

Title	Monrovia Police Department	07/07/2023
	by Sarah Covarrubias in Organized Retail Theft Prevention Grant Program	id. 41333793
	s covarrubias@monroviapd.org	

Original Submission 07/07/2023

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

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

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

Applicant's Physical Address **140 E. Lime Ave.
Monrovia
CA
91016
US**

Applicant's Mailing Address (if different than the physical address) **140 E. Lime Ave.
Monrovia
CA
91016
US**

Mailing Address for Payment **140 E. Lime Avenue
Monrovia
CA
91016
US**

Tax Identification Number **95-6000745**

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 **Sarah
Covarrubias**

Project Director's Title with Agency/Department/Organization **Operations Captain**

Project Director's Physical Address **140 E. Lime Ave.
Monrovia
CA
91016
US**

Project Director's
Email Address **scovarrubias@monroviapd.org**

Project Director's
Phone Number **+16262568096**

Financial Officer
**Heath
Harvey**

Financial Officer's
Title with
Agency/Department/Organization **Services Captain**

Financial Officer's
Physical Address **140 E. Lime Ave.
Monrovia
CA
91016
US**

Financial Officer's
Email Address **hharvey@monroviapd.org**

Financial Officer's
Phone Number **+16262569095**

Day-To-Day Program
Contact **Kevin
Oberon**

Day-To-Day Program
Contact's Title **Detective Bureau Commander**

Day-To-Day Program
Contact's Physical
Address **140 E. Lime Ave.
Monrovia
CA
91016
US**

Day-To-Day Program
Contact's Email
Address **koberon@monroviapd.org**

Day-To-Day Program
Contact's Phone
Number **+16262568041**

Day-To-Day Fiscal
Contact **Heath
Harvey**

Day-To-Day Fiscal
Contact's Title **Services Captain**

Day-To-Day Fiscal Contact's Physical Address	140 E. Lime Ave. Monrovia CA 91016 US
Day-To-Day Fiscal Contact's Email Address	hharvey@monroviapd.org
Day-To-Day Fiscal Contact's Phone Number	+16262568095
Name of Authorized Officer	Alan Sanvictores
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	140 E. Lime Ave. Monrovia CA 91016 US
Authorized Officer's Email Address	asanvictores@Monroviapd.org
Authorized Officer's Phone Number	+16262568098
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	Monrovia Police Department's Crime Impact Program
Proposal Summary	Crime Impact Program (CIP) is our three-part strategy to prevent, identify and apprehend Organized Retail Theft Offenders as well as Catalytic Converter Theft Offenders. This will be accomplished through 1. Increased surveillance and enforcement operations; 2. Increasing technology to aid in the identification of offenders; and 3. Collaboration between our Community Activist Policing Bureau and our highly targeted retail establishments and neighborhoods. Grant funds will allow us to staff the extra enforcement so desperately needed, as well as to acquire the additional resources and technology to help toward the overall education, prevention and enforcement.

**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 Monrovia is a suburb of Los Angeles County, specifically located within the San Gabriel Valley. It is the 4th oldest city in Los Angeles County following the cities of Los Angeles, Pasadena and Santa Monica. The city of Monrovia is thirteen square miles with seven of those being inhabited with homes and commercial businesses, and the other six consisting of uninhabited mountain forest land. Monrovia has a diverse community with a population of approximately 40,000 residents but up to over 70,000 people in the day when businesses are open. Our city is located approximately 8 miles east of Pasadena and is bordered by the cities of Duarte, Arcadia, and El Monte. Monrovia is comprised of both residential and commercial neighborhoods, with multiple retail centers that have become highly targeted by Organized Retail Theft groups. Our neighborhoods have also increasingly fallen victim to Organized Catalytic Converter Theft offenders.

Organized retail theft is a growing problem that the Monrovia Police

Department, like most agencies, is currently responding to. In 2023, up to this point (January – June), our community has seen a 400 percent increase in retail thefts at one of our highly targeted retailers (Home Depot) and approximately a 200 percent increase in another highly targeted retailer (Ulta) than what we experienced in that same time frame (January – June) in 2022. Other retailers in our jurisdiction have also been impacted. Due to our limited resources, our department has been forced to take more of a reactive approach in responding to businesses and victims to document reports and forward the cases to our detective bureau for further investigation. Unfortunately, this reactive approach to organized retail theft has not been effective in preventing and apprehending offenders and is not upholding the level of service our department is historically committed to providing.

