

Title	City of Pleasanton Police Department	07/07/2023
	by Kurt Schlehuber in Organized Retail Theft Prevention Grant Program	id. 41333831
	kschlehuber@cityofpleasantonca.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.

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

Applicant's Physical Address **4833 Bernal Ave.
Pleasanton
CA
94566
US**

Applicant's Mailing Address (if different than the physical address) **P.O. Box 909
Pleasanton
CA
94566
US**

Mailing Address for Payment **P.O. Box 909
Pleasanton
CA
94566
US**

Tax Identification Number **94-6000397**

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 **Kurt
Schlehuber**

Project Director's Title with Agency/Department/Organization **Police Captain/Police Department/City of Pleasanton**

Project Director's Physical Address **4833 Bernal Ave.
Pleasanton
CA
94566
US**

Project Director's Email Address	kschlehuber@cityofpleasantonca.gov
Project Director's Phone Number	+19259315205
Financial Officer	Heather Dequincy
Financial Officer's Title with Agency/Department/Organization	Police Business Services Manager/Police Department/City of Pleasanton
Financial Officer's Physical Address	4833 Bernal Ave Pleasanton CA 94566 US
Financial Officer's Email Address	hdequincy@cityofpleasantonca.gov
Financial Officer's Phone Number	+19259315287
Day-To-Day Program Contact	Christine Guevarra
Day-To-Day Program Contact's Title	Crime and Intelligence Analyst/Police Department/City of Pleasanton
Day-To-Day Program Contact's Physical Address	4833 Bernal Ave. Pleasanton California 94566 US
Day-To-Day Program Contact's Email Address	cguevarra@cityofpleasantonca.gov
Day-To-Day Program Contact's Phone Number	+19259315142
Day-To-Day Fiscal Contact	Heather DeQuincy
Day-To-Day Fiscal Contact's Title	Police Business Services Manager

Day-To-Day Fiscal Contact's Physical Address	4833 Bernal Ave. Pleasanton California 94566 US
Day-To-Day Fiscal Contact's Email Address	hdequincy@cityofpleasantonca.gov
Day-To-Day Fiscal Contact's Phone Number	+19259315287
Name of Authorized Officer	Gerry Beaudin
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	123 Main Street Pleasanton CA 94566 US
Authorized Officer's Email Address	gbeaudin@cityofpleasantonca.gov
Authorized Officer's Phone Number	+19259315003
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	City of Pleasanton Action Plan for Retail Theft Crimes
Proposal Summary	The City of Pleasanton, California is in the East Bay region of the San Francisco Bay area and is within Alameda County. Pleasanton has experienced rapid growth over the last several decades, from a little over fifty thousand people in 1990 to our current population of eighty-five thousand. With increased population comes the increased crime rates. Pleasanton Police Department has seen an increase in retail and vehicle theft as why they are kindly requesting \$3,143,554 in funding from the Organized Retail Theft Grant. These funds will enhance the effectiveness of our crime center, expand our existing camera systems, and improve our data collection ability.

**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 Pleasanton, California is in the East Bay region of the San Francisco Bay area and is within Alameda County. Pleasanton has experienced rapid growth over the last several decades, from a little over fifty thousand people in 1990 to our current population of approximately eight-five thousand. Our industrial and retail locations have grown along with our population, with a current balance of fifty percent residential and fifty percent commercial properties. These commercial properties include office space, retail space, and manufacturing. Pleasanton is now home to almost one hundred and thirty retail stores.

An analysis of our crime statistics and feedback from residents of Pleasanton indicate that as Pleasanton's residential and commercial presence has grown, so has crime associated with increasing numbers of people and businesses. Pleasanton's rapid growth of residents and retail stores has made it difficult for the Pleasanton Police Department (PPD) to keep up with the increase in crime

regarding organized retail theft (ORT), (program purpose area 1), motor vehicle (M.V.) theft, and M.V. accessory theft (program purpose area 2). The city's rapid growth combined with new criminal acts popularized by viral internet videos, such as "Side Shows" and "Kia Boys," has added to the burden the PPD is trying to address for the safety and well-being of our residents. We are requesting funding through the Organized Retail Theft Prevention Grant Program to provide resources that will help us address these issues and ensure the safety and security of our residents.

The PPD saw a 17% increase in shoplifting complaints in 2022 when compared to 2021. Along with the increased frequency, the thefts themselves have become more brazen and violent. In April of this year, Blake Mohs, a security guard at Home Depot, was shot and killed by a suspect trying to steal a tool from the store. The suspect fled to a getaway vehicle where the driver was waiting with her child.

Overall, theft in Pleasanton increased 22.47% in 2022 from 2021. Theft and theft of catalytic converters contributed most to the overall increase, each increasing over 40% year to year. Pleasanton is seeing another dramatic increase in theft complaints so far in 2023, already surpassing all of 2022's theft complaints by mid-June and on pace to see a 140% for the year. Our retail theft is often occurring in crowded shopping malls and plazas where it is difficult to track and apprehend suspects.

