

Title	<b>City of Rocklin Police Department</b>	07/07/2023
	by <b>Trent Jewell</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41335659
	trent.jewell@rocklin.ca.us	

## 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.**

<b>SECTION I - BACKGROUND INFORMATION</b>	<b>This section requests information about the applicant's name, location, mailing address, and tax identification number.</b>
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Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>City of Rocklin Police Department</b>
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Multi-Agency Partnerships Information (if applicable)	<b>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.</b>
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Multi-Agency Partnerships	<b>No: This is not a Multi-Agency Partnership Application</b>
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Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

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Lead Public Agency **City of Rocklin Police Department**

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Applicant's Physical Address **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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

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Mailing Address for Payment **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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Tax Identification Number **94-6000408**

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

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Project Director **Trent Jewell**

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Project Director's Title with Agency/Department/Organization **Captain, Rocklin Police Department**

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Project Director's Physical Address **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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Project Director's Email Address **trent.jewell@rocklin.ca.us**

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Project Director's  
Phone Number **+19166255437**

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Financial Officer **Karen  
Smith**

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Financial Officer's  
Title with  
Agency/Department/Organization **Administrative Analyst, the City of Rocklin**

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Financial Officer's  
Physical Address **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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Financial Officer's  
Email Address **karen.smith@rocklin.ca.us**

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Financial Officer's  
Phone Number **+19166255356**

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Day-To-Day Program  
Contact **Neil  
Costa**

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Day-To-Day Program  
Contact's Title **Lieutenant, Rocklin Police Department**

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Day-To-Day Program  
Contact's Physical  
Address **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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Day-To-Day Program  
Contact's Email  
Address **neil.costa@rocklin.ca.us**

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Day-To-Day Program  
Contact's Phone  
Number **+19166255420**

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Day-To-Day Fiscal  
Contact **Karen  
Smith**

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Day-To-Day Fiscal  
Contact's Title **Administrative Analyst, the City of Rocklin**

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Day-To-Day Fiscal  
Contact's Physical  
Address **4080 Rocklin Road  
Rocklin  
California  
95677  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>karen.smith@rocklin.ca.us</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+19166255356</b>
Name of Authorized Officer	<b>Aly Zimmermann</b>
Authorized Officer's Title	<b>City Manager, the City of Rocklin</b>
Authorized Officer's Physical Address	<b>3970 Rocklin Road Rocklin California 95677 US</b>
Authorized Officer's Email Address	<b>alyz@rocklin.ca.us</b>
Authorized Officer's Phone Number	<b>+19166255585</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Rocklin Police Department Real-Time Crime Center (RTCC)</b>
Proposal Summary	<b>The Rocklin Police Department intends to build a Real-Time Crime Center to assist the City and Community in reducing the effects of Organized Retail Theft. The department currently utilizes some technology such as ALPR cameras and City Traffic Cameras in an effort to react to these crimes when they occur. It is our intent to provide retailers with one full-time officer to act as a liaison between them and the department to investigate, react, and be proactive in responding to Organized Retail Theft. We will partner with the Placer County District Attorney's Office, the Roseville Police Department and retailers to conduct specialized enforcement operations.</b>
PROGRAM PURPOSE AREAS	<b>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.</b>

Program Purpose  
Areas (PPAs):

**PPA 1: Organized Retail 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).**

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Project Need

**The City of Rocklin is located within Placer County and has a population of 75,381. The Rocklin Police Department has a full-time sworn allocation of 65 Officers. The Rocklin Police Department is seeking dedicated full-time staffing for a Real-Time Crime Center to reduce the negative effects and frequency of organized retail thefts within our community. According to a 2021 study conducted by the National Retail Federation based on data from 63 retailers shoplifting and organized retail crime costs retailers 94.5 billion up from 90.8 billion in 2020. The future costs related to these crimes is increasing at an alarming rate.**

**In June of this year Rocklin Police Officers responded to a call for service at the Target retail business located in the "Rocklin Commons" regarding an organized retail theft currently occurring. The Target retailer had been tipped off by a neighboring Target to be on the lookout for several subjects who just stole from their store. With the assistance of Loss Prevention, the Rocklin Police Officers were able to apprehend the suspects and recover an estimated**

**\$4,000 in stolen merchandise from the two Target retail locations. The damage caused by organized retail theft is multifaceted. The high dollar losses associated with these crimes could cause businesses to reduce staffing (loss of jobs), pass the cost to the consumers (higher prices), or the businesses will close (too much risk) which would result in less access to goods and services within the City of Rocklin for our community members.**

**The focused need of this project is to specifically address crimes related to organized retail theft in a prominent area of our city known as the “Rocklin Commons” and the “Rocklin Crossings”. These are two major retail and dining areas located just off of Sierra College Boulevard and Interstate 80 and backs up to Granite Drive in the City of Rocklin. The “Rocklin Commons” retail area includes the large retailers: Target, Ulta Beauty, Ross Dress for Less, Trader Joe’s, Famous Footwear, Studio Movie Grill and more than 15 additional business establishments. Just across the highway in the “Rocklin Crossings” retailers include Walmart, Bass Pro/Cabela’s, Green Acres Nursery and Supply, T.J. Maxx, In-&-Out Burger and at least 10 additional business establishments. Organized retail theft has been one of the major issues affecting these retailers. Their Loss Prevention Officers are overwhelmed by the audacity of the suspects and repetitiveness of these crimes. Many times, the crimes are reported to the police after the fact. The City of Rocklin Police Department is determined to leverage the latest technology to first, be a deterrent to committing these crimes, and second, to actively assist when these crimes are occurring and in the follow-up investigation, which may include prosecution.**

**In the past three years the Rocklin Police Department has taken 337 reports for theft related offenses in the areas of the “Rocklin Commons” and the “Rocklin Crossings”. The passage of Proposition 47, which reduced specified low-level drug and property crimes from felonies to misdemeanors, has created challenges in the arrest and prosecution of these individuals. Retailers are reluctant to call police for most active shoplifting events because of the lack of accountability and risks involved to their staff and customers. The Rocklin Police Department has recently started tracking organized retail crime statistics and in these two retail areas and we have had 10 organized retail thefts (ORT) in the first five months of this year. The crime statistics show a consistent rise in crimes, related to theft, each year since 2020. This year we are on track to be more than double last year’s numbers. These numbers validate our retailers’ concerns with the rise in organized retail thefts. These statistics neither capture all organized retail theft, as many incidents are unreported, nor does it include the high volume of shoplifting occurring by individuals.**

**The technology covering this area is not adequate to be able to capture and respond to the community’s needs. We plan to install and monitor 12 FLOCK cameras and 3 City PTZ cameras within these areas with the assistance of this grant. The Police Department has a total of 32 FLOCK (ALPR) cameras throughout the city covering most of the ingress and egress roadway points. The City Streets and Traffic Division has a total of 16 PTZ cameras at most major intersections. The entry and exit points to the “Rocklin Crossing”**

and the “Rocklin Commons” are not currently covered by any camera system but will be covered by cameras provided by this grant. Our goal would be to proactively review and monitor camera activity through the Real-Time Crime Center prioritizing these two high crime areas. The Police Department is currently investigating a video monitoring system through FUSUS that can centralize cameras and give us access to many of the retailer owned cameras inside both these targeted areas. In order to provide the community, the most effective service for investigating and responding to these crimes, the department desires to add dedicated employees to monitor and promptly dispatch resources to affected businesses. The coordination and sharing of data are vital understanding how organized retail theft rings operate and are responsible for multiple crimes across several jurisdictions. All of the Placer County Law Enforcement Agencies are currently using FLOCK cameras which allows collected data to be shared easily and quickly among each agency. Sharing this data allows each agency to track vehicles and or suspects related to these crimes across their respective city limits. If a license plate is captured in one jurisdiction the neighboring jurisdiction will know if the vehicle enters their jurisdiction by having this shared data. This sharing of data exponentially contributes to the common goal of mitigating the Organized Retail Theft Rings across jurisdictions and provides long-term results that can lead to higher arrest rates and higher successful prosecutions. In the future, there will be a need for a regionalized center to coordinate these efforts and with the continued assistance allied agencies and this grant we can move closer to this goal.