According to the California Organized Retail Crimes Association, “Organized retail crime is a growing problem not only for businesses but for California communities. It fosters a host of illegal activity, including recruitment of youth, homeless, and other into theft crimes. These networks frequently use their proceeds to finance other illegal activity including drug smuggling and human trafficking.”

Catalytic Converter thefts have also been a growing problem in our city. Comparing data over the last three years, we have experienced a 49% increase in catalytic converter thefts. Catalytic converters are important components of a car’s exhaust system. They help reduce air pollution by converting toxic pollutants into less harmful gases. Unfortunately, the materials used in catalytic converters, such as platinum, palladium, and rhodium are valuable and can be sold for a high price. This has led to the rise in catalytic converter thefts, as criminals have learned that they can make a quick profit. These thefts also create hardships for victims. Not only with the harmful gas emissions without the catalytic converter, but it is unlawful to operate a vehicle without a catalytic converter and it creates performance issues for the vehicle. This becomes both costly and inconvenient for victims.

In our efforts to address these deficiencies and to make more of a proactive effort on behalf of crime victims, the Monrovia Police Department has outlined a Crime Impact Program, a three-part strategy that will help us take a proactive approach to organized theft. 1. Utilize our Retail Impact Taskforce to conduct 48 additional surveillance and enforcement operations at highly-targeted retail locations and residential areas. 2. Secure funding to increase number of ALPR cameras to assist in identifying and apprehending Organized Retail Theft offenders and Catalytic Converter theft offenders. 3. Conduct outreach with local highly targeted retail establishments and neighborhoods to coordinate prevention measures to reduce Organized Retail Theft and Catalytic Converter thefts.

To most effectively do this, the Department is in need of additional resources. In addition to utilizing current staff to coordinate

educational outreach and collaboration with our retail partners and neighborhoods to conduct prevention measures, we staff employees on overtime to conduct surveillance and enforcement operations. We hope to increase the number of operations through grant funding, we also hope to purchase additional technology and resources that will aid in the identification and apprehension of organized retail theft offenders.

One of our current limitations in surveillance and enforcement operations is due to the lack of inconspicuous undercover vehicles to effectively conduct surveillance operations. We hope that with grant funding, we can utilize rental vehicles, to allow for our staff to work covertly in various vehicles that are not clearly identifiable to offenders. This will allow our staff to better gather intelligence and conduct surveillance discretely.

Another limitation in our efforts is minimal ALPR camera equipment. The city of Monrovia recently contracted with Flock ALPR cameras and had eight cameras installed around some of the major intersections within our jurisdiction. In just the past few months, they have shown to be extremely useful in a variety of crime investigations. We hope that by adding more ALPR cameras near our highly-targeted areas, we will have greater success with our investigations.

According to Flock Safety, the city of San Marino, a community about seven miles west of Monrovia, experienced a 70% reduction in crime since using Flock Safety cameras. The camera technology is reliable and produces leads that our investigators can follow up on where, without the cameras, there would likely be little to no other leads in identifying offenders.

We believe with added resources and increased collaboration, we can effectively impact Organized Retail Theft and Catalytic Converter thefts in our city. We are committed to focusing our efforts into prevention and awareness for the well-being and safety of our community. Grant funding will truly help us accomplish our goals and will afford our staff the resources necessary to give our community members greater levels of service.

Project Description

This grant opportunity will help the Monrovia Police Department and the community we serve by providing resources needed to continue and expand upon our developing Crime Impact Program. In efforts to address the drastic increase in both Organized Retail Theft and Catalytic Converter thefts in recent years, the Monrovia Police Department created our Crime Impact Program: a three-part strategy to prevent, identify and apprehend Organized Retail Theft Offenders as well as Catalytic Converter Theft Offenders.

Our strategies include:

1. Increase surveillance and enforcement operations.
2. Increase technology to aid in the identification of offenders; and

3. Collaboration between our Community Activist Policing Bureau and our highly targeted retail establishments and neighborhoods.

Grant funds will allow us to staff the extra enforcement so desperately needed, as well as to acquire additional resources and technology to help toward the overall efforts of education, prevention and enforcement.

1. Increasing surveillance and enforcement operations

Increasing surveillance and enforcement operations will allow us to work more proactively in the identification and apprehension of offenders. Our goal is to make it more difficult for offenders to successfully steal from retailers, and vehicle owners, to the point that it becomes a deterrent for them to conduct their criminal activity within our jurisdiction. Grant funding could afford us additional resources for overtime staffing costs and surveillance vehicle use that are both essential in making this strategy effective.

