

Title	Salinas Police Department	07/07/2023
	by Jan Roehl in Organized Retail Theft Prevention Grant Program	id. 41335415
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Original Submission 07/07/2023

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

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

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

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

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

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

Lead Public Agency **Salinas Police Department**

Applicant's Physical Address **312 E. Alisal Street
Salinas
California
93901
US**

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

Mailing Address for Payment **200 Lincoln Avenue, Salinas, CA 93901-2639
Salinas
California
93901-2639
US**

Tax Identification Number **94-6000412**

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

Project Director **James
Arensdorf**

Project Director's Title with Agency/Department/Organization **Commander, Investigations Division**

Project Director's Physical Address **312 E. Alisal Street
Salinas
California
93901
US**

Project Director's Email Address **jamesa@ci.salinas.ca.us**

Project Director's
Phone Number **+18317587350**

Financial Officer **Jim
Pia**

Financial Officer's
Title with
Agency/Department/Organization **Assistant City Manager and Acting Finance Director**

Financial Officer's
Physical Address **200 Lincoln Avenue
Salinas
California
93901-2639
US**

Financial Officer's
Email Address **jimp@ci.salinas.ca.us**

Financial Officer's
Phone Number **+18317587425**

Day-To-Day Program
Contact **Kendall
Gray**

Day-To-Day Program
Contact's Title **Detective Sergeant**

Day-To-Day Program
Contact's Physical
Address **312 E. Alisal Street
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93901
US**

Day-To-Day Program
Contact's Email
Address **kendallg@ci.salinas.ca.us**

Day-To-Day Program
Contact's Phone
Number **+18317587224**

Day-To-Day Fiscal
Contact **Julia
Estrada**

Day-To-Day Fiscal
Contact's Title **Senior Accounting Technician**

Day-To-Day Fiscal
Contact's Physical
Address **200 Lincoln Avenue
Salinas
California
93901-2639
US**

Day-To-Day Fiscal Contact's Email Address	juliae@ci.salinas.ca.us
Day-To-Day Fiscal Contact's Phone Number	+18317587421
Name of Authorized Officer	Roberto Filice
Authorized Officer's Title	Chief of Police
Authorized Officer's Physical Address	312 E. Alisal Street Salinas California 93901 US
Authorized Officer's Email Address	robertof@ci.salinas.ca.us
Authorized Officer's Phone Number	+18317587286
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Organized Retail Crime and Motor Vehicle Theft Prevention Program, Salinas Police Department
Proposal Summary	The Salinas Police Department will develop an Organized Retail Crime (ORC) and Motor Vehicle Theft Prevention Program to implement new strategies and enhance current ones to respond to the growing threat of organized retail crime and continuing high rate of motor vehicle theft. At the heart of the program will be the ORC Team composed of detectives, sworn officers, and civilian Investigative Specialists who will focus on increasing investigations, apprehensions, and recovered property. Their efforts will be technologically supported by the use of merchandise tracking systems, license plate reader cameras, forensic equipment and data extraction tools.

**PROGRAM
PURPOSE AREAS**

Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

**Program Purpose
Areas (PPAs):**

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

**Funding Category
Information**

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

Funding Category

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

**SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET**

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

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

Project Need

The Salinas Police Department is pleased to submit this Organized Retail Theft Prevention Grant Program application to the Board of State and Community Corrections. The Salinas Police Department serves the City of Salinas, California, the county seat and largest city of Monterey County. Salinas has a growing organized retail crime problem and a high rate of motor vehicle theft that had been on the decline until very recently. Accordingly, the Salinas Police Department will focus its grant efforts on the prevention and reduction of both organized retail crime and motor vehicle theft, and will enhance current strategies and implement new ones. Salinas's population, 163,542 is 79% Hispanic, 12% White, 6% Asian, 1% Black, and 8% other races or more than one race. The residents are younger on average, than Californians and the U.S. population, with 39% under the age of 18. Salinas residents have large families, with 3.74 people per household on average, and 72% speak a language other than English at home. Nearly 17% of families are below poverty. The COVID pandemic and subsequent local lockdown

affected our low-income and rural families negatively and disproportionately. They were harder hit by the virus itself, students and families lacked stable internet access and computers for distance learning and communication, and overcrowded housing made everything more difficult and dangerous.

For over a decade, violent crime, and specifically gun and gang violence, has been the crime problem most damaging to the community and most concerning to the Salinas Police Department (SPD). Historically, violence peaked in Salinas in 2015 when there were 40 homicides, 34 the result of shootings, and an unprecedented Part I violent crime rate of 697.7 per 100,000 residents. Amid many prevention, intervention, and suppression strategies, those very high numbers dropped to eight homicides in 2020 and a violent crime rate of 480.8 per 100,000. Unfortunately, it appears that 2020 was an outlier year. Homicides increased to 16 in 2021, doubling in just one year, and aggravated assaults rose by 13%. There were 13 homicides in 2022, 12 of them fatal shootings. Through June 2023, there have been five homicides in the city.