The Rocklin Police Departments goal is to create a safe environment for our community and for all who work, live, and visit in the City of Rocklin. The tools dedicated to a Real-Time Crime Center will be essential in deterring, reacting to, and investigating Organized Retail Theft. The Rocklin Police Department is committed to partnering with its allied agencies in regionalizing resources towards this effort.

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Project Description

The Rocklin Police Department proposed project is a Real-Time Crime Center (RTCC) focused on addressing the need for a safe community for those who work, live and visit within the City of Rocklin and the greater Placer County area. The RTCC, through technology and staff, will provide proactive information on active incidents and information for follow-up investigations that will assist in the prosecution of these crimes. With this grant the Rocklin Police Department will be able to staff the center with two dedicated employees covering eight- to ten-hour shifts on peak days of the week when retail theft is the greatest. Employees assigned to the RTCC will be proactive in monitoring calls for service and all active photographs and video feeds related to FLOCK cameras, PTZ cameras, and retail cameras. They will monitor radio traffic with the ability to identify calls for service that would provide additional support to patrol in responding to an incident. When a call for service is received, where video technology is needed, they will provide pertinent and sensitive information that will create a safer response for the community and the officer(s). They will have access to local, state, and federal databases to provide support in accompanying the



patrol officer's response. After the incident they will be able to provide the investigators with video evidence obtained from cameras and be able to include this information in department reports. The Video Wall will be utilized in projecting traffic cameras and retail cameras (from those retailers who provided authorization access to the department) to the employees to monitor when an incident as it is occurring. They will use their computer stations to access department databases including the City's Records Information Management System (RIMS), Computer Aided Dispatch (CAD), California Law Enforcement Telecommunications System (CLETS) and video software for assisting patrol when an incident occurs. This will give them the ability to not only focus on Retail Organized Thefts but on other related crimes, like auto theft and auto accessory theft, within the City's jurisdiction and give real-time information to officers as they are responding around the city.

This grant will provide additional cameras placed in specific areas around the proposed high priority areas of the Rocklin Commons (Commons) and the Rocklin Crossings (Crossings). The total number of FLOCK cameras requested is 12, which will bring the City's total number of FLOCK cameras to 44. These FLOCK cameras provide still pictures of vehicles and license plates as they pass through the cameras viewing area. The requested FLOCK cameras will be placed at geographical locations surrounding the proposed area targeted for this grant. A total of eight FLOCK cameras will be placed around the Commons. Two cameras will be placed at the intersection of Jewel St and Granite Dr to monitor both lanes of traffic in either direction. This will cover one of the rear exits from the retail center. Two FLOCK cameras will be placed near the rear exit from Target which exits directly onto Granite Dr. Two FLOCK cameras will be placed at Granite Dr and Sierra College Blvd to monitor both lanes of traffic in either direction. Two FLOCK cameras will be placed at the intersection of Sierra College Blvd and Commons Dr which is the main entry point into the complex and the primary access point. A total of four FLOCK cameras will be placed around the Crossings. Two Flock cameras will be placed at the intersection of Schriber Way and Bass Pro Dr. This will cover one side exit from this complex that exits towards Sierra College Blvd. Schriber Way also exits into an adjacent neighborhood that can only exit back out through Schriber Way leaving no other exit on this side that needs to be monitored. Two FLOCK cameras will be placed at the intersection of Crossings Dr and Sierra College Blvd which is the main entrance and exit for this complex as well as the primary access point.

Live video feed cameras will also be placed in three locations surrounding the area. These will be PTZ (Pan, Tilt, and Zoom) cameras and will connect to the existing Milestone software that the City Streets and Traffic Division uses when monitoring and recording each of their existing cameras. The city has 16 PTZ cameras covering significant intersections throughout the city and have plans to add additional PTZ cameras in the future. With the assistance of this grant, the city will purchase three additional cameras and bring the City's total count to 19 PTZ cameras. For this grant, one PTZ camera will be placed at the intersection of Jewel St and Granite Dr. This camera will be placed at a specified corner to be able to monitor

the intersection as well as ingress and egress from the shopping complex. One PTZ camera will be placed at the intersection of Sierra College Blvd and Schriber Way and be able to monitor the intersection as well as any activity exiting from this side of the complex. One PTZ camera will be placed at the intersection of Granite Dr and Sierra College Blvd and will be able to monitor traffic coming in that direction from both the Crossings and the Commons. Milestone software will be incorporated into the RTCC so that staff will be able to monitor the cameras associated to this area as well as across the city.

We have requested the purchase of two drones. One full-time sworn officer position has also been requested to handle all Organized Retail Theft related calls in the proposed geographical location. This officer will be responsible for utilizing the drones while engaged in these activities. The drone will be used to monitor crimes in progress as well as providing real-time information to all officers responding to these calls for service giving pertinent information on safety and whereabouts of known suspects. The drones will also be made available when Regional Organized Retail Theft Operations are conducted within the city and partnering jurisdictions.

The full-time officer position will be responsible for spending an equal amount of time between the RTCC and interacting with retailers in the affected priority areas. They will be responsible for contacting and maintaining partnerships with retailers in the area and coordinate efforts in reacting to and deterring Organized Retail Thefts. They will be responsible for coordinating and participating in Regional Organized Retail Crime Operations in partnership with the Roseville Police Department and the Placer County District Attorney's Office. These operations will be shared and conducted in each agencies' jurisdiction. The goal is to conduct quarterly operations using our identified partners as well as the partner retail outlets. In preparation for this grant the city has received several Letters of Commitment from key retailers in support of our efforts to deter, prevent, or, if needed, arrest and prosecute Organized Retail Theft crimes. The city will continue collecting Letters of Commitment from additional retailers to make these operations as successful as they can be. The officer will also act as the liaison between the Placer County District Attorney's Office and key stakeholders to ensure complete investigations which will result in successful prosecutions. This goal is achievable based on the existing signed and submitted Letters of Commitment from the Roseville Police Department and the Placer County District Attorney's Office. The officer will also be responsible for conducting meetings with allied agencies at least once every six months and have weekly updates for Administrators on activities and operations related to the incidents that the RTCC has been involved in. They will work with Administrators to continually evaluate the successes and opportunities in the program.