The locations where these operations will be conducted are based on statistical data of neighborhoods and retail locations that show to be higher targets for organized theft. Two of the primary retail targets in our city are Ulta Beauty and Home Depot. Specifically, at Ulta Beauty, the organized retail theft has become very brazen due to their store policies of not calling law enforcement until the theft is complete and the suspects are off site. This policy is well intended for the safety of their staff but causes the store to suffer large losses during each incident and is seemingly making it an even more desirable target for these organized theft groups.

The City of Monrovia has already contacted local retailers in our jurisdiction to discuss our Crime Impact Program and seek their collaboration partnership. We have received multiple letters of support from Ulta Beauty, Dream Décor, and Douglas Elliman, which have been uploaded into Appendix E. We are also awaiting several more that are pending corporate signatures, two of them being from Home Depot and Kohl's.

If awarded grant funding, our plan is to increase the frequency of surveillance operations for a total of 48 additional operations within the grant period. This would entail a supervisor, and three officers monitoring an area or specific retail center. We are also pursuing an agreement with a local rental vehicle establishment to provide us with rental vehicles to be used during these surveillance operations. The operation will involve intelligence gathering, theft prevention, theft intervention, or coordinating the apprehension of theft offenders.

2. Increasing technology to aid in the identification of offenders.

Increasing technology to aid in the identification of offenders involves expanding our Automated License Plate Reader camera subscription within our city. The Monrovia Police Department recently obtained a subscription with Flock Automated License Plate Reader

cameras and had eight cameras installed within our city boundaries. The cameras have already shown to be effective in various crime investigations and in the locating of several stolen vehicles traveling through our city.

With additional grant funding, we could increase the number of cameras within our city and strategically place them closer to highly targeted retail establishments in an effort to give us greater probability of capturing vehicles used in the commission of either Organized Retail Thefts or Catalytic Converter Thefts.

These cameras will not only help us in identifying offenders, but they are also capable of alerting our officers of license plates that we have entered of previously identified offenders who return to a retail location within our jurisdiction. We are hopeful that this technology will help us prevent crimes before they are even committed.

Additionally, the use of Automated License Plate Reader technology is already published in the Monrovia Police Department's policy manual, section 427: Automated License Plate Readers. The policy outlines personnel training for the usage of this technology as well as the data collection and retention requirements, which is in compliance with Government Code 34090.6 regarding a minimum of one year storage.

3. Collaboration between our Community Activist Policing Bureau and our highly targeted retail establishments and neighborhoods

The Monrovia Police Department prides ourselves in our Community Activist Policing philosophy and activities. This has been an area we have excelled in and even received national recognition dating back to the 1990's. Collaboration between our Community Activist Policing Bureau and retail establishments and/or neighborhoods is nothing new for us, we strive to come up with unique solutions to community problems, crime issues or quality of life issues that arise. In an effort to combat Organized Retail Theft and Catalytic Converter thefts our Community Activist Policing staff will prioritize discussions, educational outreach and partnerships with both retailers and neighborhood watch groups.

This effort does not require any grant funding and consists of our Investigators and Community Activist Policing Bureau hosting meetings with both our retail community as well as neighborhoods by providing them with information on how to recognize and take preventative measures against organized retail theft offenders and catalytic converter thefts. This team also works with the retailers to develop and implement security measures to make it more difficult for these offenders to steal from their stores. The meetings are intended to facilitate collaboration and to help retailers, community members and law enforcement improve in our theft prevention efforts.

The Monrovia Police Department is committed to combating organized retail theft and is confident that these additional resources

will help the Department to be more effective in doing so. By providing educational outreach to our retail partners, conducting surveillance operations, and purchasing technology to help in the identification and apprehension of organized retail theft offenders, the Department will be better equipped to address this problem in a proactive manner. We hope and strive for our proactive efforts to have positive impacts beyond our jurisdiction.

Lastly, it is important to note that the Monrovia Police Department's Policy Manual section 401: Bias-based Policing, provides guidance to our department members that affirms the Monrovia Police Department's commitment to policing that is fair and objective. The Monrovia Police Department is committed to providing law enforcement services to the community with due regard for racial, cultural or other differences of those served. It is the policy of our department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

Project
Organizational
Capacity and
Coordination

The Monrovia Police Department is a full-service law enforcement agency. The department is organized into two divisions: Operations and Services. The individual Bureaus within our agency are Patrol, Detectives, Special Enforcement Team and Community Activist Policing. The department has an authorized staffing level of 52 sworn police officers and 30 professional support staff.