Over the past 18 months, Salinas has experienced a rise in organized retail theft. There has been approximately a dozen organized retail crimes, primarily at high end stores at our largest and only enclosed mall. These crimes involve multiple suspects, often 4 to 6 individuals, dressed in black or similarly styled clothing (slightly puffy jackets and hooded jackets are popular), masked, and outfitted with large bags for stuffing with merchandise. They are in and out of the stores within a minute or so, with a getaway car nearby, and are believed to be primarily out of towners who move from city to city under the direction of a crime leader. Several stores have been hit more than once and include Ulta Beauty (perfume is the main target), the Sunglass Hut (well, sunglasses), and Victoria's Secret (bras and underwear). Smashing has not literally been a part of these ORCs, but otherwise they comport with "smash-and-grab" retail crimes. They have the characteristics of ORCs as defined by PC§490.4 and appear to have the elements also delineated by the California Organized Retail Crime Association (Cal ORCA): the thefts are conducted over multiple occurrences, and/or in multiple stores, and/or in multiple jurisdictions, and by two or more persons or an individual acting in dual roles (booster and fence). A cannabis delivery company was also the victim of an ORC burglary after hours, with \$300,000 of dispensary product stolen, and there was another attempted ORC. To date, no one has been seriously harmed during these incidents, but the potential for violence is always near.

During the same time period, 100-125 of the City's stores were the victims of shoplifters who appeared to be working together, but these crimes do not appear to rise to the level of smash-and-grab-like ORCs. Examples include two men wandering around a Best Buy and then trying to steal two sets of speakers, and a man and a woman stealing clothes from JC Penny's. We need to know more about these crimes, about the suspects' intents and their disposal of stolen merchandise, and better refine our definition of ORCs.

Historically, motor vehicle (MV) theft in Salinas was incredibly high. It peaked in 2015 at 1,932 MV thefts that year (1221.4 per 100,000 residents, far above the current state or U.S. total). MV thefts have

decreased steadily since then but are still high. There were 740 last year, a rate of 452.5 per 100,000 – about equal to California’s rate and far above the national rate of 268.2.

We determine our grant needs by assessing the needs of the department and working as an integral members of the Community Alliance for Peace and Safety (CASP), a 65- member unique collaboration of city, county, school, and community-based stakeholders. CASP develops Strategic Plans every five years, based on myriad community needs assessments and listening sessions, that also inform our grant pursuits.

Very few of our MV thefts are investigated because of a lack of staff resources. We know that there are some organized rings who steal vehicles and take them to chop shops in Mexico; we also know that many cars in Salinas are stolen and abandoned locally, as the suspect was just looking for transportation for a short ride. As with ORCs, we need to investigate more MV thefts, apprehend more violators, and develop solid prevention strategies.

Budget cutbacks and a sizable reduction in our sworn police officer staffing have severely limited our ability to respond to these property crimes. At present, Salinas has 138 sworn police officers out of an authorized 161 positions. As violent crime has increased in the city and our sworn staffing is more thinly stretched than ever before, SPD has increasingly and successfully depended on new, innovative technology to help prevent and solve crimes, and is relying more and more on civilian staff for key staff. These strategies are heavily featured in our proposed approach to preventing and reducing ORC and motor vehicle theft, and they are strategies that are endorsed by our community and City Council.

Project Description

The Salinas Police Department will address both organized retail theft and motor vehicle theft in our proposed program, implementing new strategies as well as enhancing current strategies. To respond to the growing threat of organized retail theft, continuing high rate of motor vehicle theft, and lack of resources and today’s technology to investigate these crimes, the Salinas Police Department will develop an Organized Retail Crime and Motor Vehicle Theft Prevention Program, to be known as the ORC program. The Team will be overseen by our Investigations Commander and led by our Detective Sergeant most experienced in property crimes. Their mission will be to prevent and reduce organized retail and motor vehicle theft through the development of prevention plans with key partners and concerted efforts to increase and improve investigations and apprehend suspects.

The Salinas Police Department, like most others, has encountered challenges in its efforts to recruit and hire sworn police officers and is committed to expanding use of superbly trained and experienced civilians to do law enforcement activities wherever safe and practicable. This strategy is part of “The Salinas Plan,” a ten-year plan designed to provide the City with a path toward maintaining a long-term balanced budget while preserving City services. Having said that, the ORC Team will need the experience and powers of sworn officers and investigators. The ORC Team will include a small

group of detectives and officers who will work no more than 14 overtime hours per week and will rotate weeks. Officers from the Patrol and Investigations Units will be included, as MV thefts are investigated by patrol. Key team members will be two newly hired full-time civilian Investigative Specialists. Their primary role is to support the detectives and officers by thoroughly investigating organized crime and motor vehicle thefts, collecting evidence and property, and preparing court filing packages. Their responsibilities will include working with retailers one-on-one; reviewing/culling through the volumes of video and digital evidence produced; examining digital evidence in the Computer Forensics Lab, including processing cell phone, tablet, and computer evidence; analyzing data and trends as to where vehicles are stolen from and where they are recovered; responding to crimes and recovery scenes; collecting and securing evidence and property; interviewing victims, witnesses, and suspects to obtain details; developing leads to investigate; and documenting findings in reports.

