

Title	<b>Santa Monica Police Department</b>	07/05/2023
	by <b>Jose Arroyo</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41320774
	jose.arroyo@santamonica.gov	

## Original Submission 07/05/2023

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) **Santa Monica 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.**

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Lead Public Agency **City of Santa Monica - Police Department**

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Applicant's Physical Address **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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

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Mailing Address for Payment **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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Tax Identification Number **95-6000790**

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

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Project Director **William  
Heric**

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

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Project Director's Physical Address **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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Project Director's Email Address **william.heric@santamonica.gov**

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Project Director's  
Phone Number **+13104588453**

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Financial Officer **Jose  
Arroyo**

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

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Financial Officer's  
Physical Address **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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Financial Officer's  
Email Address **jose.arroyo@santamonica.gov**

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Financial Officer's  
Phone Number **+13104588442**

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Day-To-Day Program  
Contact **Derek  
Leone**

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

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Day-To-Day Program  
Contact's Physical  
Address **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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Day-To-Day Program  
Contact's Email  
Address **derek.leone@santamonica.gov**

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Day-To-Day Program  
Contact's Phone  
Number **+13104588478**

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Day-To-Day Fiscal  
Contact **Jose  
Arroyo**

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

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Day-To-Day Fiscal  
Contact's Physical  
Address **333 Olympic Dr  
Santa Monica  
CA  
90401-3296  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>jose.arroyo@santamonica.gov</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+13104588442</b>
Name of Authorized Officer	<b>David White</b>
Authorized Officer's Title	<b>City Manager</b>
Authorized Officer's Physical Address	<b>1685 Main St Santa Monica CA 90401-3296 US</b>
Authorized Officer's Email Address	<b>david.white@santamonica.gov</b>
Authorized Officer's Phone Number	<b>+13104588301</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Research, Develop and Implement a Real Time Crime Center (RTCC)</b>
Proposal Summary	<b>SMPD's version of the RTCC will be referred to as the Santa Monica Analytical Real Time Center (S.M.A.R.T. Center). The SMART Center will be the central command and control hub for the fusion of technology and support staff with the objectives to detect, prevent, and rapidly investigate criminal activity in the city of Santa Monica, specifically targeting organized retail theft and motor vehicle theft throughout the city. The SMART Center will produce real-time, actionable, information by leveraging, integrating, and synthesizing an array of technologies to include, but not limited to CCTV, ALPRs, and geo-location of field assets and analytical software overlay.</b>
PROGRAM PURPOSE AREAS	<b>Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.</b>

Program Purpose Areas (PPAs):	<b>PPA 1: Organized Retail Theft</b> <b>PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft</b>
Funding Category Information	<p><b>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.</b></p>
Funding Category	<b>Medium Scope (Up to \$6,125,000)</b>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<b>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</b>

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

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Project Need

**Santa Monica is an 8.4 square mile city located in LA County with a population of approximately 93,000, increasing to an estimated 250,000 during the day with tourists, shoppers, and employees. Santa Monica is a major tourist destination with its iconic pier and unique, pedestrian-only 3rd St. Promenade, drawing over eight million visitors annually. Santa Monica is home to a mix of residential communities, commercial districts, and recreational venues.**

**Along with this attractive environment for living, shopping, and sightseeing, a target-rich environment for organized retail theft (ORT) has been exploited by ORT groups for years at well-known retail stores such as Nordstrom, Louis Vuitton, the Apple Store, Sephora, Ulta Beauty, Target, and REI among others.**

**Between 2016 and 2022 Santa Monica Police Department (SMPD) experienced a steady climb in reported shoplifting and known, multi-suspect ORT incidents. Retail theft rose from 423 reported incidents**

in 2016 to 587 in 2019. As the pandemic took effect in 2020, reported retail theft and multi-person retail theft dipped to 272 and 295 in 2020 and 2021. As the pandemic eased, the number of incidents returned to their highs, with 563 incidents reported in 2022 (1a).

Whereas the previous figures represent retail thefts committed during business hours, ORT also occurs when retail businesses are closed. An average of 28 additional reported incidents per year occur in Santa Monica overnight, or when retail businesses are closed (1b).

SMPD requested current retail theft statistics from some national retail stores located in Santa Monica. Although these companies declined to report statistics to us or did not want to make their retail theft loss figures public, one national retailer (a loss prevention executive) reported one of their two Santa Monica stores had a 2023, year-to-date increase of over 120% for documented thefts, as compared to 2022. Year to date, the store also had a 519% increase in theft-suspect “apprehensions” and the fiscal impact to this retailer was over \$3 million in shortage compared to less than \$100,000 at the same time last year (2).