All sworn personnel are certified law enforcement officers through California POST. All sworn personnel undergo regular state mandated training. Their training requirements are inspected annually by POST.

For the proposed project, the enforcement operations will be conducted by a supervisor and three officers. Any additional support will be provided by patrol officers and necessary professional staff. The collaboration and education component of the project will be conducted by our Community Activist Policing Bureau which is comprised of a supervisor and a community policing officer. Individual operations will be led by a sergeant/supervisor with oversight by a lieutenant. The project as a whole will be managed by a Division Captain. Operations will take place over the grant period consisting of an additional 48 operations 6 hours each. Education and collaboration with specific retail establishments and neighborhood watch groups will be conducted throughout the length of the grant. After action reviews will be conducted, documented and submitted to the Division Captain to ensure set goals are achieved and to modify future operations if needed.

The Monrovia Police Department will be partnering with local retail companies that are suffering from increased retail theft. This partnership will be in the form of education to staff on topics such as safety measures, advice on how to deter retail theft and how to report criminal activity. Topics of education will also touch on the criminal prosecution and victim restitution availability through the county. The collaboration with retail store management is key to the overall

success of reducing theft/crime in their stores and throughout the community.

Law enforcement operations will only involve Monrovia Police Department personnel and will be conducted outside retail locations. If the grant funding is awarded, the Monrovia Police Department Community Activist Policing Bureau will coordinate with retail store management as well as our Neighborhood Watch groups. The Monrovia Police Department currently undertakes similar operational missions and conducts regular outreach due to our Community Activist Policing philosophy. Upon award and approval of grant funding, the Monrovia Police Department is capable of immediate commencement of the project.

The proposed project will be led and managed per the standard department chain of command. The Division Captain will manage and oversee the project. Operations will be led by a supervisor and managed by a lieutenant. Decision making will be recommended and approved by the chain of command. Overall responsibility will rest with the Chief of Police.

The Monrovia Police Department plans on sustaining these types of operations after the conclusion of the grant. Since this project is based on community partner collaboration and equipment, such as ALPRs and vehicles, long lasting positive effects are expected.

Project Evaluation
and Monitoring

The Monrovia Police Department's Community Activist Policing Sergeant will document and monitor all activities relating to our Crime Impact Program and the Organized Retail Theft Prevention Grant. The following are a list of evaluation methods we will use for each of the three strategies of the Crime Impact Program/Organized Retail Theft Prevention Grant.

Strategy One – Increasing Surveillance and Enforcement Operations

The Surveillance and Enforcement Operations will be coordinated by our Community Activist Policing Sergeant and Detective Bureau Commander. Staff selected to participate in these operations will be at the discretion of the Community Activist Policing Sergeant and Detective Bureau Commander to select officers who are proactive and driven to combat Organized Retail Theft and Catalytic Converter thefts.

During the grant period, 48 additional surveillance and enforcement operations will be conducted by three officers and a supervisor (Sergeant). Data will be collected at the conclusion of each operation via an operation report on how many hours were conducted doing surveillance, how many detentions and apprehensions were made, and any other observations made regarding Organized Retail Theft or Catalytic Converter thefts. The intended outcome is to both reduce the number of thefts through prevention and additional enforcement and to increase the number of apprehensions. The data will be

reviewed and monitored throughout the grant period to continually try to improve effective strategies to cater to each of the operations.

Strategy Two – Increasing Technology to aid in the identification of offenders

During the grant period, 8 additional ALPR cameras will be strategically placed near high-target theft locations. Detectives will be required to report to the Grant Manager any incident where an ALPR camera read led to a lead in an Organized Retail Theft or Catalytic Converter theft investigation. Officers working on the Crime Impact Program detail will also be tasked with submitting reports at the end of each of the operations indicating any use of the ALPR camera system during their operation. The data extracted from these reports will be compiled by our Grant Manager. Our goal is that the ALPR technology will show effective results as our recently installed cameras already have.

Strategy Three – Collaboration between our Community Activist Policing Bureau and our highly targeted retail establishments and neighborhoods.