The ORC Team will work with repeat and high-risk retail targets to develop and implement prevention strategies as needed. These might include enhanced video surveillance, radio-frequency identification, access control systems, and loss prevention software. The ORC Team will employ technologies that have multiplying effects and will substantially boost our capabilities to prevent and solve the target crimes. We will use a relatively new technology in our efforts to reduce organized retail crime, merchandise tracking via GPS systems such as those offered by 3SI Security Systems. The system starts with secreting small tracking devices in merchandise identified as high-risk of an organized crime theft. Once “on,” the tracking devices are motion-activated and their location may be tracked by secure central servers and pinpointed for up to four hours after the incident – and communicated to law enforcement. Users have reported savings in undercover surveillance costs, increases in arrests for property crimes, increases in the recovery of stolen property, decreases in targeted crimes such as auto burglaries, and the building of community goodwill (Travis Martinez, MPA, in the October 9, 2015, FBI Law Enforcement Bulletin).

The ORC Team will use several other technologies that address both organized retail and MV theft. The Salinas Police Department has a small number of fixed and mobile license plate readers/cameras that have proven to be very helpful in gathering investigative leads and solving crimes. With grant support, a substantial number of LPRs/cameras will be purchased and strategically located in positions that best facilitate the objective of combatting ORC and MV thefts. These fixed cameras (by Flock) record vehicle license information and upload the data for comparison against state databases of stolen or wanted vehicles. The cameras provide clear images of vehicles, showing the vehicle’s make, model, color, and unique details such as roof racks, bumper stickers, etc. They also provide information on the direction of travel and are able to give immediate notifications when stolen vehicles are being driven past. This is helpful when crimes start in one city and move to nearby cities as the spree continues. ORC Team members will coordinate with other agencies that experience organized retail crimes when

they have a license plate of an ORC suspect vehicle, which can then be added to the Flock database.

Our experience has shown that leasing automated LPRs is more cost effective than purchasing them, as the lease automatically includes upgrades and replacement when items are broken or damaged – which we are finding happens somewhat frequently in some of our targetted areas. The leasing agreement includes the camera systems, warranties, equipment replacement, software, and access to a hosted LPR management cloud that enables data searches and analyses. Sixty Flock Falcon ALPR cameras will be leased, nine of which will be dedicated to the ingress points of Northridge Mall. The remaining cameras will be located in high crime areas, with exact locations to be determined. Twelve Flock Safety Condor PTZ cameras will also be leased at placed at key locations. These are 100% cloud-based cameras that offer both live and recorded video.

Vigilant LPR camera systems will be purchased and located at intersections at primary ingress and egress points of the city. These cameras systems go beyond license plate recognition; they use patented, sophisticated analytics to produce actionable intelligence. For example, the system easily searches for, finds, and reviews the location history of a vehicle and determines where it may be located in the future – it can provide a best-address location and time-of-day, day-of-week heat map to determine when the vehicle is most likely to be there. Ten clusters of Vigilant LPR camera systems will be purchased to cover ten major intersections; each intersection requires eight cameras that cover all four directions.

Grant funds will also be used to upgrade specific equipment for our Computer Forensics Lab that is used for the forensic examination of electronic devices and other purposes. The lab's current six forensic computers are old, slow, and contribute to the backlog of cases; we will replace/upgrade one of the computers. Storage of digital and video evidence requires substantial storage space, and long-term storage with redundancy is needed. A storage server will be purchased and connected to the forensic computer for direct initial downloads, and several external drives will be included to disseminate the digital information to investigators and district attorneys.

To support investigations, Cellebrite Premium software will be used to access mobile devices and extract information that helps solve cases. Cellebrite software lawfully unlocks, decrypts, and extracts digital evidence from a wide range of iOS and Android devices. It saves an enormous amount of investigative time as it performs time-consuming tasks and its cloud architecture frees personnel from the complexities of hardware maintenance, security management, and software updates.

The ORC Team costs will include three workstations for the use of the Investigative Specialists and rotating detectives and officers. These will include desktop computers, monitors, laptops, phones, and headsets. These workstations can be readily incorporated into SPD's future plans to develop a Real-Time Crime Center.

Finally, our grant request includes training for the ORC Team members. Specialized training in the use of the proposed technology will be provided by the vendors. The Investigative Specialists will

benefit from additional training related to MV thefts, and all members of the ORC Team will receive training in prevention and reduction strategies related to ORC. Online training will be accessed where available to keep costs low. Online training in ORC investigations is available from groups such as the Loss Prevention Foundation and the Cybersecurity and Infrastructure Security Agency and a number of online schools and colleges (e.g., The McAfee Institute). There are numerous online training resources available for MV theft prevention and investigation, including the IACP, California Highway Patrol, and National Highway Traffic Safety Administration.

We have also budgeted for ORC Team members to attend annual conferences and training workshops on ORC and MV prevention and investigation. We will concentrate on training within California, to save on travel costs and time and because California appears to be a leader in ORC and MV thefts. Cal ORCA provides training for law enforcement on ORC prevention strategies, current and emerging trends, and working with businesses. Organizations such as IACP and the International Association of Auto Theft Investigators offer a wide range of training and resources in technological developments, intelligence information, and investigation.

SPD's policy to limit racial bias outlines policies to ensure our commitment to enforcing the law equally, fairly, objectively, and without discrimination toward any individual or group. Four policies comprise our policies on surveillance technology; these address Public Safety Video Surveillance (public cameras), Mobile Audio/Video (in-car cameras), Portable Audio/Video Recorders (body worn cameras, handheld devices, other portables), and Automated License Plate Readers. These policies generally address placement, monitoring, privacy, storage and retention, activation and operations, and officer training

Goals and Objectives

Goal 1: Establish an Organized Retail Crime (ORC) Program within the Investigations Unit to prevent and reduce organized retail crime and motor vehicle theft.