The riots and organized retail theft from stores of all kinds in Santa Monica on May 31st, 2020, amidst the George Floyd protests, permanently scarred the Santa Monica retail community. Losses and damages have been estimated in the millions of dollars and many retail establishments were unable to reopen, remaining empty to this day (3).

The extent of Santa Monica-based ORT is illustrated by a 2015 case, when Santa Monica experienced over 60 purse/wallet thefts followed by fraudulent credit card uses at stores such as Nordstrom, Macys, Target, and other smaller retail businesses (4). SMPD filed over 40 counts against 7 suspects for theft and fraud related charges. The primary suspect served one year in jail and 2 years later, in 2017, was again identified in 6 additional multi-suspect retail theft/fraud crimes in Santa Monica (5).

On 11/20/22, a group of 5 suspects entered a Montana Ave. jewelry store and engaged in a coordinated distraction of the store employee. While the employee was distracted, one suspect walked to the back of the store and stole jewelry with a total value of between 200-400 thousand dollars from the safe (6).

Yet another, more recent illustration of the organized retail theft problem in Santa Monica occurred on 1/9/23 at 3:15 AM, when a Ford sedan crashed through the front glass and metal gate of the Louis Vuitton store in the Santa Monica Place Mall. Three suspects exited and filled trash bags with Louis Vuitton handbags. The total loss to the business including the damage was more than \$135,000. With no immediate leads to identify the masked suspects, one suspect was finally identified, 4 months later, after he was involved in a similar incident in Southern California with a \$300,000 loss (7).

To address this rise in ORT, the SMPD Downtown Services Unit (DSU) conducted 8 operations between September 2022 and April 2023, specifically targeting retail theft. These operations were conducted in cooperation with Target, REI, Nike, and TJ Maxx, resulting in 34 arrests for retail-theft related charges (8). Absent these directed operations, most of these crimes would have likely gone undiscovered or unreported. This is another indication of the widespread underreporting of the retail theft problem in Santa Monica.

Although these operations are effective, they cannot be scaled to cover numerous businesses over long periods of time, and they are resource intensive. On the contrary, technology can force-multiply and use relatively few human resources to cover large areas, over long periods of time, in real-time, and for investigative follow-up.

Consistent with the national trend of rising occurrences of vehicle parts theft, Santa Monica has also experienced a dramatic jump in catalytic converter thefts over the last 4 years.

Reported catalytic converter thefts climbed from an average of 33 per year between 2016 and 2019, to 229 in 2020. The increased frequency of these thefts continued with 302 and 312 reported catalytic converter thefts in 2021 and 2022. Currently averaging 40 catalytic converter thefts per month, SMPD is estimated to have a 44% increase in catalytic converter thefts this year, as compared to 2022 (9). This would put Santa Monica at an all-time high of approximately 450 incidents for 2023.

SMPD has utilized public-awareness campaigns suggesting installation of barriers to deter the use of cutting tools, yet the frequency of catalytic converter thefts continues to increase. Another problem is that 99% of SMPD catalytic converter thefts have gone unsolved (10). Those that have been solved, were the result of deliberate or inadvertent police-initiated enforcement actions against a suspect vehicle, leading to the discovery and recovery of stolen catalytic converters. Catalytic converter theft suspects in Santa Monica have also been found to be armed and others have used multiple suspect vehicles to physically obstruct police vehicles from following the primary suspect vehicle.

On at least 3 occasions in the last 6 months, catalytic converter thefts have occurred with offender cars failing to yield to marked SMPD vehicles. When confronted by a police vehicle, the suspect vehicles fled the immediate area, but did not leave the city. On several occasions, the same suspect vehicle has been encountered and then fled from officers up to two times in a single night. This appears to show awareness of restrictive police pursuit policies and little concern of police apprehension or detection.

The real-time use of technology will change the trends described above.



The National Retail Federation's 2022 Organized Retail Crime report says (pg.3), "we expect some organized retail theft (ORT) groups probably will seek to increase utilization of technology to enhance the sophistication and efficacy of their operations."