The incidents of theft in Pleasanton have had a significant financial impact on the members of our community. Over 100 M.V.s (M.V.s) were stolen in Pleasanton in both 2021 and 2022. The value of these stolen vehicles was over 1.5 million dollars each year. As of mid-June 2023, Pleasanton is on pace for a 33% increase in stolen M.V.s from 2022. Theft of M.V. parts and accessories in Pleasanton increased by over 71% in 2022, from 2021, with a value of over half a million dollars. The theft of currency has also dramatically increased, almost 500% from 2021 to 2022, with a total value of over \$370,000. The total cost of theft to the Pleasanton community has been around five million dollars in both 2021 and 2022.

Pleasanton Police Department has made significant investments in technology and other resources to try and combat theft and other crime in the community. Seventeen stationary license plate reading (LPR) cameras have been installed throughout the city. However, we find our LPR coverage to still be lacking to address the theft issues we're experiencing. Pleasanton has fifteen pan, tilt, and zoom (PTZ) cameras at various intersections. Pleasanton Police Department does not have the staffing to monitor these cameras in real-time.

In May of this year, we hired a full-time Crime and Intelligence Analyst Christine Guevarra. However, the PPD does not have an appropriate space or equipment for Guevarra to do her work efficiently. The voluminous amount of intelligence collected from our LPRs and other sources coupled with the administrative work of starting a new crime center is often overwhelming for a single person.

Despite PPD's investment in technology, programs, and personnel to address crimes in their jurisdiction, less than 20% of theft and theft related complaints were cleared by arrest or charge by the DA. Residents of Pleasanton have been impacted to the extent they have appeared at council meetings to express their frustrations with the cost and inconvenience theft causes in the community. One consequence of this frustration is a loss of trust and legitimacy of citizens in the PPD.

In addition to theft, Pleasanton recently has had several instances where "Side Shows," an activity in which spectators and participants illegally close off parts of public streets for participants with performance-oriented vehicles to race, drift, do burnouts, and other reckless acts, had been planned in our community. Each instance intelligence was received informing the department of this planned activity. As the vehicles entered Pleasanton, the department was able to direct resources to the area and prevent the activity from becoming out of hand. As these instances become more frequent and prevalent in the Tri-Valley area this is a large concern of the police department.

"Side Shows" often include stolen M.V.s or vehicles that are equipped with stolen M.V. accessories. Additionally, participants are sometimes members of retail theft organizations and have been found in possession of large amounts of stolen goods (<https://www.ktvu.com/news/bay-bridge-sideshow-arrest-leads-to-recovery-of-20000-in-stolen-merchandise>).

The investigation of "Side Shows" is very difficult. Spectators block off streets to prevent regular traffic from entering the area and keep law enforcement from reaching the people committing offenses during the show. With little to no access to the event, law enforcement is often unable to make any arrests. When officers can get access to the participants, they often flee in the vehicles they're using, leading to vehicle pursuits that further endanger public safety.

PPD is working with nearby agencies to address "Side Shows" and other community needs, such as a SWAT team, through shared services. However, information sharing between agencies is difficult because of separate computer-aided dispatch (CAD) and record management systems (RMS) in each jurisdiction. PPD's current CAD and RMS system is inadequate in collecting and reporting data that can be used as intelligence in ORT, M.V. theft, and/or M.V. accessory theft investigations, complying with state mandates, and evaluating the effectiveness of programs we develop.

Project Description

The PPD is proposing a project that will enhance the effectiveness of our crime center, modernize, expand, and integrate our existing camera systems, enhance cooperation with neighboring departments, and improve our data collection ability. Together, these projects will increase our capability to detect, surveil and interdict retail theft organizations, M.V. theft, and M.V. accessory theft leading

to a reduction in these crimes.

The first goal of the project is to enhance cooperation with neighboring agencies to reduce the amount of ORT, M.V., and their accessories in our communities while improving our ability to collect and analyze data.

The first objective of this goal is to procure a computer-aided dispatch (CAD) and record management system (RMS) that will connect Pleasanton and Livermore to allow for the seamless sharing of information and improve the data collection and reporting capability of each city. The first process measure is selecting software that will fit the needs of both cities. The second process measure will be the creation and execution of memorandums of agreement between the cities. The third process measure is the procurement and implementation of the CAD and RMS systems. The outcome measure is Pleasanton and Livermore using the same software platform which will improve information sharing, data collection, and reporting.

The second objective of this goal is to create an ORT Task Force with the cities of Livermore and Dublin. The first process measure is establishing a memorandum of agreement (MOA) between the involved agencies to address operations and commitments. The third process measure is to identify where the task force will work from. The fourth process measure is to equip this space with the necessary equipment to communicate with the crime center and review the intelligence it provides. The fifth process measure is identifying and procuring the equipment the task force needs to successfully investigate ORT, M.V. theft, and the theft of M.V. accessories. The outcome measure for this objective will be a fully equipped task force that receives and uses intelligence to successfully close investigations.