- a. Establish an ORC Team composed of detectives, sworn officers, and civilian investigators.
- b. Develop and implement plans and systems for the prevention and reduction of organized retail crime and motor vehicle theft.
- c. Acquire the technology and establish sustainable systems to support the use of merchandise tracking devices, fixed LPR cameras, and forensic software.

Goal 2: Prevent and reduce organized retail crime.

- a. Understand better the scope and dynamics of ORC.
- b. Increase the apprehension of offenders.
- c. Reduce the number of ORCs by 10% per year.

Goal 3: Prevent and reduce motor vehicle theft.

- a. Increase the apprehension of offenders.
- b. Increase the number of stolen vehicles recovered.
- c. Decrease the number of motor vehicle thefts by 5% per year.

Arensdorf; he oversees the Detective Bureau, Crime Scene Investigations Unit, forensics, crime and firearms labs, victim services, and crime analysis. Detective Sergeant Kendall Gray will provide overall management for the project. He will coordinate the time and efforts of the detectives and sworn officers who will work on the ORC program on an overtime basis, and will supervise the civilian Investigative Specialists. Detective Sgt. Gray has been a sworn peace officer at SPD for over 23 years, and has worked both the gang and narcotics units as an officer and a sergeant. He has received two CHP 10851 awards and participated in several long-term chop shop operations. He currently serves as one of the Investigations Sergeants and supervises our detectives.

The ORC Team will be comprised of detectives and sworn officers working part-time, and two civilian Investigative Specialists to be hired, working full-time; the lead Detective is Scott Sutton. Detective Sutton has been with SPD for 16 years, 13 of which were spent on patrol covering the north side of the city where Northridge Mall is located. He has been credited with recovering over 1,000 stolen vehicles, leading him to be awarded the highest level of recognition, five Master 10851 pins, for this work. His current assignment is Property Crimes in the Investigations Unit, where he developed an Online Shoplifting Program which allows trained loss prevention agents from local stores to report their detentions through an online portal rather than calling for a patrol officer to take a report in person at the store. Detective Sutton has developed strong working relationships with local businesses and their loss prevention teams through this work. Sworn officers on the ORC Team will begin implementing new technology immediately after the grant award is executed.

The civilian Investigative Specialists will be the backbone of the ORC Team. Their activities will focus on investigation; their responsibilities were described in the Project Description. Recruitment for these positions will start as soon as possible after grant award. Successful candidates will have at least five years of experience with a law enforcement agency conducting investigations, investigative interviews, and crime scene procedures, and an A.A. degree or higher in criminology, police science, or a related field. This is a new position for SPD and a job description is in development in order to complete hiring within six months of the grant award.

The proposed project does not require formal collaborators to accomplish its mission, so there will be no MOUs or contracts executed. We will, however, work closely with the Security Office of Northridge Mall, the managers of the stores at high-risk for ORC, and the manufacturers, vendors, and designers of the project's technology. We have, or will develop, strong working relationships with these partners.

The City of Salinas has substantial experience in grant administration, including prior CalVIP and CalGRIP grants and many federal Department of Justice awards. Police Services Administrator Tonya Erickson will oversee the programmatic administration of the ORC Program. Ms. Erickson joined SPD in August 2019 and directs the operations of the Administration Division of the police department. She oversees all finance, facilities, fleet, and other

duties as assigned. Ms. Erickson was recognized as the department's Professional Staff of the Year in 2022.

The City of Salinas' Finance Department, which will be responsible for the fiscal administration of the grant, has extensive experience with federal and state grants. The finance staff will ensure that all funds from the grant are tracked, accounted for, and reported appropriately. The City will use standard accounting principles and project-specific codes to maintain fund separation. No administration costs will be charged to the grant.

We expect to continue the ORC Team at the end of the grant period with general funds, perhaps expanding to other crimes as well if our efforts to prevent ORCs and MV theft are shown to be successful. Given our challenges in maintaining sworn staffing, we hope these efforts will demonstrate the effectiveness of civilian Investigative Specialists and support expansions of their role.

The evaluation will be conducted by an external evaluator. Since Salinas's long-term evaluator of many of its violence prevention and reduction programs is retiring, we will search for a replacement after the grant award. They may be affiliated with one of our local universities such as the Middlebury Institute for International Studies or California State University at Monterey Bay, or with a research organization.

The evaluator will meet with the primary staff at SPD who will manage the program to discuss plans, timelines, and data requirements. They will work collaboratively with SPD to develop the Local Evaluation Plan, and key staff and leadership will be included as the logic model is developed. The requirements of the quarterly progress reports will be reviewed; the evaluator will be responsible for collecting the data and submitting the quarterly reports to BSCC.

Monitoring will take place in several ways. Periodic site visits will be made to SPD to meet with the ORC Team, interview members about their activities, and review records and data that will be used to provide oversight and monitoring over time. The evaluator will monitor the implementation of the technological devices, such as the LPRs, including visits to randomly selected locations to see them in action. The quarterly progress reports will enable the evaluator to stay abreast of service delivery and numbers, progress on goals, program challenges, and immediate outcomes. The deliverables are the quarterly progress reports, Local Evaluation Plan including a logic model, and Local Evaluation Report, which will summarize the ORC program activities, successes and challenges, and outcomes. A comprehensive evaluation will be conducted which incorporates both process and outcome assessments. Specific goals and quantifiable objectives are presented in the Work Plan and will be refined in the Local Evaluation Plan. A mixed methods, non-experimental research design will be employed; most outcomes will be assessed by tracking changes in identified measures (e.g., number of motor vehicle thefts, number of vehicles recovered, etc.) over time.