Santa Monica PD (SMPD) aims to catch-up and surpass ORT networks when it comes to the effective use of all police technologies. Therefore, to address the Santa Monica problems of ORT, vehicle theft, and catalytic converter theft, SMPD proposes to build a Real Time Crime Center (RTCC), to be referred to as the Santa Monica Analytical Real Time Center, or "SMART Center". The SMART Center will be equipped with software and hardware solutions, "fused" into one center, for analysis and dissemination of actionable information to field-based officers and detectives in real time, and for post-incident investigative lead purposes. The SMART center will be used to deter, detect, disrupt, locate, and investigate ORT, vehicle theft, and catalytic converter theft events, suspects, and vehicles.

Traditional law enforcement practice has been to utilize technology such as security cameras, automated license plate recognition cameras (ALPRs), and other technologies for post-incident investigations. Follow-up investigations are conventionally conducted anywhere from minutes, days, or weeks after a crime occurs to identify, locate, and hold suspected criminal offenders responsible. The SMART Center will engage in this traditional roll more efficiently, but its primary purpose will be to predict, deter, and immediately utilize all available technologies, at the moment the crime is reported or detected. Real time intelligence will then be disseminated to field personnel, who can immediately act upon that information to locate the suspects or suspect vehicles.

SMPD has conducted extensive research on the effectiveness of RTCCs, visiting more than 13 active RTCCs in California and the Southwestern US. SMPD has seen first-hand, the effectiveness of leveraging technology investments toward real time crime fighting. Police agencies in Elk Grove, Chino, Beverly Hills, Las Vegas, and La Mesa (AZ) have succeeded in detecting and preventing crime in real time, while also generating actionable leads on reported crimes in 80-90% of major cases. SMPD personnel have attended RTCC conferences and interacted with the National Real Time Crime Center Association (NRTCCA) while preparing for the SMART Center project.

Three SMPD examples of ORT were provided in the "project need" section of this grant application. Regarding the 2015 cases of ORT groups stealing purses and using the stolen credit cards, the investigations required hundreds of investigative hours over a 5-month period to develop chargeable cases. This successful resolution of more than 40 ORT cases was an exception, not the rule, due to the sophisticated tactics used by ORT groups, the large allocation of investigative hours, reduced police staffing, and competing "more serious" criminal investigations. Post arrest in this case, we learned through cell-phone data analysis, that this ORT group had traveled across the United States, from NY City, to Denver,

to San Francisco, to Los Angeles committing retail theft, while posing for pictures in these cities with the same duct tape and foil-lined booster bag. The lack of investigative leads and inability to contemporaneously detect the other two SMPD examples of ORT (Louis Vuitton and the Montana jewelry store), was mostly due to gaps in video coverage, poor video quality, and no ALPRs to capture fleeing vehicles. One of the Louis Vuitton suspects was identified, four months later, only after a lucky DNA identification of a blood droplet left at the scene, and the fact that the same suspect was involved in a similar retail car-smash incident in Huntington Beach, with a \$300,000 loss.

The Santa Monica security camera system hardware and video management system (VMS) are old, unreliable, and in need of replacement with modern cameras and a modern VMS. The number and location of these cameras in Santa Monica also needs to be expanded to allow for reliable real-time detection of ORT, stolen vehicles, and catalytic converter theft. In addition to insuring reliable and timely follow-up investigations and apprehension of suspects, SMPD expects to increase the quality of evidence submitted to the City Attorney's office and the LA District Attorney's office, with the goal of raising case filings and clearance rates related to incidents of ORT, vehicle theft, and catalytic converter theft.

The SMART Center will be a local crime fighting tool, but it will also be a regional criminal intelligence resource for fighting ORT and catalytic converter theft. SMPD knows it is not enough to "possess" technology, the technology must be used on a consistent basis, with skilled and experienced operators to deter, detect, and investigate ORT and catalytic converter theft. Therefore, the SMART center will be in operation 24 hours per day, at least 6 days per week, and organized like a patrol watch, providing an around-the-clock approach to impact the "anytime" nature of ORT and catalytic converter theft. The SMART Center will be staffed with a mix of contracted staff, sworn police staff, or professional police department staff (non-sworn).

The core technology components of the SMART Center will consist of:

A contiguous network of public-facing security cameras comprised of both fixed and maneuverable point-tilt-zoom (PTZ) cameras. The fixed cameras will be used for 360-degree recording allowing reliable follow-up investigations after crimes occur. Conversely, the PTZ cameras will be used for real-time, virtual response to radio calls by trained SMART Center staff, in conjunction with other SMART Center technologies.