The third objective of this goal is to work complimentary to the Side Show Task Force established with the cities of Livermore and Dublin along with the Alameda County Sheriff's Office. Side Shows often involve stolen M.V.s and/or their accessories and sometimes proceeds from ORT. The second process measure will be a memorandum of understanding (MOU) between the two task forces to memorialize how each task force will share intelligence and resources to assist the other. The outcome measurement will be the reduction of Side Shows and an increase in recovered stolen vehicles, their accessories, and other property.

The fourth objective to the last goal of the project is to reduce the risk to public safety from task force activities during investigations by utilizing high-speed pursuit alternative technology. The PPD has had suspects flee in M.V.s for offenses from petty theft to murder. High-speed vehicle pursuits place our citizen's safety at risk. The first process measure is to identify the technology most likely to be effective in our environment. The second process measure is to identify the vehicles that will be equipped with the technology. The

third process measure is the procurement and installation of the technology. The fourth process measure is updating the Department's pursuit policies to incorporate the technology. The fifth process measure will be to train officers on the use of the technology and policy changes. The sixth process measure is to assess the effectiveness of the technology and policies to determine if changes are necessary.

Our second goal is to have a sufficiently staffed crime center with the appropriate resources capable of providing intelligence to units responding to reports of retail, M.V., or their accessories to improve the safety of responding officers and the public, assist in the identification of suspects, and participate in the apprehension of suspects. The crime center can also enhance investigations by collecting and analyzing intelligence.

The first objective of expanding the operations and effectiveness of our crime center is to remodel a space with the proper technology to collect and analyze intelligence. The first process measure for this objective is identifying the space and preparing it for use. The second process measure is to acquire furnishings, computers, and displays. The third process measure is acquiring communications so intelligence can be relayed to Officers in the field. The outcome measure for this objective will be a fully functional crime center capable of monitoring all technology the PPD has available to it which allows at least two people to collect and analyze the relevant intelligence.

The second objective is to add a second analyst to our staff. The first process measure to this objective will be to advertise the position of Crime and Intelligence Analyst. The second process measure will be to conduct interviews with qualified applicants. The final process measure will be to select a second crime and intelligence analyst. The outcome measure for this objective will be a crime center staffed with two full-time, qualified crime and intelligence analysts who provide intelligence that can reduce the amount of ORT, theft of M.V.s, and their accessories in Pleasanton.

The third goal of our project is to modernize, expand and integrate our camera systems. This goal will assist us in detecting, surveilling, and interdicting retail theft organizations, M.V. theft, and their accessories.

The first objective of this second goal is to procure a video surveillance platform that will integrate all city cameras into a single interface viewable from the crime center and each PPD patrol car. The first process measure for this objective is to identify a vendor that has a product capable of integrating PTZ cameras, LPRs, and intersection cameras. The second process measure is procuring this solution. The third process measure is identifying the necessary technology to view the new solution in patrol cars. The fourth process measure is the procurement of the technology for the patrol cars. The last process measure is the installation of the technology in

the patrol cars. The outcome measure for this objective is the implementation and use of a solution that integrates all cameras in the City of Pleasanton viewable to those in the crime center and in each patrol car.

The second objective for modernizing, expanding, and integrating our camera systems is to add fixed LPRs to locations where ORT, M.V., and accessory theft are most common. These cameras will aid the crime center in collecting intelligence that can lead to the prevention or successful prosecution of these offenses. The first process measure for this objective is identifying a vendor that can work with our existing LPRs and the new solution to integrate all cameras. The second process measure is the installation of the necessary infrastructure to connect the cameras. The third process measure will be the installation of the new LPRs and integrating those LPRs with the existing ones. The outcome measure for this objective will be a network of LPRs that can be monitored by the crime center to provide intelligence to officers in the field or analyzed to further investigations.

The third objective for our second goal is to upgrade our existing intersection cameras to technology that has a better image, the ability to record, and can be networked with Pleasanton's existing PTZ cameras. The first process measure for the third objective is to identify the cameras that need to be replaced and ensure any infrastructure necessary for new cameras is present. The second process measure is to identify a vendor that can provide an effective solution that provides real-time and recorded images at intersections. The third process measure is the installation of the new cameras. The outcome measure for this objective will be a network of intersection cameras that can be monitored for the collection and analysis of intelligence provided by the cameras or recorded images reviewed.

The fourth objective of this goal is to establish a network of PTZ cameras in areas known to be frequently targeted by retail theft organizations. The first process measure is to identify and install the necessary infrastructure to support the installation of the cameras. The second process measure will be the procurement of cameras that provide effective coverage of targeted areas. The final process measure will be the installation of the PTZ cameras. The outcome measure for this objective will be a network of PTZ cameras that are viewable by the crime center and in patrol cars with recordings available to review.

The fifth objective of our second goal is to procure mobile camera systems that can be deployed covertly and overtly in areas where additional intelligence-gathering resources are needed to combat ORT, theft of M.V.s, and their accessories. The first process measure for this objective is procuring a trailer with cameras and display board. The second process measure is identifying covert PTZ cameras that fill our needs. The third process measure is procuring the necessary equipment to move the trailers and covert cameras.

The outcome measure for this objective will be trailers that can provide information to the public about how they can prevent theft while collecting intelligence via cameras on those trailers and covert cameras that can be relocated as necessary for effective use during investigations.