The process evaluation will document how the ORC program is implemented, looking at services, activities, and immediate outcomes. This will include but not be limited to documentation of the composition and activities of the ORC Team, number and location of LPR cameras, use of merchandise tracking devices, use of other technology, and record systems that exist or are developed to collect immediate (e.g., number of investigations initiated, number of arrests, etc.) and longer term outcomes. Process data will be collected during site visits and in the process of collecting quarterly report data.

The outcome evaluation will look at key indicators over time using a pre-post design, drawing them from a baseline period prior to the start of the proposed project and periodically (annually or semi-annually) throughout the three year service delivery period. Key outcome indicators are the number of organized retail theft crimes, motor vehicle thefts, arrests of perpetrators, and stolen vehicles recovered. These data will likely be closely tracked by the ORC Team itself, or extracted from Mark43, SPD's records management system.

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

Budget Attachment

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment_Final.xlsx](#)

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[ORC_Work_Plan.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

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

Local Impact Letter(s) (Appendix E)

[Local_Impact_Letter_from_the_DAs_Office.pdf](#)

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

Policies Limiting Racial Bias

[Bias_Based_Policing_Policy_Policy_402.pdf](#)

Policies on Surveillance Technology

[Public_Safety_Video_Surveillance_System_Policy_378.pdf](#)

[Mobile_Audio_Video_Policy_445.pdf](#)

[Portable_Audio_Video_Recorders_Policy_449.pdf](#)

[Automated_License_Plate_Readers_ALPRs_Policy_462.pdf](#)

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

[Certification_of_Compliance_with_BSCC_Policies_-_Signed.pdf](#)

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

OPTIONAL: n/a
Bibliography

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

Appendix B: Project Work Plan

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

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

(1) Goal:	Establish an Organized Retail Crime and Motor Vehicle Prevention Program within the Investigations Unit.		
Objectives (A., B., etc.)	A. Establish an ORC Team of detectives, sworn officers, and civilian Investigative Specialists. B. Develop and implement plans and systems for the prevention and reduction of ORCs and motor vehicle theft. C. Acquire the technology and establish systems to support the use of merchandise tracking devices, fixed LPR cameras, and forensic software.		
Process Measures and Outcome Measures:	Process: Composition and activities of the ORC Team, number and location of LPR cameras, use of tracking devices, use of other technology. Outcomes: Number of investigations initiated, number of arrests, etc.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Hire new staff.	HR Department.	10/1/2023	4/1/2024
Assign sworn staff to the ORC Team; develop and implement plans; purchase all equipment and technology and install/implement it.	Detective Sgt. Kendall Gray, ORC Team.	10/1/2023	12/31/2026
List data and sources to be used to measure outcomes: (Data listed in Measures). Sources: Site visits including observations, records review, interviews with key staff and ORC Team members.			

(2) Goal:	Prevent and reduce organized retail crime.		
Objectives (A., B., etc.)	A. █ Understand better the scope and dynamics of ORC. B. Increase the apprehension of offenders. C. Reduce the number of ORCs by 10% per year.		
Process Measures and Outcome Measures:	> █ Process: Use of merchandise tracking devices, LPR cameras, and other technology; activities of the ORC Team. Outcomes: Number of ORC investigations initiated, number of ORC arrests, number of ORCs annually.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
█ ORC Team research and analysis, enhanced investigation, use of video and digital evidence produced by new technology.	> █ ORC Team	> █ 10/1/2023	> █ 12/31/2026
List data and sources to be used to measure outcomes: (Data listed in Measures) Sources: Interviews with ORC Team members, ORC Team records, Mark43 records management system.			

(3) Goal:	Prevent and reduce motor vehicle theft.		
Objectives (A., B., etc.)	A. █ Increase the apprehension of offenders. B. Increase the number of stolen vehicles recovered. C. Decrease the number of motor vehicle thefts by 5% per year.		
Process Measures and Outcome Measures:	> █ Process: Use of LPR cameras and other technology, activities of the ORC Team. Outcomes: Number of Investigations initiated for MV theft incidents, number of arrests for MV theft, number of MV thefts annually, number of stolen vehicles recovered annually.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> █ ORC Team research and analysis, enhanced investigation, use of video and digital evidence produced by new technology.	> █ ORC Team	> █ 10/1/2023	> █ 12/31/2026
List data and sources to be used to measure outcomes: (Data listed in Measures) Sources: Interviews with ORC Team members, ORC Team records, Mark43 records management system.			