A modern Video Management System (VMS), such as Milestone or Genetec, allowing for rapid recall and control of camera assets, with the capability to interface with newer camera hardware.

ALPR cameras covering strategic intersections and routes through

**Santa Monica. These ALPRs will capture stolen vehicles, wanted vehicles, and repeat-offender vehicles generating alerts to the SMART Center in real-time. The SMART Center will also be tasked with supporting our Criminal Investigations Division (CID) by conducting post-event research on suspect vehicle activity and creating “hotlists” to trigger alerts when suspect vehicles are encountered by ALPRs.**

**UASs capable of responding in advance of, or in support of, officers responding to calls for service anywhere in the geographic boundaries of Santa Monica.**

**A “fusion”, “one-pane-of-glass” software platform to merge the SMART Center technologies with SMPD’s CAD/RMS, asset geo-location systems, radio systems into a map-based command center environment. SMPD has researched these programs, observed them being used live in many RTCCs, and met with vendors of platforms such as FUSUS, Flock OS, Peregrine, Citigraf, and Command Central Aware.**

**A video-analytics software platform, such as Briefcam and FUSUS, capable of generating live alerts and reducing the investigative time needed to review Santa Monica City video and 3rd party video.**

**A physical location for the “SMART Center”, built and equipped to incorporate the technologies listed above along with the staffing/management to run the center.**

## **UAS**

**Although SMPD has a robust Drone First Responder (DRF) Program, where a remotely piloted UAS is flown proactively to calls for service, arriving before officers an average of 80% of the time, this program is currently operational only 4 days per week, from 8 AM until 6PM. As part of SMPD’s SMART Center project, SMPD proposes to increase the coverage by our DFR program to 7 days per week from 8 AM to 8 PM (12 hours per day). Also Included in this proposal is the build-out, staffing, and equipping of a second DFR launch site to cover the north and eastern portions of Santa Monica, currently not efficiently reachable by our single DFR launch site. If supplemental drone coverage is needed during the 12-hour gap when DFR will not be in-service (8PM to 8AM), a Field Deployed Drone (FDD) can be launched from our existing FDD program to support searches for fleeing ORT or catalytic converter theft suspects/vehicles, roof-top clearing, or article searches during the day or night. This proposal includes a request for the purchase of two additional UAS devices to support the expanded FDD and DFR programs.**

## **Community Engagement and Outreach**

**The SMART Center will engage in community outreach to promote the sharing and integration of community-based security cameras (commercial and residential) with SMPD, on a voluntary and**

cooperative basis. The goal of this outreach will be to request direct access to privately owned security cameras and to have pre-established communication channels and contact information for privately owned security cameras. SMPD has strong relationships with Santa Monica neighborhood groups, established and nurtured through our Community Affairs Unit (CAU). These relationships will facilitate the Santa Monica SMART Center roll-out and persistent transparency efforts presented to the Santa Monica Community for the life of the center.

### **Crime Analysis**

The SMART Center will produce its own crime analysis products, in coordination with SMPD Crime Analysts, to direct the center's efforts toward deterring, detecting, and reducing ORT, vehicle theft, and catalytic converter theft. These same products will be used to document and assess the center's progress and effectiveness in achieving the goals of this grant.

### **SMART Center Intelligence**

One of the key findings from the National Retail Federation's 2022 Organized Retail Crime report (pg.5) stated, "The lack of quality data has stymied efforts to raise public awareness about the scale and consequences of ORC, according to a former law enforcement official, who noted that ORC presents an intelligence problem for law enforcement authorities and retailers".

As has been our experience in the past, SMPD anticipates being able to gain valuable insights into the operations, methods, tactics, and techniques used by both ORT and catalytic converter theft groups. This information will be invaluable to our law enforcement and private sector retail partners. Sharing this information in near real-time with these partners, will be an important component of the SMART Center's mission.

### **Policies**

SMART Center personnel will follow SMPD policies governing the use of security cameras only for legitimate law enforcement purposes, with auditable logs being maintained for the access and use of all cameras and video recordings. Consistent with UAS Operations Policy 606.6, SMART Center personnel will also follow policy governing the prohibition against using surveillance equipment to view areas where a person would have a reasonable expectation of privacy absent a search warrant or exigent circumstances, to conduct random surveillance activities, or to target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, or gender identity.