The sixth objective for modernizing, expanding, and integrating our camera systems is the addition of an Unmanned Aircraft System (UAS) team to provide real-time images of suspects fleeing a theft, tracking of individuals involved in ORT, theft of M.V.s or their accessories, and identification of people and vehicles involved in crimes. The first process measure for this goal is identifying the appropriate technology. The second process measure is establishing a team of officers capable of launching and using the technology. The third process measure is the acquisition of a UAS and training the team on that system. The fourth process measure is the implementation of a policy governing the use and process of the UAS. The outcome measure for this objective will be an effective UAS system that can be used to track and/or identify suspects and collect intelligence to enhance the safety and security of responding officers and nearby citizens.

The PPD has and complies with policies regarding bias-based policing, recruitment and selection, communicating with persons with disabilities, and senior and disability victimization to ensure our department is always conscious of policing with diversity, equity, and inclusion in mind. We also have a surveillance policy to ensure we are following privacy laws and regulations regarding securing any data collected or stored.

Project
Organizational
Capacity and
Coordination

The PPD is well-equipped and staffed to successfully implement the proposed project. Mayor Karla Brown leads the City in her second term after having served two terms on the Pleasanton City Council. She is deeply involved in city and regional boards.

The department is led by Chief David Swing who has over 27 years of law enforcement experience with over 10 of those years as Chief of Police in two jurisdictions. Chief Swing holds a master's degree in public administration and an executive certificate from California POST. Chief Swing will have executive oversight of the project implementation.

Captain Kurt Schlehuber has been a member of the PPD command staff for over 5 years. He also holds a master's degree in public administration. Capt. Schlehuber is very familiar with how ORT has affected Pleasanton as he has held supervisory positions within our investigations division since 2011. Capt. Schlehuber will be the project administrator, ensuring each component of the project is proceeding successfully.

Lieutenant Chris Niederhaus has been a member of the PPD since 2005. He holds a bachelor's degree in criminal justice administration and has extensive supervisory experience in various units of the

department. Lt. Niederhaus will be the project coordinator, ensuring each component of the project is working towards completion. He will directly report project progress to Capt. Schlehuber.

Christine Guevarra has held law enforcement related positions since 2006. She is pursuing a master's degree in crime analysis from Arizona State University. In May of this year, she was selected to serve as PPD's Crime and Intelligence Analyst, implementing our Crime Center. Ms. Guevarra will coordinate the crime center expansion while continuing to provide intelligence and analysis in the areas of ORT.

Heather DeQuincy has been the PPD's Management Analyst since 2021. Ms. DeQuincy holds a bachelor's degree from UC Santa Cruz. She is responsible for building and managing PPD's budget as well as managing equipment, fleet, and facilities maintenance and procurement. Ms. DeQuincy will be responsible for project monitoring and evaluation.

The shared services components of this project will be coordinated by Chief Nathan Schmidt of Dublin P.D. (DPD) and Chief Jeramy Young of Livermore P.D. (LPD). Schmidt has over 23 years in law enforcement and was most recently a Commander of Law Enforcement Service at Alameda County Sheriff's Office. Young is a graduate of the FBI National Academy and holds a Master of Business Administration in finance degree. Both are invested in expanding shared services and are invested in the success of this project.

PPD is ready and capable to start the implementation of this project immediately upon funding. We have already completed several of the process measures listed in the project, such as identifying appropriate equipment and vendors and receiving quotes for equipment. We have begun to identify candidates for internal and task force assignments and are ready to begin canvassing for the new crime center position. PPD already shares services with the Cities of Livermore and Dublin with a mutual S.W.A.T team and Side Show Task Force. These teams have led to strong interdepartmental relationships that will ease the creation of an ORT Task Force.

PPD expects the proposed crime center and task force can be fully functional within a quarter of funding. Within the same quarter, we will select and begin working with vendors to implement the various camera projects. The time frame for these projects will depend on several variables including the vendor's timeline for installation, the amount of infrastructure that needs to be installed, and the availability of the cameras and supporting materials during the project.

On June 21, 2023, the Pleasanton City Council and Mayor Brown unanimously agreed to support this project. They further agreed to sustain the project beyond the funding window if it proved to be effective. They also acknowledged sustaining the program will

include increasing funding to the PPD for staffing and equipment.

PPD has had success with a crime center and finds continuing it to be critical to our operations. After a thorough upgrade and expansion, camera upgrades and management will be easier to incorporate into our budget. We are committed to working with our neighboring agencies to ensure we are bringing the most cost effective service to our residents as possible.

Project Evaluation
and Monitoring

Based on their education and experience, Crime and Intelligence Analyst Christine Guevarra and Management Analyst Heather DeQuincy have been selected to conduct the project evaluation and develop monitoring activities for the project. Guevarra and DeQuincy will report progress to Lt. Niederhaus who will ensure their evaluation is effective.