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

Name of Applicant: *City of Salinas*

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	\$1,185,397.00
2. Services and Supplies	\$54,190.00
3. Professional Services or Public Agencies	\$978,000.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$122,500.00
6. Equipment/Fixed Assets	\$1,174,620.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$33,600.00
9. Indirect Costs	\$0.00
TOTAL	\$3,573,307.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Detective Sergeant, 0.1 FTE	Annual salary of \$190,120 plus benefits and 5% annual increases, detailed below. 10% FTE for entire grant period.	\$100,190.00
Police Sergeant - Overtime, 4 hours/week	Hourly OT rate of \$149.05 plus 11.65% taxes/benefits and 5% annual increases, detailed below. 4 hrs/wk for entire grant period.	\$106,282.00
Police Officers - Overtime, 10 hours/week	Hourly OT rate of \$117.05 plus 11.65% taxes/benefits and 5% annual increases, detailed below. 10 hrs/wk for entire grant period.	\$208,653.00
Investigative Specialists (Civilian), 2.0 FTE	Annual salary of \$98,314 plus benefits and 5% annual increases, detailed below. 200% FTE beginning 6-months into the grant period.	\$770,272.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$1,185,397.00

1b. Salaries & Benefits Narrative:

The grant will fund 10% FTE of a Detective Sergeant for the entire grant period to provide oversight of grant activities and personnel supervision of Civilian Investigators. Budget based on 10% of current total compensation of \$292,260 (\$190,120 in salary and \$102,140 in taxes/benefits) for initial year, and a 5% increase for subsequent years. The grant will fund 4 hours/week of Police Sergeant time (may be Investigations and/or Patrol) to provide additional support and coordination of grant activities. Budget based on 4 hours/week at current hourly OT rate of \$149.05 (\$133.50 per hour and 11.65% for taxes/benefits) for initial year, and a 5% increase for subsequent years. The grant will fund 10 hours/week of Police Officer time (may be Investigations and/or Patrol Unit) to provide grant-related investigation activity requiring a sworn officer. Budget based on 10 hours/week at current hourly OT rate of \$117.05 (\$104.84 per hour and 11.65% for taxes/benefits) for initial year, and a 5% increase for subsequent years. The grant will fund 2.0 FTE civilian Investigative Specialist positions to begin 6-months into the grant period to focus on investigation, including the review and processing of video, digital, and other evidence produced by the target crimes. Budget based positions starting 6-months after grant award and 200% FTE thereafter based on total compensation of \$131,530 for each position (\$98,314 in salary and \$33,216 in taxes/benefits) for initial year, and a 5% increase for subsequent years.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Furniture Workstations	3 Furniture workstations at \$4,500 each	\$13,500.00
Desk Chairs	Desk chairs at \$700 each.	\$2,100.00
Desk Phones and Headsets	Desk phones and headsets at \$500 per workstation.	\$1,500.00
Desktop Computers	3 Desktop computers at \$3,000 each.	\$9,000.00
Desktop Computer Monitors	6 Desktop computer monitors (2 monitors per workstation) at \$1,000 each.	\$6,000.00
Laptops	3 Laptops at \$4,000 each.	\$12,000.00
SiStore Six-Pack Direct Attached Storage	2 Direct Attached Storage devices at \$3,295 each.	\$6,590.00
SiForce 10TB Enterprise USB 3.1	10 External USB Hard Drives at \$350 each.	\$3,500.00
TOTAL		\$54,190.00

2b. Services and Supplies Narrative:

Furniture Workstations, desk chairs, and phones/headsets, will be purchased for use by the two civilian Investigative Specialists dedicated to this grant, with one additional workstation to be used on a touchdown basis by the Police Sergeants and Police Officers while working on grant activities. The cost for the furniture workstations is \$4,500 each, the cost for the desk chairs is \$700 each, and the cost for the telephone and headset is \$500 per workstation. The grant will fund desktop computers and large dual screen HD monitors for each workstation at a cost of \$3,000 for each desktop computer and \$1,000 for each of the two desktop computer monitors placed on each workstation (6 total). The grant will also fund a laptop for each of the civilian Investigative Specialists and the Detective Sergeant to enable them to access reports and information, collect digital evidence, and to communicate, while in the field. The laptops are estimated to cost \$4,000 each. The grant will fund some computer equipment for the Computer Forensics Lab for forensic examinations of digital devices (identified under the Equipment section). Storage of digital downloads and evidence requires significant storage space, which is limited within the Department so the grant will purchase two SiStore Six-Pack Direct Attached Storage at a cost of \$3,295 each to address the need for longer term storage and redundancy. Once digital downloads have been created, those reports will need to be placed on external hard drives to facilitate dissemination to investigators and the District Attorney's Office. The grant will fund the purchase of 10 SiForce 10TB Enterprise USB 3.1 external hard drives at a cost of \$350 each.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Flock Safety Falcon Camera System Leases	60 cameras for 3-year leases at a cost of \$3,000 per year, plus a one-time \$350 charge for installation.	\$561,000.00
Flock Safety Condor PTZ Camera System Leases	12 cameras for 3-year leases at a cost of \$3,000 per year, plus a one-time \$750 charge for installation.	\$117,000.00
Cellebrite Premium Subscription with Unlimited Unlocks	3 year software subscription at a cost of \$100,000 per year.	\$300,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$978,000.00