During this grant period, our Community Activist Policing Bureau will host meetings with local businesses and neighborhoods to discuss concerns, observations, policies and procedures, and to seek collaboration relating to Organized Retail Theft and Catalytic Converter Theft prevention. Over the grant period, at least ten 1-hour meetings will be held with both retail locations and neighborhoods. Meeting minutes will be kept to assess any changes that need to be made for future surveillance and enforcement operations or regular patrol response to calls for service.

The intention of this strategy is to increase awareness, prevention and collaboration. The data measured will be both quantitative and qualitative, to include number of meetings held, number of follow-up meetings held, as well as outcomes of each meeting, such as changes made to store policies and procedures or patrol's response procedures.

All of the quantitative and qualitative data from the evaluation processes listed above will be recorded and organized into reports by our Program Manager including each of the three listed strategies. The reports will be presented to the Chief of Police on a quarterly basis. The reports will also include a budget summary on the use of the grant funds. At the end of each year of the grant period, the Grant Manager will prepare an annual report.

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_GOALS.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D.pdf](#)

Local Impact Letter(s) (Appendix E)

[Ulta_Beauty_MPD_Local_Impact_Letter.pdf](#)

[Kohls_MPD_Local_Impact_Letter.pdf](#)

[Dream_Decor_Impact_Letter.pdf](#)

[Douglas_Elliman_Impact_Letter.pdf](#)

[The_Home_Depot_MPD_Local_Impact_Letter.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](#)

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

[Appendix_G.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.

(1) Goal:	> Surveillance and Enforcement Operations to increase apprehensions		
Objectives (A., B., etc.)	>Reduce the number of Organized Retail Thefts (ORT) and Catalytic Converter Thefts within our jurisdiction, while increasing the identification and apprehension of ORT offenders.		
Process Measures and Outcome Measures:	> The Retail Impact Taskforce will conduct 48 surveillance and enforcement operations with three officers and a supervisor at various highly targeted retail locations and residential areas.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Increase surveillance and enforcement operations to increase the identification and apprehensions of Organized Retail Theft offenders and vehicle theft/catalytic converter theft offenders.	<ul style="list-style-type: none"> ➤ MPD Personnel ➤ Retail Partners 	Dec. 31, 2024	Dec. 31, 2026
List data and sources to be used to measure outcomes:	> Hours of surveillance conducted, number of offenders identified, and number of apprehensions.		

(2) Goal:	> Increase ALPR Technology to Aid in the Identification of ORT offenders		
Objectives (A., B., etc.)	>To identify and apprehend Organized Retail Theft offenders and Catalytic Converter offenders through the use of ALPR technology.		
Process Measures and Outcome Measures:	>Install and subscribe to 8 Automated License Plate Reader (ALPR) Cameras within our jurisdiction, strategically placed near highly-targeted retail establishments and residential neighborhoods.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Increase number of ALPR cameras and have them placed strategically near highly-targeted areas.	<ul style="list-style-type: none"> ➤ MPD Personnel ➤ FLOCK 	> Dec. 31, 2024	> Dec. 31, 2026
List data and sources to be used to measure outcomes: > Number of cameras installed, number of suspect vehicles identified, number of apprehensions.			

(3) Goal:	> Community Activist Policing Collaboration with Local Retail Establishments and Neighborhoods		
Objectives (A., B., etc.)	> To collaborate with local highly-targeted retail establishments and neighborhoods to coordinate prevention measures to reduce Organized Retail Theft and Catalytic Converter thefts.		
Process Measures and Outcome Measures:	> Conduct outreach with each of the management units at the highly-targeted retail establishments within our jurisdiction to discuss policies and procedures and to address areas for improvement and collaboration.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Our Community Policing Bureau will host meetings with local businesses and neighborhoods to discuss their concerns, observations, policies and procedures to address areas for improvement and collaboration relating to ORT and Catalytic Converter thefts.	<ul style="list-style-type: none"> ➤ MPD Personnel ➤ Retail Partners 	> Dec. 31, 2024	> Dec. 31, 2026
List data and sources to be used to measure outcomes: > Number of initial meetings held, number of follow up meetings held, and quantitative outcomes of each meeting regarding changes made to policies and/or procedures.			