**Services Division, which encompasses all police technology, will be the manager of the grant fund and the proposed SMART Center project. Captain Heric oversees Lieutenant Austin Brown, who manages the staff and day-to-day operations within the Professional Services Division, specifically the Police Technology Unit.**

**Under SMPD's Police Technology Unit, there are three imbedded, non-sworn, Information Technology (IT) staff who, on a day-to-day basis, work on the installation, management, and maintenance of the Santa Monica City and SMPD technologies that will be incorporated into the proposed SMPD real time crime center (RTCC), or "SMART Center".**

**There are also four sworn, SMPD technology staff consisting of three sergeants and one officer, who will be dedicated to the implementation of the SMART Center project. Two SMPD financial analysts are also part of the Professional Services Division under Captain Heric and will support the implementation and tracking of the grant funds.**

**Decision making will take place in a committee format, made up of the above-mentioned members deliberating, after receiving input from stakeholders across SMPD and the City of Santa Monica. This process has already begun as SMPD has gathered a large body of research related to police use of RTCCs to detect, deter, and investigate criminal activity.**

**When the proposed SMART Center project is funded, the SMPD team, along with city staff, will be ready to begin implementation of the project starting with the preparation of the SMART Center site.**

**SMPD has established partnerships with technology integrators such as Siemens and Convergent and will work with these integrators to install proposed camera upgrades and additions, along with SMART Center components, hardware, and software. SMPD is currently live-testing technologies such as Video Management Systems (VMSs), video analytics platforms, and camera hardware being considered for incorporation into the SMART Center.**

**SMPD has also interviewed integrators from Constant Technologies and Convergent who specialize in building Real Time Crime Center environments. SMPD will continue to assess potential partners in the build out of the proposed SMART Center leading up to the grant funding date.**

**SMPD has gathered a body of research on RTCCs, including visits to over 15 real time crime centers inside and outside of California. This hands-on experience with the hardware and software components that will make up the SMART Center technology, have prepared SMPD to quickly move forward with this project when it is approved**

**SMPD's existing Unmanned Aircraft System (UAS) program, specifically our Drone First Responder (DFR) program, proposed to**

be expanded and incorporated into the SMART Center grant project, was successfully implemented and woven into the police response environment by the SMPD staff described above. Being first on-scene on an average of 85% of involved calls, this new and innovative approach to police response has provided officers with a much safer and more informed ability to respond to calls and take suspects into custody. The implementation of this program required imagination and technical skills, to create a successful DFR program which has been the subject of news articles, TV news coverage, and law enforcement visitors from around the region, country, and globe.

Although the BSCC grant timeline supports funding of the proposed SMPD SMART Center for three years, SMPD sees this project as sea-change and launch into the future of policing, with no turning back. The real-time use of technology and specifically the proposed grant-funded SMART Center, with its physical and technological infrastructure buildup, will put SMPD on a course to inculcate the center as a necessary item in our 1st responded toolbox. SMPD is committed to staffing the center with a combination of sworn, non-sworn, and contracted staff, which will be refined over the course or the grant period. SMPD will evaluate the most efficient combination of personnel and broaden its mission as the need arises, while committing to the recurring cost of the center beyond the grant period and into the anticipated 2028 Los Angeles Olympic Games.

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#### Project Evaluation and Monitoring

The SMPD SMART Center project will be evaluated within the command structure of the SMPD Professional Standards Division, headed by Captain William Heric. The Real Time Crime Center (RTCC) or SMART Center Sergeant, Derek Leone, will monitor the weekly progress of the project and maintain a timeline of steps taken and milestones passed, during the various phases of the project listed below.

A baseline snapshot of reported retail theft, stolen vehicle recoveries, and catalytic converter theft incidents, along with case filings and case clearance rates related to these categories will be obtained and archived before the BSCC grant project period begins. Once the operational-testing phase (phase 3) of this project is reached, these statistics will be calculated and archived every 3 months (quarterly) to assess the impact and effectiveness of the SMART Center's efforts.

Following the BSCC Notices to Applicants date on September 15, 2023, planning and preparations for the SMART Center project will begin. Once the grant period begins on October 1, 2023, the SMART Center's physical setup progress will be assessed weekly to determine if the project is keeping to the proposed phase timeline as detailed below.