The CSO (Community Services Officer), or equivalent, will be stationed primarily at the RTCC to actively monitor calls for service and provide information to dispatch and patrol of available information. During Regional Organized Theft Operations, they will assist in keeping logs to document activity and to assist in evidence collection and reports related to any incidents that occur. They will

assist in data collection and monitoring for weekly and monthly reporting on activities within the crime center.

One fulltime Senior IT Analyst is requested to be in charge of all technology associated with the installation, maintenance, and servicing any technological need at the crime center. Having a dedicated IT Analyst is essential to keep the center running at full capacity and be able to address any technical issue that arises during functioning hours of the center. The IT Analyst will be initially responsible for setup and implementation of the RTCC. All of the equipment requested includes installation and training and the IT Analyst will be responsible for receiving this training and being able to trouble shoot issues that arise. It will be almost impossible to estimate how many issues will arise but having an IT person assigned to this team would be invaluable. They will also be used to assist in monitoring every component and hopefully anticipate any technical issues that might be encountered.

Included with this grant is a copy of the departments Automated License Plate Reader (ALPR) policy which dictates specifically how this information is accessed, monitored, downloaded and viewed. It establishes all necessary information required to use this system using established privacy rights of the public. Also included with this grant is the policy on Bias-Based Policing which outlines that the Rocklin 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.

Establishing and cultivating partnerships and maintaining communication are key to the success of this program and to the above set goals being accomplish in association with this grant. As an example, a recent Organized Retail Theft occurred at the local Target retail outlet. The Rocklin Police Department has an established partnership with the local Target retailer. A Target Loss Prevention Officer contacted an officer at the Rocklin Police Department to notify them of a possible theft that might occur. A Target retail store in an adjacent city had notified the Rocklin Target about two subjects that had stolen merchandise from their location and provided descriptions of the suspects and merchandise. The two subjects were then identified inside the Rocklin Target location. Officers were able to coordinate with the local Loss Prevention Officer and capture the two subjects as they attempted to load more stolen property into their vehicle. Officers were able to arrest and recover nearly \$4,000 in stolen merchandise from two Target retail outlets. Partnerships like these are invaluable in bringing these crimes to a safe and successful conclusion.

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Project  
Organizational  
Capacity and  
Coordination

The Real-Time Crime Center proposed through this grant is expected to run as a level one center which will have one to two dedicated staff. It will run from eight to ten hours per day on specific days of the week. The staffing requested through this grant will primarily be responsible for the day-to-day activities of the center. The center will be overseen by one existing Lieutenant who is currently assigned to

the Investigations Unit. The Lieutenant will be the single point of contact for and the liaison for Administration. The Police Department's current Crime Analyst will aid in the center and be responsible for statistical data and research to support the activity of the center. One Special Investigations Officer who has already been trained in working with our current FLOCK cameras will assist in some of the day-to-day activities in the center.

The Police Department currently has a COPPS Unit that is supervised by a Sergeant and overseen by the Investigations Lieutenant. The full-time sworn officer requested through this grant will be assigned to the COPPS Unit and be designated as the Organized Retail Theft Officer and be responsible for coordinating and maintaining partnerships with the retail businesses. This person will also be responsible for coordinating Organized Retail Theft Operations with our partnering agencies. As a result of this grant, we have partnered with the Roseville Police Department and the Placer County District Attorney's Office, and all agencies will participate in joint Organized Retail Theft Operations in each partners jurisdiction.

The Department has 12 drone operators and a drone team that is coordinated and supervised by a Sergeant. This team is overseen by the Investigations Lieutenant. The Organized Retail Theft Officer will receive their training through this existing team and then will be responsible to incorporate the drone usage during Regional Organized Theft Operations. The drones will also be used, when appropriate, to assist patrol with any call for service that is monitored through the Real-Time Crime Center.

A room has been selected within the Police Department where the Real-Time Crime Center will be housed. This is a 20 x 13 office space in the Investigations Division and is currently being used as an office for the Investigations Lieutenant. This space is large enough to house the two video walls and up to four computer workstations. We have included the hiring of one full-time Senior IT Analyst to oversee the installation, implementation, expansion, and maintenance of the Real-Time Crime Center. During this grant process we have consulted with our current IT staff regarding specific needs for the center and they will assist with any additional installation needs that arise. All equipment requested for the Real-Time Crime Center includes installation and training of specific software related to the video wall and software needed to operate the system.

Having existing FLOCK cameras within the city comes with its advantages. FLOCK has already provided train-the-trainer training to approximately six users. These users have already been training officers and dispatchers on how to use the FLOCK system. All employees related to the Real-Time Crime Center will be trained through the department. The Video Analytics Software that has been requested provides training upon installation of the product. The IT personnel will assist in the training with this software.

The anticipated timeline for implementation of the Real-Time Crime Center is approximately six months. Once contracts are signed and purchases are made coordination with these companies will take place to have equipment installed in a timely manner. The hiring process will begin immediately upon award of the grant to the city. The department will coordinate with the City's Human Resources

Department for posting and hiring with an anticipated time frame of six months. Most of the time allocated for hiring will be in the background process. The plan is to post, internally, for the Officer and CSO positions and hire externally for the Senior IT Analyst position. Once the grant funds expire, and assuming the program has been successful, these positions will be absorbed and funded from the general fund or from other possible future grant funding sources.

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Project Evaluation  
and Monitoring

The Real-Time Crime Center project evaluation will be conducted internally and under the supervision of the Investigations Lieutenant. The Crime Analyst will be responsible for tracking data regarding the center's activity. Our goal for the Real-Time Crime Center is to assist in the real-time tracking of crimes related to Organized Retail Theft and most of this will be by supporting the patrol division with active calls for service. These activities can currently be tracked through our Records Information Management System (RIMS) and Computer Aided Dispatch (CAD) systems and statistical data can be obtained by searching specific tracking methods. With the increased activity regarding organized retail theft in our city, we have already created a trackable selection under special circumstances labeled, "Organized Retail Crime" in our RIMS reporting database. These statistics are currently being tracked and reported on a weekly dashboard that is disseminated to the patrol briefing board as well to the administrative staff during their weekly management meetings. The Officer assigned as the Organized Retail Theft Officer will also provide a weekly report on any and all activity related to organized retail theft along with any regional organized retail theft operations that have taken place during that time period. All of the operations will be evaluated on an ongoing basis using information gained from after-action reports done by all of the regional partners. Meetings will be conducted regularly with partnering agencies to determine when and where these operations will be conducted and the effectiveness of these operations.

In utilizing technology to respond to and investigate organized retail crimes the Rocklin Police Department project director for the grant will work with the Administrative Analyst in purchasing the items requested through this grant. It is intended to have a functioning Real-Time Crime Center within the first six months of the grant award. Outcome measures for this will be the purchase and installation of required equipment.

The Traffic Maintenance Supervisor from the city has agreed to be in charge of the purchase and installation of the three PTZ cameras and believes that they can be installed and operational within the first six months of this project.

FLOCK Safety will install all 12 Flock Cameras and work with the Traffic Maintenance Supervisor to ensure all cameras are in the proper location and function correctly. This is anticipated to be completed within the first six months of purchase and will depend on the availability of the FLOCK equipment and installers.