3b. Professional Services Narrative

We intend to further expand the City's existing network of LPR cameras through the lease of Flock Safety LPR Cameras. The grant will fund a 3-year lease for 60 Flock Falcon Camera Systems to be installed at the nine ingress points of Northridge Mall, with the remaining 51 cameras to be placed at locations to be determined throughout the City to assist in organized retail theft and MV theft investigations. The lease cost for each Falcon camera is \$3,000 per year with an additional one-time \$350 installation fee, thus a 3-year cost of \$9,350 per camera. The grant will also fund the installation of 12 Flock Safety Condor PTZ Cameras. The Condor cameras are 100% cloud based that offers both live and recorder video via the Flock operating system. Camera locations will be determined after grant award. The Flock Safety Condor PTZ Cameras lease for \$3,000 per year with an additional one-time installation charge of \$750 per camera, thus a 3-year cost of \$9,750 per camera. Given the number of Flock Safety devices we are projected to contract, the basic Flock operating system will be included at no additional cost. To support investigations, a Cellebrite Premium software subscription will be funded to facilitate access to mobile devices and extract information to assist in investigations. The Cellebrite Premium software lawfully unlocks, decrypts, and extracts digital evidence from a wide range of iOS and Android devices and saves significant investigative time. The Cellebrite Premium software subscription costs \$100,000 per year.

4a. Non-Governmental Organization (NGO) Subcontracts

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

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

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation	\$35,000 per year for 3.5 years	\$122,500.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$122,500.00

5b. Data Collection and Evaluation Narrative

The evaluation will be conducted by an external evaluator that will be identified after the grant award. The evaluator may be affiliated with one of our local universities or with a research organization. The evaluator will work collaboratively with SPD on development of the Local Evaluation Plan and will be responsible for collecting data and submitting the quarterly reports to BSCC. We have budgeted \$35,000 per year, for 3.5 years, to support this data collection and evaluation.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
3SI GPS Tracking Devices	2 Packages of 15 tracking devices at \$22,600 per package.	\$45,200.00
SiForce Lighting NV Computer	1 Computer for Computer Forensics Lab at \$29,425 each.	\$29,425.00
SiStore 4U Lhybrid Storage Server	1 Storage Server for Computer Forensics Lab at \$24,995 each.	\$24,995.00
Vigilant LPR Camera Systems	10 major intersections at \$88,000 per intersection.	\$880,000.00
Marked Patrol Vehicle, outfitted	1 marked vehicle at \$95,000 each	\$95,000.00
Unmarked Vehicles	2 unmarked vehicles at \$50,000 each	\$100,000.00
		\$0.00
		\$0.00
TOTALS		\$1,174,620.00

6b. Equipment/Fixed Assets Narrative

3SI GPS Tracking Devices cost \$22,600 for a package of 15 tracking devices, and the grant will fund the purchase two packages (30 devices) for placement in merchandise identified as high-risk of an organized crime theft. The grant will fund the purchase of one SiForce Lighting NV Computer at a cost of \$29,425. This computer will be utilized in the Computer Forensics Lab for forensic examinations of digital devices. Storage of digital downloads and evidence requires significant storage space, which is limited within the Department. The grant will fund the purchase of a SiStore 4U LHybrid Storage Server to address storage of initial downloads at a cost of \$24,995. Vigilant License Plate Reader (LPR) camera systems will be purchased to expand the City's existing network of LPR cameras. Each cluster of eight cameras will cost \$88,000, thus a total cost of \$880,000 for cameras to cover the 10 major intersections. One marked patrol vehicle will be purchased for the use of the Police Sergeants and/or Police Officers working on this grant. Marked vehicles are necessary to enable the officers to respond to emergencies (e.g., active shooter situation, officer needs help call) while on the job. The estimate of \$95,000 per vehicle is based on the recent cost of a fully-outfitted vehicle including radio, MDT, lightbar, signage, and other required equipment. Two unmarked vehicles will be purchased for used by the civilian Investigative Specialists working on this grant.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Cost estimate based on current charge of \$11,000 per annual single program audit. Charges exceeding budgeted amount will be paid for by the City.	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

Financial Audit of entire grant period to be conducted by City of Salinas' contract auditors. The estimate is based on current charge of \$11,000 per annual single program audit. Charges exceeding the \$25,000 budgeted within the grant will be paid for by the City.

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

Description	Calculation for Expense	Total
Vehicle Fuel	\$1,000/year x 3 years.	\$3,000.00
Training and Associated Travel	\$10,200/year x 3 years.	\$30,600.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$33,600.00

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

Fuel for the marked and unmarked vehicles used by the civilian Investigative Specialists working on grant activities. Training funds are budgeted to enable the Police Sergeants and Police Officers to attend Annual Meetings, specialized training, and conferences related to grant activities, and for the civilian Investigative Specialists to attend Annual Meetings, training, and conferences related to their new positions. Costs are estimated at \$10,500 per year for three years which will support three core ORC Team members attending the Annual Meeting (\$150 each x 3 staff x 3 years = \$1,350), support four ORC Team members attending a conference once per year (\$1,500 each x 4 staff x 3 years = \$18,000), and support five ORC Team members attending specialized training (\$750 x 5 staff x 3 years = \$11,250). Costs estimates include registration and travel, including hotel, airfare, rental cars, etc. as necessary to attend and participate in trainings or conferences.

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

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



City of Salinas

SALINAS POLICE DEPARTMENT • 312 East Alisal Street • Salinas, California 93901 • (831) 758-7090

Roberto B. Filice
Chief of Police

June 30, 2023

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

To Whom It May Concern:

To respond to the growing incidence of organized retail crime in our community and the ongoing high rate of motor vehicle theft, the Salinas Police Department has developed an Organized Retail Crime Prevention Program (ORC program) and applied to the state Board of State and Community Corrections for grant funding to support it. The ORC program will support new strategies as well as enhance current strategies to combat organized retail crimes and motor vehicle thefts. A team of detectives, sworn officers, and full-time civilian investigators will be tasked with developing and implementing plans to prevent and reduce these crimes, with a strong emphasis on heightened investigation and the apprehension of offenders. The ORC Team will be supported by the most advanced and effective technology available, including sophisticated forensic equipment and software, fixed cameras, license plate readers, and merchandise tracking devices.