Quantifiable process measures for this project include the selection, procurement, and installation of equipment and vendors, training staff on the use of equipment, successful implementation of the equipment, the selection and integration of another analyst for the crime center, and meetings to discuss MOAs or MOUs with Livermore, Dublin, and the Side Show Task Force. Quantifiable outcome measures that are in line with the intent of this project include:

- 1) The procurement and implementation of CAD and RMS systems shared and connected with the City of Livermore. This can be measured in each agency by quantifying the procurement, installation, user training, and implementation in terms of percentage of completion.
- 2) Implementation of a software platform that integrates all cameras viewable from the crime center and Pleasanton police cars. Implementation can be measured in terms of percentages based on the installation and use within the crime center and the fleet.
- 3) Addition of LPRs that are networked with existing LPRs. Progress can be measured in two stages: infrastructure installation and LPR installation. This measurement can be a percentage of progress in each stage.
- 4) Addition of intersection cameras. Same measurement process as LPR installation.
- 5) Addition of PTZ cameras. Same progress measurement as LPR installation.
- 6) Addition of overt and covert cameras. Implementation of these cameras will initially be measured in the procurement and integration of cameras. The second progress measurement will be tracking the number of deployments of each camera and any intelligence generated to close a case.
- 7) A fully functional crime center that can monitor all technology within PPD to collect and analyze intelligence. To be considered fully functional the center will:
 - a) Host two full-time analysts.
 - b) Monitor all cameras and LPRs in Pleasanton.
 - c) Communicate intelligence to officers in the field.

- d) Create intelligence briefings on activities, actors, and locations of ORT, M.V. theft, and M.V. accessory theft.
- e) Assist in locating and apprehending suspects using technology connected to the crime center.
- 8) The addition of an Unmanned Aircraft System (UAS) team. This can be quantified by tracking the number of officers trained to use the UAS and the number of times the UAS was deployed to assist with ORT, theft of M.V.s, and their accessories.
- 9) A fully equipped ORT Task Force. This can be measured by the number of completed MOAs with Livermore and Dublin, listing the equipment needed and determining the percentage of equipment that has been procured, and the number of task force deployments.
- 10) A fully signed and executed M.O.U with the Side Show Task Force.
- 11) Implementation of pursuit intervention technology can be quantified by recording the number of pursuits, the number of pursuits the technology was used in, and the success of the technology. Those numbers can then be compared to previous years to determine effectiveness, including reductions of high-speed operation during pursuits and any decrease in the number of accidents and/or personal injuries because of a high-speed pursuit.

To monitor the project's progress, upon funding, Guevarra and DeQuincy will create time frame goals for the process and outcome measures listed in the project description. These goals will be created with input from vendors to ensure everything is based on a reasonable time frame. If a time frame goal is missed, Lt. Niederhaus will be advised and will determine a plan of action with the vendor.

To monitor the project's effectiveness, Guevarra and DeQuincy will establish a group of data points to monitor and report on those data points quarterly. Data points will include the change in the number of theft offenses reported, how many of those are closed by arrest, the number of intelligence reports created, the number of cases assisted by the additional technology proposed, the value of stolen and recovered property and the number of cases closed by the task force. This data will be compared to pre-project data to determine effectiveness.

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.

[ORT-Grant-Program-Budget-Attachment-Pleasanton.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-_Pleasanton.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D.pdf](#)

Local Impact Letter(s) (Appendix E)

[Impact_Letters-Pleasanton.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Letter_of_Commitment-Dublin.pdf](#)

[Letter_of_Commitment-Livermore.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing.pdf](#)

[Senior_and_Disability_Victimization.pdf](#)

[Recruitment_and_Selection.pdf](#)

[Communications_with_Persons_with_Disabilities.pdf](#)

Policies on Surveillance Technology

[Public_Safety_Video_Surveillance_System.pdf](#)

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

[Appendix_G.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Resolution_BSCC_ORT_Grant_PPD.pdf](#)

OPTIONAL:
Bibliography

n/a

CONFIDENTIALITY
NOTICE:

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

Appendix B: Project Work Plan- City of Pleasanton

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

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

(1) Goal:	> Enhance cooperation with neighboring agencies to reduce the amount of ORT, M.V., and their accessories in our communities while improving our ability to collect and analyze data.
Objectives (A., B., etc.)	<ul style="list-style-type: none"> A. The first objective of this goal is to procure a computer-aided dispatch (CAD) and record management system (RMS) that will connect Pleasanton and Livermore to allow for the seamless sharing of information and improve the data collection and reporting capability of each city. B. Create an ORT Task Force with the cities of Livermore and Dublin. C. Work complimentary to the Side Show Task Force established with the cities of Livermore and Dublin along with the Alameda County Sheriff’s Office. D. Reduce the risk to public safety from task force activities during investigations by utilizing high-speed pursuit alternative technology.
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> A. Select software that will fit the needs of both cities. Creation and execution of memorandums of agreement between the cities. Procurement and implementation of the CAD and RMS systems. B. establishing a memorandum of agreement (MOA) between the involved agencies to address operations and commitments. identifying and procuring the equipment the task force needs to successfully investigate ORT, M.V. theft, and the theft of M.V. accessories. Have a fully functionable equipped space to review theft cases.