Drones can be purchased after the grant is awarded and estimated time of delivery, after ordering, is approximately six weeks.

Providing staffing for COPPS Unit and Real-Time Crime Center will be

directed by the Project Administrator. They will work directly with the City Human Resources Department and the Police Department's Professional Services Lieutenant for posting, interviewing, and hiring additional staff for these positions. Having additional positions for this grant allows the department to continue to maintain the same level of service to the community without negatively impacting current patrol staffing levels. The anticipated length of time of the hiring process is estimated to be six months based on the time commitment to complete a background investigation. While this process is occurring the Crime Center will be maintained by using existing personnel who are currently expanding their roles with additional tasks. These include the Police Department's Crime Analyst, Investigations Lieutenant, and one special task force investigator. Their commitment and support will continue as the Real-Time Crime Center becomes fully functional.

We have the goal of participating in Organized Retail Theft Specialized Enforcement Operations with allied agencies. Due to the nature of organized retail theft crimes and opportunities afforded with this grant, the Rocklin Police Department will partner with the Roseville Police Department and the Placer County District Attorney's Office. Data from these operations will be kept through after-action reports and the success of these operations will be evaluated by having continued and successful partnerships with affected retailers and in the prevention and apprehension of subjects involved in these crimes.

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Budget Instructions

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

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Budget Attachment

[ORT-Grant-Program-Budget-Attachment-Finalv2.xlsx](#)

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

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

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee-Assurance-for-Non-Governmental-Organizations-ORT.docx.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Local\\_Impact\\_Letter.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[PLACER\\_COUNTY\\_DISTRICT\\_ATTORNEYy\\_Letter\\_of\\_Commitment.pdf](#)

[CITY\\_OF\\_ROSEVILLE\\_Letter\\_of\\_Commitment.pdf](#)

[IVERNESS\\_MANAGEMENT\\_Letter\\_of\\_Commitment.pdf](#)

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

[FAST\\_TRACK\\_HOBBIES\\_Letter\\_of\\_Commitment.pdf](#)

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

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Policies Limiting Racial Bias

[405\\_Bias-Based\\_Policing\\_Policy.pdf](#)

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Policies on Surveillance Technology

[343\\_Public\\_Safety\\_Video\\_Surveillance\\_System\\_Policy.pdf](#)

[327\\_Information\\_Technology\\_Use\\_Policy.pdf](#)

[424\\_Automated\\_License\\_Plate\\_Readers\\_Policy.pdf](#)

[610\\_Unmanned\\_Aerial\\_System\\_Policy.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment\\_-Fraud\\_-Theft\\_-and-Embezzlement-ORT.docx.pdf](#)

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

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OPTIONAL:                   n/a  
Bibliography

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>Utilize technology to respond to and investigate Organized Retail Crimes to create a safer community</b>
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>A. Establish a Real-Time Crime Center within the Rocklin Police Department.</li> <li>B. Purchase Video Analytics software, Video Wall, computer work stations, computer software, and infrastructure to support new technology.</li> <li>C. Expand existing technology and software with the use of cameras concentrated in areas of high retail outlets and roadways.</li> <li>D. Purchase Automated License Plate Readers (ALPRS) for the areas around high traffic retail outlets and roadways. Purchase Pan, Tilt, and Zoom cameras (PTZ’s) for traffic intersections around targeted retail outlet areas.</li> <li>E. Purchase Drones for use in specialized ORT enforcement activities.</li> <li>F. Develop partnerships with retailers to gain access to cameras within existing businesses and surrounding parking lots.</li> </ul>
Process Measures and Outcome Measures:	The Process Measures will be to create the infrastructure, based on the available technology that will be purchased through the Grant. The purchase of the video wall and video analytics software along with the computer work stations which will integrate with ALPR cameras, City PTZ cameras, and community cameras which will positively directly affect the outcome of organized retail theft (ORT) investigations.



	<p>The Outcome Measures will be to have a functioning Real-Time Crime Center after the purchase and installation of the video wall, computer stations and software. The integration of the system with the existing RIMS and CAD system which will communicate with our Dispatch Center. The ability to connect to existing and new cameras throughout the City and to the new cameras provided by this Grant. Partnerships with retailers within the city are developed and integration of their camera systems will continue to enhance the ability to react to and investigate ORT related crimes and crimes within the boundaries of retail outlets.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<p>The Rocklin Police Department has already begun to partner with our community and retail outlets to incorporate camera systems into our Real-Time Crime Center and we will continue to foster these relationships and develop more partners as our system expands.  Purchase of Video Wall.  Purchase of Video Analytics Software.  Purchase of ALPR and PTZ cameras.  Work with City Facilities, specifically the Streets and Traffic Division to install cameras in high retail crime area.  Purchase drones.  Purchase and install computer work stations within the designated work space provided in the Police Department.</p>	<p>Administrative staff – Police Department.  City of Rocklin IT staff.  City of Rocklin Facilities staff – Streets and Traffic Division.  Rocklin Police Department Crime Analyst.  Support Services Division including Investigations and Dispatch.</p>	Start Date October 1, 2023	End Date April 1, 2024
<p>List data and sources to be used to measure outcomes: In the initial startup phase we will use our existing RIMS and CAD databases to track ORT related activities. Our Administrative staff and Budget Analyst will be responsible for tracking and ordering all equipment allocated for this Grant. The City's IT department and Facilities Department will work with the Police Department administrative staff in coordinating the work to be performed to fully develop an operational Real-Time Crime Center.</p>			

<b>(2) Goal:</b>	<b>Provide staffing for C.O.P.P.S. Unit and Real-Time Crime Center.</b>		
Objectives (A., B., etc.)	<p>A. Hire one (1) Full-Time, Sworn Officer position dedicated to the investigation of all ORT related crimes. This officer would also be part of the team working in the Real-Time Crime Center as a liaison with community partners in strategies to help prevent and investigate ORT.</p>		