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

Name of Applicant: *Monrovia 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	\$104,953.00
2. Services and Supplies	\$9,120.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$100,000.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$2,820.00
9. Indirect Costs	\$0.00
TOTAL	\$291,893.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer - Overtime rate + Benefits	(Overtime hourly rate per Officer \$79.61 x 864 hours) + \$997.38 in benefits.	\$69,781.00
Police Sergeant - Overtime rate + Benefits	(Overtime hourly rate per Sergeant \$120.38 x 288 hours) + \$502.70 in benefits.	\$35,172.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$104,953.00

1b. Salaries & Benefits Narrative:

During this grant period, we will conduct 48 surveillance and enforcement additional operations consisting of 3 officers and a sergeant each. The operations will be six hours in length and will be conducted as an overtime assignment, due to our limited full-time staffing. The overtime hourly rate of an officer is approximately \$79.61 plus 1.450% of their benefits. The overtime hourly rate of a sergeant is approximately \$120.38 plus 1.450% of their benefits.

The purpose of the surveillance and enforcement operations is to allow us to work more proactively and strategically toward prevention efforts and in both the identification and apprehension of offenders. Our goal is to make it more difficult for offenders to successfully steal from retailers and vehicle owners, to the point that it becomes a deterrent for them to conduct their criminal activity.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Rental Vehicles for surveillance use	(Approximately \$95 for daily vehicle rental x 2 vehicles) x 48 operations	\$9,120.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$9,120.00

2b. Services and Supplies Narrative:

To accomplish our goal of increased surveillance and enforcement operations, we intend to rent two vehicles per operation. The average rate at our local Avis/Enterprise Vehicle Rental Centers is \$95.

The purpose of the surveillance and enforcement operations is to allow us to work more proactively and strategically toward prevention efforts and in both the identification and apprehension of offenders. Our goal is to make it more difficult for offenders to successfully steal from retailers and vehicle owners, to the point that it becomes a deterrent for them to conduct their criminal activity. The rental vehicle use will allow for safer and more effective surveillance operations.

3a. Professional Services

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

3b. Professional Services Narrative

N/A

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

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

N/A

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Amount allotted to cover data collection and evaluation efforts per grant instructions	Minimum amount required by grant	\$75,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$75,000.00

5b. Data Collection and Evaluation Narrative

Amount listed will cover data collection and evaluation efforts per grant instructions. This includes our Local Evaluation Plan and Final Local Evaluation Report. The grant manager will work on this as part of his regular scheduled duties. The required \$75,000 will offset these costs.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Flock ALPR Camera Subscription	\$2500 per camera per year for 5 year contract x 8 cameras	\$100,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$100,000.00

6b. Equipment/Fixed Assets Narrative

The Monrovia Police Department currently utilizes Flock for Automated License Plate Reader (ALPR) Cameras. With grant funding, we hope to have 8 additional cameras installed in strategically placed locations near highly-targeted retail centers. Our current rate with Flock is a discounted rate of \$2500 per camera per year, with a minimum of a 5 year contract.

Flock cameras have already been effective for our community through our investigations and we believe more could assist in our efforts toward reducing Organized Retail Crimes. These cameras will not only help us in identifying offenders, but they are also capable of alerting our officers of license plates of previously identified offenders who return to a retail location within our jurisdiction. This technology could help us prevent crimes before they are even committed.

7a. Financial Audit

Description	Calculation for Expense	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

7b. Financial Audit) Narrative:

The Monrovia Police Department will use current staff to conduct financial audit activities during regularly scheduled hours.

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

Description	Calculation for Expense	Total
Travel to Sacramento for grantee team meetings	\$470 flight x 2 staff members = \$940 x 3 trips	\$2,820.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,820.00

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

Travel via flight from Burbank or Ontario airports to Sacramento is approximately \$470 for round-trip airfare to attend grantee team meetings. The calculation includes sending two staff members on three trips which totals the amount listed above.

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

N/A



July 7, 2023

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

RE: SUPPORT OF MONROVIA POLICE DEPARTMENT’S ORGANIZED RETAIL THEFT PREVENTION GRANT REQUEST

Dear Board of State and Community Corrections:

The Organized Retail Theft Prevention Grant Program will support the Monrovia Police Department in preventing and responding to organized retail theft surrounding **Douglas Elliman Real Estate** located at **517 S Myrtle Avenue, Monrovia, CA 91016**.

Douglas Elliman Real Estate is a storefront in Old Town Monrovia – home to a weekly Street Fair & Market and a downtown with multiple shops and eateries that experience thousands of visitors a year. Surrounding businesses have experienced numerous organized retail theft incidents resulting from the ever-expanding presence of organized retail theft, as seen in recent years. The Monrovia Police Department’s Crime Impact Program will help prevent, identify, and apprehend these offenders. Through increased surveillance measures, such as Automated License Plate Reader cameras and enforcement operations, the Monrovia Police Department will be able to combat retail theft more effectively.