	<p>C. Memorandum of understanding (MOU) between the two task forces to memorialize how each task force will share intelligence and resources to assist the other. Outcome measurement will be the reduction of Side Shows and an increase in recovered stolen vehicles, their accessories, and other property.</p> <p>D. Identify the GPS Tracking Launcher Device to be purchased based on city needs and choose the vehicles they will be placed on. The outcome will be to deter high speed chases once the community is notified of the new capabilities of GPS tracking on vehicles that will not stop for officers.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<p>> Collaborative Meetings between Departments and Community Members</p> <p>> Collaborative Meetings between Departments and Retailers</p>	<p>> Retail Theft Task Force Team</p> <p>>Livermore Chief</p> <p>>Dublin Chief</p>	Oct 1, 2023	June 1, 2027
<p>List data and sources to be used to measure outcomes: > Pleasanton and Livermore using the same software platform which will improve information sharing, data collection, and reporting. Surveys from meetings with Community Members and Retailers</p>			

(2) Goal:	<p>> To have a sufficiently staffed crime center with the appropriate resources capable of providing intelligence to units responding to reports of retail, M.V., or their accessories to improve the safety of responding officers and the public, assist in the identification of suspects, and participate in the apprehension of suspects. The crime center can also enhance investigations by collecting and analyzing intelligence.</p>		
Objectives (A., B., etc.)	<p>A. Expanding the operations and effectiveness of our crime center is to remodel a space with the proper technology to collect and analyze intelligence.</p> <p>B. Add a second analyst to our staff.</p> <p>C. Procure a video surveillance platform that will integrate all city cameras into a single interface viewable from the crime center and each PPD patrol car.</p>		

Process Measures and Outcome Measures:	<p>A. Identify the space and prepare it for use, acquire furnishings, computers, and displays, and acquire communications so intelligence can be relayed to Officers in the field. The outcome measure for this objective will be a fully functional crime center capable of monitoring all technology the PPD has available to it which allows at least two people to collect and analyze the relevant intelligence.</p> <p>B. Advertise the position of Crime and Intelligence Analyst, conduct interviews with qualified applicants, and select a second crime and intelligence analyst. The outcome measure for this objective will be a crime center staffed with two full-time, qualified crime and intelligence analysts who provide intelligence that can reduce the number of ORT, theft of M.V.s, and their accessories in Pleasanton.</p> <p>C. Identify a vendor that has a product capable of integrating PTZ cameras, LPRs, and intersection cameras and procure the equipment needed.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> This goal will assist us in detecting, surveilling, and interdicting retail theft organizations, M.V. theft, and their accessories.	Retail Theft Task Force Members	Oct 1, 2023	June 1, 2027
List data and sources to be used to measure outcomes: > Department surveys and input, Retailer Input, and equipment agency considerations			

(3) Goal:	> Modernizing, expanding, and integrating our camera systems is the addition of an Unmanned Aircraft System (UAS) team to provide real-time images of suspects fleeing a theft, tracking of individuals involved in ORT, theft of M.V.s or their accessories, and identification of people and vehicles involved in crimes		
Objectives (A., B., etc.)	<p>A. Identifying the appropriate technology.</p> <p>B. Establishing a team of officers capable of launching and using the technology.</p> <p>C. The acquisition of a UAS and training the team on that system.</p>		
Process Measures and Outcome Measures:	<p>A. Measure the implementation of a policy governing the use and process of the UAS.</p> <p>The outcome measure for this objective will be an effective UAS system that can be</p>		

	used to track and/or identify suspects and collect intelligence to enhance the safety and security of responding officers and nearby citizens.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>Continued need to use the nearby county drone team and the lack of its availability lead the city to pursue a UAS Team	Retail Theft Task Force Members	Oct 1, 2024	June 1, 2027
List data and sources to be used to measure outcomes: > Data from the use of the team, Surveys from retailers, community members and surround departments.			

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

Name of Applicant: *City of Pleasanton*
(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	\$549,000.00
2. Services and Supplies	\$0.00
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	\$2,494,554.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$3,143,554.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Crime Analyst Position	Crime Analyst Salary and Benefits \$183,000 per year times 3 years = \$549,000	\$549,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$549,000.00

1b. Salaries & Benefits Narrative:

Crime Analyst position to assist at the Crime Center with gathering intelligence, reseach, criminal patterns, and trends in support of police operations to assist in retail theft crimes.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

2b. Services and Supplies Narrative:

5b. Data Collection and Evaluation Narrative

The City of Pleasanton would like to request \$75,000 to be utilized to pay for additional staff hours or hire a consultant to complete the local evaluation plan and the Final Local Evaluation plan.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
ALPR Cameras and software	37 Cameras and Implementation Fees with 3 year service fees Year 1 \$130,550 (includes cameras) Year 2&3 \$125,000 Software for the cameras and database license \$135,700	\$832,450.00
Computer aided Dispatch, Record Management System	Mobile-\$94,000, Mapping- \$60,000 Coding-\$35,000 E911 Link-\$41,000 Installation-\$151,000 Annual Support-\$81,750 Camera Software-\$165,750 plus add ons	\$948,235.00
Handheld Portable Radios	Two portable radios for Crime Center- Radios plus all required accessories	\$13,240.00
Mobile Traffic Camera Trailer	Mobile Camera Trailer with all needed accessories \$39879 for trailer, cellular servie \$313 Modem \$2,000 Data Classifier System \$2488	\$49,810.00
GPS launcher/trackers	27 Vehicle Mounted Launcher Systems, Software, Accessories and installation	\$299,971.00
UAS Systems and Software	7 Drones, license, software, training, Yearly fees \$143,924 + \$76,069 + \$15,980 + \$16,619 + \$17,284 =\$269,876	\$269,876.00
PTZ Cameras and Accessories	10 PTZ Cameras plus recording tower, router, and antenas	\$27,427.00
Crime Center Furniture	Desk, Chairs, Whiteboard, Monitor, PC, and Wall Monitors(\$30,602) and Glass Door Walls to create the Crime Center Space (\$22,943)	\$53,545.00
TOTALS		\$2,494,554.00

6b. Equipment/Fixed Assets Narrative

*37 Cameras and Implementation Fees with 3 year service fees Year 1 \$130,550 (includes cameras) Year 2 & 3 service fees \$125,000 = \$380,550
 Mobile Camera Trailer with all needed accessories \$39879 for trailer, cellular servie \$313 Modem \$2,000 Data Classifier System \$2488
 Mobile-\$94,000, Mapping- \$60,000 Coding-\$35,000 E911 Link-\$41,000 Installation-\$151,000 Annual Support-\$81,750 Camera Software-\$165,750 plus add ons
 ALPR Software assumes 40M annual reads, which is in line with what we'd expect based on the number of cameras deployed in the department today cost of \$137,700 plus three year contract price of \$105,400 per year
 27 Vehicle Mounted Launcher Systems, Software, Accessories and installation \$299,971
 7 drones for the UAS Task force Team in the amount of \$269,876 which includes training and licenses
 10 PTZ Cameras which have the capability to zoom in and out to more closely monitor higher crime areas within the city. \$27,427
 Complete set up of a space within the police department to create the space needed for the Crime Center along with the needed furniture. \$53,545*

7a. Financial Audit

Description	Calculation for Expense	Total
Final Grant Audit	Set aside funds for an Pleasanton Auditor or conrtacted auditor to fully audit the used award funds.	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

City of Pleasanton is requesting \$25,000 to be set aside until the end of the grant peroid so they are able to conduct a full audit of the awarded grant funds.

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

Description	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

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

Travel and salary costs for one person to attend the BSCC trainings are included in the salaries and benefits.

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

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The City of Pleasanton is seeking funding for various technology based solutions to include mobile and fixed license plate readers, GPS vehicle trackers, communication equipment, and a command center within the police department to help mitigate theft within the community.

Among other resources, the grant will provide additional video cameras throughout the city, to include some with license plate readers, used to develop investigative leads to identify the perpetrators of various crimes to included stolen vehicles, stolen catalytic converters and organized retail theft. The mobile security camera trailers will be placed in locations throughout the city experiencing an increase in criminal activity with the goal of deterring crime and identifying suspects.

We are seeking your business's collaboration and support with this proposed project and grant application by signing the attached impact letter. We are confident it will have a positive impact on retailers by increasing law enforcement presence in retail spaces and areas of criminal activity.

To acknowledge that you are aware of and support any potential impacts of the sought-out grant-funded equipment please sign this impact letter

Thank You,

David Swing

Chief of Police

Name/Title

Emilio Mercado 

Business Name

Bevmo/GoPuff

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Thank You,

David Swing

Chief of Police

Name/Title

Yasser Said / Shift Supervisor

Business Name

CVS / Health
3999 Santa Rita Rd
Pleasanton



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Thank You,

David Swing

Chief of Police

Name/Title

D. M. W. Q. E. / APM

Business Name

JC Penney

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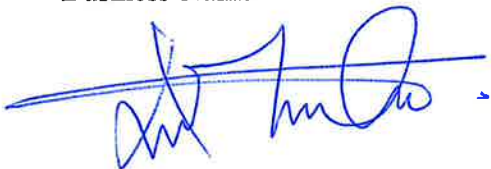
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Thank You,

David Swing
Chief of Police

Name/Title

Business Name

A handwritten signature in blue ink, appearing to read "Godfrey A. Yukum".

Godfrey A. Yukum
KOLLS

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David Swing

Chief of Police

Name/Title

Business Name

Cris Wilgenbush - Assistant Manager, Ops
Lululemon

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Chief of Police

Name/Title *Mario Covarrubias - Store Director*

Business Name

Lucky Supermarkets

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Chief of Police

Name/Title Brianna Thomson, Asset Protection
Business Name Macy's Manager

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David Swing
Chief of Police

Name/Title

 MANVER

Business Name

SAFEWAY

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Thank You,

David Swing

Chief of Police

Name/Title

KAYLA DIAZ



Business Name

SEPHORA

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David Swing

Chief of Police

Name/Title *Andres Ripa/GM*

Business Name *Stoneridge Shopping Center*

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Chief of Police

Name/Title Jill Foster Assistant Store Mgr

Business Name Sunglass Hut

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Among other resources, the grant will provide additional video cameras throughout the city, to include some with license plate readers, used to develop investigative leads to identify the perpetrators of various crimes to included stolen vehicles, stolen catalytic converters and organized retail theft. The mobile security camera trailers will be placed in locations throughout the city experiencing an increase in criminal activity with the goal of deterring crime and identifying suspects.