	<p>B. Hire one (1) Full-Time, Non-Sworn CSO (Community Service Officer), or equivalent, to assist the Officer in operating the Real-Time Crime Center.</p> <p>C. Hire one (1) Full-Time Senior IT Analyst to perform in the initial setup of new equipment and to maintain all software and computer systems within the Rocklin Police Department dedicated to the needs of the Real-Time Crime Center.</p>		
<p>Process Measures and Outcome Measures:</p>	<p>The Process Measures will be to create Job Postings for each position and post listings for hiring. The Administrative/Professional Standards Unit will work with Human Resources (HR) in the hiring process for interviews and backgrounds for each position.</p> <p>The Outcome Measures will be that we have hired for each position and staffed those positions within the Real-Time Crime Center in the Rocklin Police Department. That all candidates have passed their one year to 18 months' probation periods.</p> <p>The successful candidate for the Sworn Officer position will be assigned to the departments existing COPPS unit and will be tasked specifically with ORT activities and investigations.</p> <p>The successful Non-Sworn position will be assigned to the Real-Time Crime Center and will assist in activities related to ORT and other job-related duties.</p> <p>The successful IT candidate will be assigned specifically to the Rocklin Police Department and will work to maintain all systems related to the department and the Real-Time Crime Center. They will work directly with current IT employees to ensure all IT related matters within the department are running efficiently and effectively to provide the support needed for the Real-Time Crime Center.</p>		
<p>Project activities that support the identified goal and objectives:</p>	<p>Responsible staff/partners</p>	<p>Timeline</p>	
<p>Job listings posted with job descriptions by the HR department. Interviews conducted for each position. Backgrounds completed of selected candidates. Candidates hired and positions are filled. Successful probation period of one year is completed. Successful start-up and implementation of the Real-Time Crime Center.</p>	<p>Administrative/Professional Standards Units – Police Department. HR Department for hiring – City of Rocklin.</p>	<p>Start Date October 1, 2023</p>	<p>End Date April 1, 2024 to the completion of a one year to 18-month probation period based on the hire date.</p>
<p>List data and sources to be used to measure outcomes: POST standards will be used in training of candidates which will be monitored through the Field Training Program and the Professional Standards Unit and based on Daily Observation reports and a final assessment. The activities of the Real-Time Crime Center will be tracked by the Department's existing Crime Analyst using the departments RIMS and CAD systems and actions taken regarding any ORT related activity monitored through the Real-Time Crime Center.</p>			

<b>(3) Goal:</b>	<b>Participate in ORC specialized enforcement operations</b>		
Objectives (A., B., etc.)	<p>A. Work in partnership with the Placer County District Attorney’s Office in a Regional Organized Retail Theft Team.</p> <p>B. Work in partnership with the Roseville Police Department in a Regional Organized Retail Theft Team.</p> <p>C. Explore expansion of partnerships with other agencies within Placer County and begin thinking about a Regionalized Retail Crime Center to incorporate the addition of the Auburn Police Department, the Lincoln Police Department, and the Placer County Sheriff’s Office who all use the same technology platforms in uniformly combating the rise in Organized Retail Crimes.</p>		
Process Measures and Outcome Measures:	<p>The Process Measure would be to coordinate with the City of Roseville Police Department and the Placer County District Attorney’s Office with coordinated ORT operations in the cities of Rocklin and Roseville. The initiation of a Regional Team to address the issue of ORT and other related thefts at retail outlets within the County.</p> <p>Begin a coordinated effort within the agencies in Placer County to work towards a regionalized center to combat ORT in the entire County. Each agency in Placer County now utilizes the FLOCK camera system, its data that can be shared with every other FLOCK agency. Video Analytics system and FUSUS will assist in this process.</p> <p>Begin sharing FLOCK cameras County wide.</p> <p>The Outcome Measures will be to have four regional organized retail theft operations per year to include Rocklin Police, Roseville Police and Placer County District Attorney’s personnel. The existing COPPS unit from the Rocklin Police Department will be involved in these operations as one of the officers will be solely dedicated to ORT enforcement.</p> <p>Partnerships with existing retail outlets and continued contact with ORT Officer to support the retailers needs and be a liaison with the District Attorney’s Office to seek successful prosecution of cases.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
<p>Quarterly Regional Organized Theft Operations with partner agencies.</p> <p>Compiled monthly statistics on ORT activity in targeted areas.</p> <p>Weekly Dashboard showing activity and trends in the Rocklin and Roseville jurisdictions.</p> <p>Meetings with partner agencies once every six months for updates and follow-up on any continued investigations.</p> <p>Weekly communications with retail outlets about trends and information sharing.</p>	<p>Investigations/COPPS Division.</p> <p>Crime Analyst.</p> <p>Non-Sworn CSO</p>	Start Date	End Date
		October 1, 2023	April 1, 2024 and continue during the duration of the Grant and beyond.

List data and sources to be used to measure outcomes: Operations will be tracked using Operational Plans and After-Action reports. We will use the departments current RIMS and CAD system for compiling of statics on ORT and any operations that occur during the quarterly regional operations. The Crime Analyst will work with our partner agencies to compile results from operations conducted within their jurisdiction. The COPPS Officer and Non-Sworn employee assigned on the ORT team will have frequent contact with retailers and report any new data or information gained from these contacts. This information will be passed on to partner agencies through the weekly Dashboard.

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

**Name of Applicant:** City of Rocklin Police Department  
*(i.e., County Sheriff's Office, County Probation Department, or City Police Department)*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$1,581,396.00
2. Services and Supplies	\$504,000.00
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	\$395,100.00
7. Financial Audit (Up to \$25,000)	\$15,000.00
8. Other (Travel, Training, etc.)	\$1,300.00
9. Indirect Costs	\$257,050.00
<b>TOTAL</b>	<b>\$2,828,846.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer	1.0 FTE annual salary plus benefits for term of grant agreement	\$578,389.00
Community Services Officer	1.0 FTE annual salary plus benefits for term of grant agreement	\$436,530.00
Senior Information Technology Analyst	1.0 FTE annual salary plus benefits for term of grant agreement	\$566,477.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,581,396.00</b>

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

*Police Officer: Trained and dedicated sworn personnel assigned to monitoring incidents/calls for service related to Organized Retail Theft Crimes plaguing the City and its community members. Tasked with building and maintaining relationships with community members and valued business operators within the City and surrounding jurisdictions. Acts as liaison with the County's District Attorney's Office for work on specialized task forces and ensure prosecution of retail crimes. Acts as City representative to work and coordinate Organized Retail Theft operations with partner cities, like City of Roseville, and the District Attorney's Office.*

*FY24 (9 months only) salary \$78,365 benefits \$46,339 (annual pay out (holiday) \$2,159+POST Certification \$1,575+annual nonPERs pay (uniform) \$713+annual deferred comp \$2,700+annual medical insurance \$13,545+annual dental insurance \$1,268; annual vision insurance \$107+annual life insurance \$80+annual SDI \$750+annual workers comp \$5,689+annual medicare \$1,159+annual all PERs \$9,904+annual OPEB \$6,689);*

*FY25 salary \$110,307 benefits \$64,112 (annual pay out (holiday) \$3,040+POST Certification \$2,100+annual nonPERs pay (uniform) \$950+annual deferred comp \$3,600+annual medical insurance \$18,060+annual dental insurance \$1,729; annual vision insurance \$147+annual life insurance \$106+annual SDI \$1,053+annual workers comp \$8,405+annual medicare \$1,630+annual all PERs \$13,923+annual OPEB \$9,369);*

*FY26 salary \$116,451 benefits \$66,652 (annual pay out (holiday) \$3,209+POST Certification \$2,100+annual nonPERs pay (uniform) \$950+annual deferred comp \$3,600+annual medical insurance \$18,060+annual dental insurance \$1,768; annual vision insurance \$150+annual life insurance \$106+annual SDI \$1,108+annual workers comp \$9,316+annual medicare \$1,719+annual all PERs \$14,719+annual OPEB \$9,847);*

*FY27 (6 months only) salary \$61,468 benefits \$34,696 (annual pay out (holiday) \$1,694+POST Certification \$1,050+annual nonPERs pay (uniform) \$475+annual deferred comp \$1,800+annual medical insurance \$9,030+annual dental insurance \$904; annual vision insurance \$77+annual life insurance \$53+annual SDI \$583+annual workers comp \$5,163+annual medicare \$907+annual all PERs \$7,783+annual OPEB \$5,177).*