**SMART Center phases:**

**Start-up Phase (Grant period start to 1 month)**

**Smart Center design is finalized**

**SMART Center site cleared and build-out started**

**Hardware and software platforms to be integrated into the SMART center including Video Management System (VMS), video analytics solution, “fusion” software platform, ALPR system additions, UAS devices and hardware are selected and ordered.**

**Contracts for SMART Center employees are being finalized.**

**Outreach to the retail sector has begun and a process for incorporation of business cameras into the SMART Center system has been established.**

**Model types, quantities, and locations of security cameras needed for new installations and replacement of existing cameras have been selected and ordered.**

**New ALPR locations are selected, and cameras ordered.**

**SMART Center furniture, workstations, monitors, and video wall hardware are selected and ordered.**

**A temporary SMART Center desk has been established and the 1st SMART Center analyst is using available technologies such as the existing VMS, ALPRs, CCTV cameras, and UAS devices to begin providing the real-time services of the SMART Center.**

**Build-out Phase (3-6 months from funding)**

**SMART Center site construction and installation of Information Technology infrastructure is in-progress.**

**New installations and replacement of existing cameras is in-progress.**

**New ALPR location cameras are being installed.**

**SMART Center furniture, workstations, monitors, video wall hardware, have been delivered.**

**Operational-Testing Phase (6 months from funding)**

**SMART Center furniture, workstations, monitors, video wall hardware are being installed.**

**SMART Center personnel are live-training on the new VMS, ALPR, and “fusion” software platform by responding to live calls for service using as many technologies as are available at this point in the project. Although the SMART Center might not be fully operational at this point, this will not deter the SMART Center staff from using the new technologies to assist with the SMART Center’s mission.**

**Operational Phase (12 months from grant funding through end of grant period)**

**The SMART Center is fully staffed and functioning at least 6 days per week and 24 hours per day.**

**The SMART Center has access to all anticipated technologies, ALPRs, CCTV, UAS, and a fusion software platform, allowing center staff to virtually respond to calls.**

**The SMART Center's crime analysis function will be producing weekly, criminal intelligence led direction of center efforts to respond to, reduce, and detect ORT, vehicle theft, and catalytic converter theft.**

**Personnel overtime being utilized for intelligence-driven strike team deployments, for overt or covert operations, to deter and detect ORT and catalytic converter theft.**

### **Assessing and evaluation Phase**

**Collecting all project documentation.**

**Assessment of goals and SMART Center impact including percentage reduction of reported ORT and catalytic converter theft incidents, reported stolen vehicles and stolen vehicle recoveries, and changes in ORT and catalytic converter theft case clearance and filing rates.**

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#### Budget Instructions

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

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#### Budget Attachment

**[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-Final\\_2.xlsx](#)**

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SECTION V -  
ATTACHMENTS

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

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Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_2.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

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

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Local Impact Letter(s) (Appendix E)

[Local\\_Impact\\_Letter\\_-\\_Main\\_Streetsigned.pdf](#)

[Local\\_Impact\\_Letter\\_-\\_Pier\\_Corpsigned.pdf](#)

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

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

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Letter(s) of  
Commitment,  
(Appendix F)

n/a

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Policies Limiting Racial Bias

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

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Policies on Surveillance Technology

[7.\\_Policy\\_-\\_ALPR.pdf](#)

[7.\\_Policy\\_-\\_CCTV.pdf](#)

[7.\\_Policy\\_-\\_Facial\\_Recognition.pdf](#)

[7.\\_Policy\\_-\\_UAS.pdf](#)

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

[Certification\\_of\\_Compliance.pdf](#)

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OPTIONAL:  
Governing Board  
Resolution (Appendix  
H)

n/a

OPTIONAL:  
Bibliography

n/a

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CONFIDENTIALITY  
NOTICE:

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

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## Appendix B: Project Work Plan

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

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

<b>(1) Goal:</b>	<b>&gt; The reduction in incidents of Organized Retail Theft (ORT) reported by Santa Monica Retailers</b>		
Objectives (A., B., etc.)	> A. To stop the yearly increase in reported retail theft and multi-suspect retail theft incidents in Santa Monica > B. To show a measurable decrease in incidents of ORT > C. To show a measurable decrease in inventory loss by Santa Monica based major retail brands such as Target, REI, Louis Vuitton, Nordstrom, and T.J.Maxx		
Process Measures and Outcome Measures:	> Bi-annual review of SMART Center quarterly call handling and disposition reports > Bi-annual review of Santa Monica PD quarterly retail theft incident reporting and multi-suspect retail theft reporting. > Bi-annual requests of inventory loss statistics from the retailers listed above		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Use of the SMART Center technologies in coordination with Police units such as the Downtown Services Units (DSU) and overtime-based strike teams in direct coordination with retailers to detect, deter, and apprehend offenders related to ORT.	>Santa Monica SMART Center Staff / Captain William Heric	> 10/1/23	> 12/31/26
List data and sources to be used to measure outcomes: > Santa Monica PD SMART Center activity records, Santa Monica PD crime reporting statistics, inventory loss statistic requested from retailers such as Target, REI, Louis Vuitton, Nordstrom, and T.J.Maxx.			

