retail areas
- Increased staff time for retail and auto theft operations.

We look forward for the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,



Rajbir Singh
President
Raj's Westend Pizza Inc. DBA Domino's Pizza

June 29, 2023

Board of State and Community Corrections (BSCC)
Organized Retail Theft Prevention Program
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Re: City of Hayward Organized Retail Theft (ORT) Prevention Grant: Letter of Support

To Whom It May Concern,

I am writing on behalf of The World Famous Turf Club, LLC in support of the City of Hayward's Organized Retail Theft Prevention grant application to help eliminate organized retail theft and motor vehicle theft to protect our community members and businesses.

The City of Hayward and surrounding areas have experienced an uptick in organized retail theft over the past several years, and auto theft remains an ongoing challenge. In order to increase the Hayward's Police Department's (HPD) ability to meet these challenges, we strongly support their grant application for necessary equipment to provide real-time information to their officers, as well as funding for expanded retail and auto theft operations. These resources will bolster HPD's ability to respond to instances of organized retail theft and motor vehicle theft and to coordinate with surrounding jurisdictions for the betterment of the overall region.

If funded, the project would mitigate these issues by:

- * Installation of new video surveillance technology and software
- * Installation of new cameras at strategic locations around retail areas
- * Increased staff time for retail and auto theft operations

We look forward to the opportunity that this grant award would provide to protect our community members and businesses.

Sincerely,



Larry Gray

Owner

The World Famous Turf Club, LLC

22519 Main Street

Haywards, CA 94541

Racial or Bias-Based Profiling

401.1 PURPOSE AND SCOPE

This policy provides guidance to [department/office] members that affirms the Hayward 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/office]'s relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 ACCREDITATION STANDARDS

This section pertains to the following CALEA Standards: 1.2.9

401.1.2 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).

Criminal Profiling- Criminal profiling is a legitimate tool in the fight against crime. It is an investigative method by which officers identify suspicious behavior and take legal action consistent with the Fourth Amendment. Officers must have individualized suspicion based on observation of behavior, characteristics, activities and environment.

Racial Profiling- Penal Code § 13519.4 states that racial profiling is “the practice of detaining a person based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of a particular person being stopped.” This includes but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

401.2 POLICY

The Hayward 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 and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

Hayward Police Department

Hayward PD Policy Manual

Racial or Bias-Based Profiling

401.3 RACIAL- OR BIAS-BASED PROFILING PROHIBITED

Racial or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

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.

401.4 MEMBER RESPONSIBILITY

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

401.4.1 REASON FOR DETENTION

Officers detaining a person shall be prepared to articulate sufficient reasonable suspicion to justify a detention, independent of the individual's membership in a protected class.

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 officer's reasonable suspicion or probable cause for the detention, as applicable.

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 Hayward Police Department is the primary agency, the Hayward Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

Hayward Police Department

Hayward PD Policy Manual

Racial or Bias-Based Profiling

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 RESPONSIBILITY

Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
- (b) Supervisors should periodically review MAV recordings, MDC data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings that capture a potential instance of racial or bias-based profiling 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 ensure that no retaliatory action is taken against any member of this department who discloses information concerning racial or bias-based profiling.

401.6 ADMINISTRATION

Each year, the Internal Affairs Manager shall review the efforts of the Department to prevent racial or bias-based profiling and submit an overview, including public concerns and complaints, to the Chief of Police.

This report should not contain any identifying information regarding any specific complaint, citizen or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors shall review the annual report and discuss the results with those they are assigned to supervise.

401.7 TRAINING

Training on racial- or bias-based profiling and review of this policy should be conducted as directed by the Personnel and 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 racial or bias-based profiling.
- (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.

Hayward Police Department

Hayward PD Policy Manual

Racial or Bias-Based Profiling

- (c) Each sworn member of this department who received initial racial or bias-based profiling training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Administrator 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 Administrator for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

401.9 REVISIONS

Enacted: December 17, 2007

Revised: July 3, 2009

Revised: August 13, 2010

Revised: April 9, 2013

Revised: August 1, 2014

Revised: May 23, 2016

Revised: January 26, 2018

Revised: February 9, 2021

Automated License Plate Readers (ALPRs)

429.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Hayward 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. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

429.1.1 ACCREDITATION STANDARDS

This section pertains to the following CALEA Standards: 41.3.9

429.2 ADMINISTRATION OF ALPR DATA

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

429.2.1 ALPR ADMINISTRATOR

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

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

429.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. [Department/Office] 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.

Automated License Plate Readers (ALPRs)

- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this [department/office] shall operate ALPR equipment or access ALPR data without first completing [department/office]-approved training.
- (e) No ALPR operator may access [department/office], 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.

429.4 DATA COLLECTION AND RETENTION

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

429.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Hayward 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/office]-related civil or administrative action.

Hayward Police Department

Hayward PD Policy Manual

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.

429.6 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Hayward Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Administrator and processed in accordance with applicable law.

- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

- (c) Persons 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.

- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

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

429.7 POLICY

The policy of the Hayward 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.

429.8 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.

Hayward Police Department

Hayward PD Policy Manual

Automated License Plate Readers (ALPRs)

3. The intended purpose of obtaining the information.
 - (b) The request is reviewed by the Support Services Division Commander or the authorized designee and approved before the request is fulfilled.
 - (c) The approved request is retained on file.

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

429.9 TRAINING

The Personnel and Training Administrator 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).

429.10 REVISIONS

Enacted: March 31, 2015

Revised: May 23, 2016

Revised: June 21, 2021