*Community Service Officer: Trained and dedicated non-sworn personnel assigned to monitoring incidents/calls for service related to Organized Retail Theft Crimes occurring within and around the City of Rocklin. Conducts high level crime scene investigations; collects and photographs evidence; photographs and videotapes crime scenes; and maintains equipment related to crime and accident scene collection. Focused on monitoring and reviewing activity linked to Organized Retail Theft Crimes using technology and staff from neighboring agencies. Work in an organized manner in support of various task forces and projects tailored to reducing crimes occurring at targeted retail outlets.*

*FY24 (9 months only) salary \$59,506 benefits \$35,934 (annual pay out (holiday) \$1,645+POST Certification \$1,575+annual nonPERs pay (uniform) \$713+annual deferred comp \$1,800+annual medical*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Video Analytics Software	\$150,000.00 for purchase of software and \$18,000.00 per year for maintenance for three years	\$204,000.00
ALPR Camera Monitoring Software	\$100,000.00 per year for three years	\$300,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$504,000.00</b>



<b>TOTALS</b>	<b>\$75,000.00</b>
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**5b. Data Collection and Evaluation Narrative**

*The City will comply with all grant terms related to the Data Collection and Evaluation services and written Local Evaluation Plan.*

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Computer Stations	Monitors, workstations, desks, chairs, misc. equipment - total of four stations - \$7,500.00 each	\$30,000.00
Video Wall	Two sections of video wall (\$80,400.00 and \$98,900.00)	\$179,300.00
Drones	Two Matrice M30T drones @ \$20,000.00 each	\$40,000.00
ALPR Cameras	12 ALPR cameras @ \$3,000.00 each per year + installation (\$43,800.00 first year and \$36,000.00 annually)	\$115,800.00
PTZ Traffic Cameras	Three PTZ cameras, plus Broadband connection, Milestone software and installation	\$30,000.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$395,100.00</b>

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

*We have received an estimate from PLANAR Government systems for two LCD Video Wall Systems to be installed in a designated room within the department. The estimate includes the wall system with LCD monitors and all necessary cables and equipment. This includes on-site training, assisted installation and three year maintenance contract on all equipment. The computer work stations have been evaluated by our IT department to cost around \$7,500.00 to set up. This includes up to 49' monitors, VDI computers, desks, chairs, and misc. equipment including keyboards, mouse' and cabling. An estimate from AXON Air was received for the purchase of two DJI Matrice M30T Drones which includes a per month license agreement. The Rocklin Police Department currently has 32 FLOCK ALPR cameras deployed throughout the City. This Grant would be used to purchase 12 new FLOCK cameras for approximately \$115,800.00 total over three years. The City of Rocklin Streets and Traffic Division has given us an estimate of \$3,500.00 (would purchase three) for one Axis Q6075-E PTZ camera plus an additional cost of Milestone VMS licenses, installation and Astound Broadband connections at each of the three locations.*

**7a. Financial Audit**

Description	Calculation for Expense	Total
Financial Audit	Estimated costs of \$15,000 for financial audit services requested in 2027	\$15,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$15,000.00</b>

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

*The City contracts with an independent Certified Public Accounting firm to perform regular audit services and will contract for these professional services to conduct the requisite financial audit on this grant. The estimated costs is based on last year's pricing for audit services of a similar sized program (\$10,000) and an inflation factor of approximately 10% year over year.*

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

Description	Calculation for Expense	Total
6 staff	Estimated three one-day trainings for up to 6 staff to attend in Sacramento, CA. Costs include per diem meals @ \$30/day per person and mileage based on applicable IRS rates @ estimated 60 miles round trip.	\$1,300.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,300.00</b>

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

The City of Rocklin is located near the greater Sacramento area and can travel to and from the area in a single day to attend suggested or required trainings/meetings in Sacramento, CA. The City requests budget sufficient to cover the recommended three one-day trips to Sacramento for grantee team meetings for up to six staff members. Depending on the meeting content, the City will determine the appropriate classifications and number of staff to attend.

**9a. Indirect Costs**

For this grant program, indirect costs may be charged using only <b>one</b> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <b>does not have</b> a federally approved indirect cost rate.	\$257,050	\$257,050
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns <b>red</b>, please adjust it to not exceed the line-item noted.</i>	<b>TOTAL</b>	<b>\$257,050</b>
	<b>\$257,050</b>	<b>\$257,050</b>

**9b. Indirect Costs Narrative:**

The City does not currently have a federally approved indirect cost rate; therefore, requests for the de minimus amount to be assigned at 10%. The City owns and maintains the overhead for the building the work will be conducted including taxes, repair/maintenance, security, and utilities. The City has several cost centers that support the Police Department including salaries and benefits from the Legal Department, Human Resources, Finance, and various administrative staff. Support activities include recruiting, onboarding, benefits management, supply ordering, legal review, City Council Staff Reports, financial accounting and auditing, and grants management. Costs include salaries and benefits for cost centers plus tangible purchases of disposal supplies. Records are maintained by the Finance Department via electronic repository.





To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program Local Impact Letter

Date: July 7, 2023

To Whom it May Concern:

The City of Rocklin Police Department, Lead Public Agency, has developed and continues to cultivate mutually beneficial working relationships with surrounding law enforcement agencies, like City of Roseville Police Department and the Placer County District Attorney's Office, and with its local business and commercial property owners within the city limits of Rocklin. We have included Letters of Commitment from several agencies and retailers.

We have been working diligently with our business partnerships forging collaborative arrangements focused on common goals of preventing and deterring organized retail theft or detaining suspects and recovering stolen goods. We are fortunate to have the full support of our businesses and commercial property owners on this endeavor to combat organized retail theft crimes and other related crimes occurring in the area.

The hard work executed by the City of Rocklin Police Department in arresting suspects will cause the Placer County District Attorney's Office to prosecute the suspects. The Placer County District Attorney's Office is in full support of leveraging technology to expand the tools available to law enforcement departments and businesses to fight the ever-increasing crimes by organized groups experienced at retail outlets.

The City of Rocklin Police Department does not foresee or anticipate any barriers preventing the implementing of a Real-Time Crime Center and the opportunities it will create to positively impact organized retail theft and other related crimes in the greater Placer County area.

We view this project as a collaborative and concerted effort of all key stakeholders in order to yield successful results.

Respectfully,

A handwritten signature in blue ink, appearing to read "T. Jewell", written over a horizontal line. A long, sweeping blue line extends from the end of the signature across the page.

Captain Trent Jewell, Project Director



**Audi Rocklin**

4448 Granite Dr. • Rocklin, CA 95677

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: 6-27-23

This letter is being submitted to document that AUDI ROCKLIN agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Rocklin Police Department.

As part of this grant, AUDI ROCKLIN agrees to work in conjunction with the Rocklin Police Department in the prevention, identification, apprehension, and prosecution of individuals engaging in organized retail theft and thefts in the surrounding areas by utilizing the technology and resources available to us and that are provided through the partnership with the Rocklin Police Department.