We are seeking your business's collaboration and support with this proposed project and grant application by signing the attached impact letter. We are confident it will have a positive impact on retailers by increasing law enforcement presence in retail spaces and areas of criminal activity.

To acknowledge that you are aware of and support any potential impacts of the sought-out grant-funded equipment please sign this impact letter

Thank You,

David Swing

Chief of Police

Name/Title Daniel Lopez - Store Manager
Business Name Total Wine & More, Pleasanton, CA

Dear Pleasanton Business Owner or Representative,

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Thank You,

David Swing

Chief of Police

Name/Title

Brianadifu / Store Manager

Business Name

VICTORIA'S SECRET

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Thank You,

David Swing

Chief of Police

Name/Title

Aklilu Kelemework.

Business Name

Walgreens.

1763 Santa Rita Rd.

Pleasanton, CA. 94566.

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Thank You,

David Swing

Chief of Police

Name/Title

Business Name


WAL-MART - Raj Singh
WAL-MART
4501 Rosewood Dr.
Pleasanton, CA



July 5, 2023

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

To Whom It May Concern:

This letter is being submitted to document that the City of Dublin Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Pleasanton Police Department.

As a part of this grant, the City of Dublin Police Department agrees to partner with the City of Pleasanton Police Department in regional investigations of organized retail theft and engage in information/technology sharing with Pleasanton PD in regard to organized retail theft as well as catalytic converter theft in the tri-valley region. We also agree to explore creating an organized retail theft task force in the Tri-Valley with the City of Pleasanton Police Department.

DUBLIN POLICE SERVICES

Police Chief Garrett Holmes

6361 Clark Avenue
Dublin, CA 94568
P 925.833.6670
F 925.828.2893
www.dublin.ca.gov

OTHER CITY INFORMATION

City Council
925.833.6650

City Manager
925.833.6650

Community Development
925.833.6610

Economic Development
925.833.6650

Finance/IT
925.833.6640

Fire Prevention
925.833.6606

Human Resources
925.833.6605

Parks & Community Services
925.833.6645

Police Services
925.833.6670

Public Works
925.833.6630

Sincerely,

Nate Schmidt
Commander
Dublin Police Services

NS/jh



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: July 5, 2023

This letter is being submitted to document that the City of Livermore Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Pleasanton Police Department.

As a part of this grant, the City of Livermore Police Department agrees to partner with the City of Pleasanton Police Department in regional investigations of organized retail theft and engage in information/technology sharing with Pleasanton PD in regard to organized retail theft as well as catalytic converter theft in the tri-valley region. We also agree to explore creating an organized retail theft task force in the Tri-Vally with the City of Pleasanton Police Department.

Signed by,

A handwritten signature in blue ink, appearing to read "J. Young", is written over a horizontal line.

Jeramy Young, Chief of Police



Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

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

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

- (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.

Pleasanton Police Department

Pleasanton PD Policy Manual

Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

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

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

402.4.2 REPORTING OF STOPS

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

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

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

402.5 SUPERVISOR RESPONSIBILITIES

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

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review Body Worn Camera System recordings, portable audio/video recordings, Mobile Data Terminal (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.

Pleasanton Police Department

Pleasanton PD Policy Manual

Bias-Based Policing

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

402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Operations Division Commander 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 Support Services Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit Policy.

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

402.7 ADMINISTRATION

Each year, the Investigations 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.

402.8 TRAINING

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

Pleasanton Police Department

Pleasanton PD Policy Manual

Bias-Based Policing

five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Public Safety Video Surveillance System

380.1 PURPOSE AND SCOPE

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

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

380.2 POLICY

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

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

380.3 OPERATIONAL GUIDELINES

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

380.3.1 PLACEMENT AND MONITORING

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

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

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

Pleasanton Police Department

Pleasanton PD Policy Manual

Public Safety Video Surveillance System

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

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

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

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

380.3.2 CAMERA MARKINGS

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

380.3.3 INTEGRATION WITH OTHER TECHNOLOGY

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

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

380.4 VIDEO SUPERVISION

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

Pleasanton Police Department

Pleasanton PD Policy Manual

Public Safety Video Surveillance System

380.4.1 PROHIBITED ACTIVITY

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

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

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

380.5 STORAGE AND RETENTION OF MEDIA

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

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

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

380.5.1 EVIDENTIARY INTEGRITY

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

380.6 RELEASE OF VIDEO IMAGES

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

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

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

Pleasanton Police Department

Pleasanton PD Policy Manual

Public Safety Video Surveillance System

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

380.7 TRAINING

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