The Crime Impact Program will reduce the frequency of these incidents, resulting in reduced economic losses and a safer shopping environment in Old Town Monrovia. Additionally, the Monrovia Police Department’s Community Activist Policing Bureau and **Douglas Elliman Real Estate** will form a partnership to discuss policies and procedures to deter retail theft in and near Old Town Monrovia, and address areas for improvement and collaboration.

We look forward to forming such a partnership to combat retail theft and continue to provide Monrovia residents with a premier quality of life.

Sincerely,

Alan Sanvictores
Chief of Police

Gina Ammon & Donna Baker
Realtors





July 7, 2023

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

RE: SUPPORT OF MONROVIA POLICE DEPARTMENT'S ORGANIZED RETAIL THEFT PREVENTION GRANT REQUEST

Dear Board of State and Community Corrections:

The Organized Retail Theft Prevention Grant Program will support the Monrovia Police Department in preventing and responding to organized retail theft surrounding **[DREAM DECOR]** located at **[505 South MYRTLE AVE., MONROVIA, CA 91016]**.

[DREAM DECOR] is a storefront in Old Town Monrovia – home to a weekly Street Fair & Market and a downtown with multiple shops and eateries that experience thousands of visitors a year. Surrounding businesses have experienced numerous organized retail theft incidents resulting from the ever-expanding presence of organized retail theft, as seen in recent years. The Monrovia Police Department's Crime Impact Program will help prevent, identify, and apprehend these offenders. Through increased surveillance measures, such as Automated License Plate Reader cameras and enforcement operations, the Monrovia Police Department will be able to combat retail theft more effectively.

The Crime Impact Program will reduce the frequency of these incidents, resulting in reduced economic losses and a safer shopping environment in Old Town Monrovia. Additionally, the Monrovia Police Department's Community Activist Policing Bureau and **[DREAM DECOR]** will form a partnership to discuss policies and procedures to deter retail theft in and near Old Town Monrovia, and address areas for improvement and collaboration.

We look forward to forming such a partnership to combat retail theft and continue to provide Monrovia with a premier quality of life.

Sincerely,

Alan Sanvictores
Chief of Police

[MIRIAM MIRANDA]
[OWNER]



June 28, 2023

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

RE: SUPPORT OF MONROVIA POLICE DEPARTMENT’S ORGANIZED RETAIL THEFT PREVENTION GRANT REQUEST

Dear Board of State and Community Corrections:

The Organized Retail Theft Prevention Grant Program will support the Monrovia Police Department in preventing and responding to organized retail theft at Kohl’s located at 504 Huntington Drive, Monrovia, CA 91016.

Kohl’s has experienced multiple organized retail theft incidents resulting from the ever-expanding presence of organized retail theft, as seen in recent years. The Monrovia Police Department’s Crime Impact Program will help prevent, identify, and apprehend these offenders. Through increased surveillance measures, such as Automated License Plate Reader cameras and enforcement operations, the Monrovia Police Department will be able to combat retail theft more effectively.

The Crime Impact Program will reduce the frequency of these incidents, resulting in reduced economic losses and a safer shopping environment for our customers and team members. Additionally, the Monrovia Police Department’s Community Activist Policing Bureau and Kohl’s will form a partnership to discuss policies and procedures to deter retail theft. Such a partnership will also provide informative feedback for both parties to address areas for improvement and collaboration.

We look forward to forming such a partnership to combat retail theft and continue to provide Monrovia with a premier quality of life.

Sincerely,

A handwritten signature in black ink, appearing to read "A. S.", written over a light blue horizontal line.

Alan Sanvictores
Chief of Police

Store Manager



June 29, 2023

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

RE: SUPPORT OF MONROVIA POLICE DEPARTMENT'S ORGANIZED RETAIL THEFT PREVENTION GRANT REQUEST

Dear Board of State and Community Corrections:

The Organized Retail Theft Prevention Grant Program will support the Monrovia Police Department in preventing and responding to organized retail theft at The Home Depot located at 1625 S. Mountain Avenue, Monrovia, CA 91016.

The Home Depot has experienced multiple organized retail theft incidents resulting from the ever-expanding presence of organized retail theft, as seen in recent years. The Monrovia Police Department's Crime Impact Program will help prevent, identify, and apprehend these offenders. Through increased surveillance measures, such as Automated License Plate Reader cameras and enforcement operations, the Monrovia Police Department will be able to combat retail theft more effectively.