AUDI ROCKLIN will assist the Rocklin Police Department through our Loss Prevention Services and work within our company policy to provide the information and support needed to make this program succeed. We believe that the prevention of these crimes will be the benchmark of the partnership and in the future reduction of these crimes being committed.

Signed, 

BRANDON TOLL SALES MANAGER

(Name, Title – Authorized Representative)



**Roseville Police Department**  
1051 Junction Blvd  
Roseville, CA 95678

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Troy Bergstrom, Chief of Police

**To: Board of State and Community Corrections**  
**Re: The Organized Retail Theft Prevention Grant Program**  
**Date: June 30<sup>th</sup>, 2023**

This letter is being submitted to document that Roseville Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Rocklin Police Department.

Placer County and its cities including Roseville, Rocklin, Lincoln, and Auburn, frequently top national lists ranking health and quality of life. Central to the health and quality of life of our residents and businesses is the collaboration between community, law enforcement, and regional business.

Placer County hosts a variety of large retail hubs like the Roseville Galleria Mall, the Rocklin Commons Shopping Center, along with vibrant small business districts in the downtown areas of our cities. Organized retail theft impacts these and other retail areas in our community, resulting in a negative financial impact to business, tax revenue, as well as undermining the safety of our community.

As a part of this project, the Roseville Police Department agrees to partner with the Rocklin Police Department and surrounding law enforcement agencies to create the "Placer Regional Organized Retail Theft Team".

The "Placer Regional Organized Retail Theft Team" will work to enhance the collaboration between law enforcement and business owners through increased communication, information sharing, and targeted enforcement efforts. Members will work to hold those who engage in organized retail theft accountable, but also to provide support and resources to retailers and businesses affected by these crimes.

The "Placer Regional Organized Retail Theft Team" will be comprised of representatives from the Roseville Police Department, the Rocklin Police Department, and the Placer County District Attorney's Office (as well as other interested regional law enforcement entities). The named agencies will provide the staff and resources necessary to complete thorough investigations into organized retail theft. Agencies will meet bimonthly to discuss strategies, trends, and ongoing cases related to retail theft.

Further, Roseville Police Department agrees to:

- 1) Provide a detective as the point of contact for regional operations and communications related to the investigation and prevention of retail theft.
- 2) Utilize technological methods (real time crime center, digital license plate readers) to respond to and investigate retail theft.
- 3) Utilize tracking technology deployed in targeted areas to combat and respond to retail theft.
- 4) Participate in organized retail theft specialized enforcement operations.

Signed by,

A handwritten signature in black ink that reads "Troy Bergstrom".

Troy Bergstrom  
Chief of Police, Roseville Police Department  
1051 Junction Blvd, Roseville, CA 95678



4420 Granite Road / #400 / Rocklin / CA / 95677  
916-784-1722 / FastTrackHobbies.com / Open 7 Days

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: 06 / 27 / 2023

This letter is being submitted to document that Fast Track Hobbies agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Rocklin Police Department.

As part of this grant, Fast Track Hobbies agrees to work in conjunction with the Rocklin Police Department in the prevention, identification, apprehension, and prosecution of individuals engaging in organized retail theft and thefts in the surrounding areas by utilizing the technology and resources available to us and that are provided through the partnership with the Rocklin Police Department.

Fast Track Hobbies will assist the Rocklin Police Department through our Loss Prevention Services and work within our company policy to provide the information and support needed to make this program succeed. We believe that the prevention of these crimes will be the benchmark of the partnership and in the future reduction of these crimes being committed.

Signed,



Dwight W. Adamson  
Fast Track Hobbies  
W 916-784-1722  
M 530-870-1691

# INVERNESS MANAGEMENT

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Management

Investment

Development

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: July 7, 2023

To Whom It May Concern:


On behalf of the ownership and property manager of the Rocklin Crossings Shopping Center (Landlord) we would like to express our support for the Rocklin Police Department's Organized Retail Theft Prevention Program (ORTPP).

The ORTPP will help Landlords and Tenants with the prevention, identification, apprehension, and prosecution of individuals engaging in organized retail theft and thefts in the surrounding areas by utilizing the technology and resources provided through the partnership with the Rocklin Police Department.

Landlord looks forward to engaging with the Rocklin Police Department to make the ORTPP successful. We believe that the prevention of these crimes will be the benchmark of the partnership and precipitate a reduction of these crimes being committed in the future.

Sincerely,

Landlord:  
PF PORTFOLIO 1, LP,  
a California limited partnership

By:   
Print Name: John Papagiannopoulos,  
Print Title: Manager

**Non-Binding Disclaimer:** This is merely a letter of support and not meant to be construed as a binding commitment from either party unless and until a definitive agreement is signed by both parties.



**MORGAN B. GIRE**  
DISTRICT ATTORNEY

**PLACER COUNTY DISTRICT ATTORNEY**

10810 Justice Center Drive, Suite 240 • Roseville, CA 95678-6231

916 543-8000 • FAX 916 543-2550

[www.placer.ca.gov](http://www.placer.ca.gov)

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 Placer County District Attorney agrees to partner on the Organized Retail Theft Grant proposal being submitted by the Rocklin Police Department.

Placer County and its cities including Roseville, Rocklin, Lincoln, and Auburn, frequently top national lists ranking health and quality of life. Central to the health and quality of life of our residents and businesses is the collaboration between community, law enforcement, and regional business.

Placer County hosts a variety of large retail hubs like the Roseville Galleria Mall, the Rocklin Commons Shopping Center, along with vibrant small business districts in the downtown areas of our cities. Organized retail theft impacts these and other retail areas in our community, resulting in a negative financial impact to business, tax revenue, as well as undermining the safety of our community.

As a part of this project, the Placer County District Attorney agrees to partner with the Rocklin Police Department and surrounding law enforcement agencies to create the "Placer Regional Organized Retail Theft Team".

The "Placer Regional Organized Retail Theft Team" will work to enhance the collaboration between law enforcement and business owners through increased communication, information sharing, and targeted enforcement efforts. Members will work to hold those who engage in organized retail theft accountable, but also to provide support and resources to retailers and businesses affected by these crimes.

The "Placer Regional Organized Retail Theft Team" will be comprised of representatives from the Roseville Police Department, the Rocklin Police Department, and the Placer County District Attorney's Office (as well as other interested regional law enforcement entities). The named agencies will provide the staff and resources necessary to complete thorough investigations into organized retail theft in support of the vertical prosecution model implemented by the Placer County District Attorney's Office. Agencies will meet bimonthly to discuss strategies, trends, and ongoing cases related to retail theft.



**MORGAN B. GIRE**  
DISTRICT ATTORNEY

**PLACER COUNTY DISTRICT ATTORNEY**

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Further, Placer County District Attorney agrees to:

1. Provide a dedicated Deputy District Attorney, District Attorney Investigator, and Crime Analyst to the retail theft case load.
2. Employ a vertical prosecution model related to the prosecution of retail theft.
3. Share statistics related to Retail Theft with partners
4. Identify individuals appropriate for alternative sentencing/programs
5. Participate in organized retail theft specialized enforcement operations.

Signed by,

Morgan Gire  
District Attorney Placer County



To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: 6/26/2023

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This letter is being submitted to document that **ULTA Beauty** agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of Rocklin.