We recognize that if our efforts are successful, in the short term one of the effects may be to present the Monterey County District Attorney's Office with additional cases for prosecution (albeit with enhanced evidence due to more in-depth investigation). Over time, we hope the number of these crimes will decrease, to the benefit of both our agencies.

The Salinas Police Department and Monterey County District's Attorney's Office have a strong working relationship and have participated in many task forces and joint problem-solving efforts together over the years. Our signatures below reflect our willingness to work together to combat organized retail crime and motor vehicle theft and mitigate any negative impacts that the ORC program raises. In particular, we will share information critical to the successful prevention and investigation of the target crimes to ensure the success of the ORC program.

DocuSigned by:

Roberto Filice, Chief of Police
Salinas Police Department

DocuSigned by:

Jeannine Pacioni, District Attorney
Monterey County District Attorney's Office

Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

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

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

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

Salinas Police Department

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Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

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

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

402.4.2 REPORTING OF STOPS

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

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

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

402.5 SUPERVISOR RESPONSIBILITIES

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

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

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Bias-Based Policing

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

402.6 ADMINISTRATION

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

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

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

402.7 TRAINING

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

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

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards and Conduct 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 Coordinator 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 Coordinator for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Automated License Plate Readers (ALPRs)

462.1 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.

462.2 DEFINITIONS

Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.

ALPR Administrator: The Assistant Chief or designee, serves as the ALPR Administrator for the Department.

Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.

Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.

Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

462.3 ADMINISTRATION

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

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Automated License Plate Readers (ALPRs)

All data collected by ALPR technology is downloaded to a server housed and maintained by the Northern California Regional Intelligence Center (NCRIC). In compliance with SB 34 refer to the attached policy of the NCRIC.

<https://ncric.org/html/NCRIC%20ALPR%20POLICY.pdf>

462.3.1 ALPR ADMINISTRATOR

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

- (a) Only properly trained sworn officers, crime analysts, Police Service Technicians, and independent contractors are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Compliance with training requirements for all authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensure procedures are followed for system operators and 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.

462.4 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) An ALPR may be used to canvass license plates around any crime scene. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) 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. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of

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the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDC or through Dispatch. Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)

- (f) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's LPR system will not have access to real time data. Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:
1. Verification of status on a Hot List. An officer must receive confirmation, from a Monterey County Communications Dispatcher or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
 2. Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the LPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.
 3. Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).
 4. General Hot Lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.
 5. All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrator (or his/her designee) before initial entry within the ALPR

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system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity. All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
- Related case number
- Short synopsis describing the nature of the originating call.

- (g) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited. Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Salinas Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:
1. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
 2. Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.
 3. Use Based on a Protected Characteristic: It is a violation of this policy to use the LPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
 4. Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
 5. First Amendment Rights: It is a violation of this policy to use the LPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
 6. Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:
 - (a) criminal prosecution,
 - (b) civil liability, and/or
 - (c) administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies.

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462.5 DATA COLLECTION AND RETENTION

The Assistant Chief is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

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

ALPR vendors will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. The vendor will purge their data at the end of the 30 days of storage. However, this will not preclude Salinas PD from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Salinas retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list.

Restrictions on use of ALPR Data: Information gathered or collected, and records retained by ALPR systems will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

In addition to the above retention standards, information stored on the NCRIC server will be subject to the NCRIC retention of ALPR data policy, which may be viewed via the following link on the NCRIC weblink:

<https://ncric.org/html/NCRIC%20ALPR%20POLICY.pdf>

462.6 ACCOUNTABILITY AND SAFEGUARDS

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

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

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

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

462.7 POLICY

The policy of the Salinas 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.

The Salinas Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

462.8 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Chief of Police or designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department should audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above- authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by department employees during the preceding six-month period and determine if each inquiry meets the requirements established in policy section 462.6(e).

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 can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by the Professional Standards Sergeant.

462.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies when there is a need to know, a right to know, or legal obligation to provide the information 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.

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- (b) The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.
- (c) The Chief of Police or the authorized designee will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Salinas Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).
- (d) 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).

The release of ALPR data by the NCRIC is subject to the NCRIC ALPR policy, which considers the California Values Act (Government Code § 7284.8) in relation to immigration enforcement, when considering release of ALPR data.

<https://ncric.org/html/NCRIC%20ALPR%20POLICY.pdf>

462.10 TRAINING

The Training Sergeant 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).

Public Safety Video Surveillance System

378.1 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.

378.2 POLICY

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

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

378.3 OPERATIONAL GUIDELINES

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

378.3.1 PLACEMENT AND MONITORING

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

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

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

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

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and County Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in County Communications 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.

378.3.2 CAMERA MARKINGS

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

378.3.3 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.

378.4 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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378.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations 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.

378.4.2 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.

378.5 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.

378.5.1 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.

378.6 RELEASE OF VIDEO IMAGES

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

378.7 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.

378.8 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.