The Crime Impact Program will reduce the frequency of these incidents, resulting in reduced economic losses and a safer shopping environment for our customers and team members. Additionally, the Monrovia Police Department's Community Activist Policing Bureau and The Home Depot will form a partnership to discuss policies and procedures to deter retail theft. Such a partnership will also provide informative feedback for both parties to address areas for improvement and collaboration.

We look forward to forming such a partnership to combat retail theft and continue to provide Monrovia with a premier quality of life.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Sanvictores".

Alan Sanvictores
Chief of Police

Store Manager



July 5, 2023

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

RE: SUPPORT OF MONROVIA POLICE DEPARTMENT’S ORGANIZED RETAIL THEFT PREVENTION GRANT REQUEST

Dear Board of State and Community Corrections:

The Organized Retail Theft Prevention Grant Program will support the Monrovia Police Department in preventing and responding to organized retail theft at Ulta Beauty located at 729 East Huntington Drive, Monrovia, CA 91016

Ulta Beauty has experienced multiple organized retail theft incidents resulting from the ever-expanding presence of organized retail theft, as seen in recent years. The Monrovia Police Department’s Crime Impact Program will help prevent, identify, and apprehend these offenders. Through increased surveillance measures, such as Automated License Plate Reader cameras and enforcement operations, the Monrovia Police Department will be able to combat retail theft more effectively.

The Crime Impact Program will reduce the frequency of these incidents, resulting in reduced economic losses and a safer shopping environment for our customers and team members. Additionally, the Monrovia Police Department’s Community Activist Policing Bureau and Ulta Beauty will form a partnership to discuss policies and procedures to deter retail theft. Such a partnership will also provide informative feedback for both parties to address areas for improvement and collaboration.

We look forward to forming such a partnership to combat retail theft and continue to provide Monrovia with a premier quality of life.

Sincerely,

Alan Sanvictores
Chief of Police

Ricky Arrega
Store Manager

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Monrovia 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 Monrovia 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.

Monrovia Police Department

Monrovia PD Policy Manual

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

Agencies with less than 333 police officers, such as Monrovia, must begin collecting data no later than 1 Jan 2022 and issue its first report by 1 April 2023.

401.5 ADMINISTRATION

Each year, the Operations Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

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

Monrovia Police Department

Monrovia PD Policy Manual

Bias-Based Policing

401.6 TRAINING

Training on fair and objective policing 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 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 Records Supervisor shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and reported 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 Police Services Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Automated License Plate Readers (ALPRs)

427.1 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.

427.2 ADMINISTRATION

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

427.2.1 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.

427.3 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.

Monrovia Police Department

Monrovia PD Policy Manual

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 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) The officer and/or Communications Operator in Dispatch shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

427.3.1 AUTHORIZED USERS

Only sworn officers, dispatchers and Communications, Crime Analysis and Technology Bureau (CCAT) personnel are allowed to access the ALPR system after receiving department-approved training. Authorized vendors will have access for maintenance and repair.

427.4 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 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.

427.4.1 DATA ACCURACY

Several factors may affect the accuracy of the ALPR readings, for example: wear on the license plate, dirt, covers, and license plate frames. For this reason, it is important to verify the accuracy of any alert received.

Prior to any action being taken due to an ALPR alert, the officer in the field and/or communications operator in dispatch shall view the image of the license plate verifying that the image of the license plate was correctly recognized by the ALPR system.

Monrovia Police Department

Monrovia PD Policy Manual

Automated License Plate Readers (ALPRs)

The officer and/or Communications Operator in Dispatch shall verify an ALPR response through the California Law Enforcement Telecommunications Systems (CLETS) before taking enforcement action that is based solely on an ALPR alert.

427.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Monrovia 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.
- (c) ALPR system audits should be conducted on a regular basis.

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

427.6 POLICY

The policy of the Monrovia 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.

427.7 RELEASING ALPR DATA

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

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Support Services Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.
- (d) Monrovia Police shares ALPR data with the Los Angeles County Sheriffs Department through an inter-agency agreement by which each agency agrees that all ALPR data will be gathered, accessed, utilized and disclosed in accordance with applicable law.

Monrovia Police Department

Monrovia PD Policy Manual

Automated License Plate Readers (ALPRs)

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).

427.8 TRAINING

The Personnel and Training Officer 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).