As part of this grant, **ULTA Beauty** agrees to:

1. Coordinate with the Rocklin Police Department during planned operations involving law enforcement and ULTA Loss Prevention personnel.
2. Attend meetings, when able to do so, hosted by the Rocklin Police Department in which strategies and trends are shared regarding Organized Retail Theft Prevention. ULTA Beauty will be able to support with sharing ongoing trends and/or groups targeting the locations in the area.
3. Share with Rocklin Police Department information regarding Organized Retail Theft trends, offenders, methods, etc. through an ongoing partnerships and communication.
4. Participate in multi-agency, multi-cooperation operations targeting Organized Retail Theft when available.
5. Participate in the prosecution phase of cases and make available representatives to appear in court on your business' behalf.
6. For years 2020 – 2022, and continuing into 2023, ULTA Beauty in Rocklin, Ca, losses have continued to increase, more concerning is the increase in violence with the theft incidents that are occurring in stores, creating an unsafe environment for our ULTA associates and other guests in the building or center.
7. ULTA beauty is excited for the continued partnership with the Rocklin Police Department to help reduce Organized Retail Theft in the community and for ULTA Beauty. In the past the Rocklin Police Department and patrol have been extremely helpful with support to the store and center. With this grant, it gives the department the ability to support even more often, in not just responding to incidents, but to also conduct preventative measures to send a positive message to the community and set the tone for bad actors attempting to cause losses in the area.

Signed by,

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

**Sabrina Ruiz, Lead Area Loss Prevention Manager**



## Bias-Based Policing

### 405.1 PURPOSE AND SCOPE

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

#### 405.1.1 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).

### 405.2 POLICY

The Rocklin 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.

### 405.3 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.

#### 405.3.1 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.

# Rocklin Police Department

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#### *Bias-Based Policing*

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#### **405.4 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.

##### **405.4.1 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.

##### **405.4.2 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 Rocklin Police Department is the primary agency, the Rocklin 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).

#### **405.5 SUPERVISOR RESPONSIBILITIES**

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

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

# Rocklin Police Department

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#### *Bias-Based Policing*

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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.

#### **405.6 ADMINISTRATION**

Each year, the Professional Standards Unit 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.

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

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

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

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

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## Information Technology Use

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

#### 327.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Rocklin Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

### 327.2 POLICY

It is the policy of the Rocklin Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

### 327.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

# Rocklin Police Department

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The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **327.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **327.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

##### **327.4.1 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

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##### **327.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

##### **327.4.4 OFF-DUTY USE**

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

##### **327.5 PROTECTION OF AGENCY SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

##### **327.5.1 SECURITY OF CITY OWNED COMPUTERS AND DATA**

Department members shall maintain the physical security of department computer files, city owned computer programs, and data at all times. This includes storage devices, lap top computers, and connections.

##### **327.6 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any

# Rocklin Police Department

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contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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## Public Safety Video Surveillance System

### 343.1 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.

### 343.2 POLICY

The Rocklin Police Department operates (or has access to other City department video surveillance) 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.

### 343.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized, or if monitoring another City department system, must have authorization to do so from the Chief of Police or designee. 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.

#### 343.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan, or if utilizing another City department camera system, based upon their camera placement. As appropriate, the Chief of Police should confer with other affected City departments 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.



# Rocklin Police Department

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#### *Public Safety Video Surveillance System*

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- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (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 only to secure web-based systems for monitoring by the Police Department. The Communications Center will have access to the secure web-based system. 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 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.

#### **343.3.2 CAMERA MARKINGS**

If placed and maintained by the Police Department, 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 may be under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

#### **343.3.3 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.

#### **343.4 VIDEO SUPERVISION**

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

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##### 343.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all non-Department personnel not normally given authorized access who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

##### 343.4.2 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.

##### 343.5 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.

##### 343.5.1 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

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individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

#### **343.6 RELEASE OF VIDEO IMAGES**

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

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

#### **343.7 VIDEO SURVEILLANCE AUDIT**

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

#### **343.8 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.

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## Automated License Plate Readers (ALPRs)

### 424.1 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.

### 424.2 POLICY

The policy of the Rocklin 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.

### 424.3 ADMINISTRATION OF ALPR DATA

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

It is the responsibility of the Support Services Division Commander or the Chief's designee to ensure that an audit is conducted of the ALPR detection browsing inquires at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify the proper use in accordance with the below-authorized uses.

The audit shall randomly select at least 10 detection browsing inquires conducted by department employees during the preceding six-month period and determine if each inquiry meets the requirements to establish in policy section 424.6.

The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors found can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by the Support Services Division Commander.

#### 424.3.1 ALPR ADMINISTRATOR

The Administration 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):

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- (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.

#### **424.4 OPERATIONS**

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

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

##### **424.4.1 ALPR HITS**

ALPR hits shall be broadcasted in a timely fashion so that dispatch can confirm the status of the wanted vehicle and ensure officer and public safety.

- (a) Personnel broadcasting ALPR hits from a desktop should confirm the vehicle status prior to broadcast on the appropriate radio channel.

ALPR hits shall be dispatched as provided below:

- (a) ALPR hits shall be entered as a call for service using the appropriate call type to classify the incident.

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- (b) Dispatchers receiving ALPR hit information shall enter a call for service and;
  - 1. Confirm the license plate status by running a CLETS/NCIC query and attaching the results to the incident.
  - 2. Obtain the vehicle description and direction of travel.
  - 3. Make the appropriate broadcast based on the circumstances surrounding the hit. At a minimum, dispatchers will broadcast on the main channel to the Patrol Division.

#### 424.4.2 INOPERABLE OR DAMAGED ALPR EQUIPMENT

Upon discovery of any ALPR equipment that is inoperable or damaged, officers shall:

- (a) Not attempt to repair defective or inoperable ALPR equipment and immediately notify an ALPR Administrator and their Supervisor.
- (b) Document damage or vandalism to any fixed ALPR camera, ALPR equipment, or a mobile trailer in a crime report and notify the ALPR Administrator. Damaged or vandalized mobile trailers shall be returned to the police facility.

#### 424.4.3 DETECTION BROWSING

When an officer uses the ALPR system to aid in an investigation, the following information must be entered upon each search:

- (a) Related case/incident number, if applicable.
- (b) If no case/incident number is available, the officer must provide a reason for the search with enough information that a reasonable person would understand the reason for the search, such as, "outside assist" with that agency's case/incident number, "flagged down, 10851 CVC just occurred," or "BOLO aired on scanner for wanted vehicle."

#### 424.5 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. ALPR data collection will be transferred to the designated storage, in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum 30 days (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

#### 424.6 ACCOUNTABILITY

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

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### Automated License Plate Readers (ALPRs)

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

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

#### **424.7 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.

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).

#### **424.8 TRAINING**

The Professional Standards Unit 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).

## Unmanned Aerial System

### 610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

#### 610.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 610.2 POLICY

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

### 610.3 PRIVACY

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

### 610.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.



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- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are 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, 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.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

#### **610.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

#### **610.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

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- To target a person 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.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

#### **610.7 RETENTION OF UAS DATA**

Data collected by the UAS shall be retained as provided in the established records retention schedule.