<b>(2) Goal:</b>	<b>&gt; The reduction in incidents of catalytic converter theft reported in Santa Monica</b>		
Objectives (A., B., etc.)	> A. To stop the yearly increase in catalytic converter theft incidents in Santa Monica > B. To show a measurable decrease in incidents of catalytic converter theft.		
Process Measures and Outcome Measures:	> Bi-annual review of Santa Monica PD catalytic converter theft incident reporting.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Use of the SMART Center technologies in coordination with Patrol Operation Watches, Special Problems Unit, and overtime-based strike teams to detect, deter, and apprehend catalytic converter theft suspects.	> Santa Monica SMART Center Staff / Captain William Heric	> 10/1/23	> 12/31/26
List data and sources to be used to measure outcomes: > Santa Monica PD crime reporting statistics related to catalytic converter theft incidents.			

<b>(3) Goal:</b>	<b>&gt; Increase the percentage of reported ORT and Catalytic Converter theft incidents submitted for criminal filing.</b>		
Objectives (A., B., etc.)	> A. Show a yearly increase in the number of cases of ORT and catalytic converter theft presented to the Santa Monica City Attorney's Office or the LA District Attorney's Office for criminal prosecution. > B. Show a yearly increase in case clearance rates for ORT and catalytic converter theft as compared to the total number of reported incidents.		
Process Measures and Outcome Measures:	> On a bi-annual basis, obtain the number of ORT and Catalytic Converter theft incidents cleared and/or submitted for filing. > Calculate the percentage of case clearances and filings as compared to the total number of reported incidents.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Use of the SMART Center technologies in coordination with the SMPD Criminal Investigations Division to conduct case research, extract and upload evidentiary video to support case filings, and intelligence sharing to direct weekly SMART Center focus.	> Santa Monica SMART Center Staff / Captain William Heric	> 10/1/23	> 12/31/26

List data and sources to be used to measure outcomes: > Santa Monica PD crime reporting statistics related to ORT and catalytic converter theft incidents and SMPD Criminal Investigations Division case clearance and case filing rates relevant to ORT and catalytic converter theft suspects.

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

**Name of Applicant:** *City of Santa Monica*

**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	\$880,142.00
2. Services and Supplies	\$1,887,845.00
3. Professional Services or Public Agencies	\$1,822,013.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$1,460,000.00
7. Financial Audit (Up to \$25,000)	\$0.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$6,125,000.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
SMART Center Sworn Personnel - OT	Hourly OT Rates: Sergeant \$129.48/hr, Police Officer \$97.40/hr	\$880,142.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$880,142.00</b>

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

*Overtime allowance for staffing the 3 additional Drone as First Responder pilots, 4 Officers, and 4 Supervisors needed to staff the SMART Center 7 days per week, 24 hours per day. Budget will cover Overtime for existing personnel.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Smart Center Construction	Physical and IT buildout of the SMART Center infrastructure such as wall construction/demolition, electrical work, window/glass installation, wire/cable runs, and heating/air conditioning.	\$600,000.00
Replacement Video Management System (VMS)	VMS System Milestone Estimate - \$271,284	\$271,284.00
A/I Video Analytics	Estimate based on Briefcane Quote	\$716,561.00
SMART Center Fusion Software	Based off estimates received from software companies currently providing this service (FUSUS, STRAX, Citigraf, CC Aware, GeoShield, Peregrine, etc.)	\$300,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,887,845.00</b>

**2b. Services and Supplies Narrative:**







<b>TOTAL</b>	<b>\$0.00</b>
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**8b. Other (Travel, Training, etc.) Narrative:**

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

**9a. Indirect Costs**

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

**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.**



May 17, 2023

Main Street Business Improvement Association (MSBIA)  
P.O Box 5260  
Santa Monica, CA 90409  
Attn: Hunter G. Hall

Re: Local Impact Letter between SMPD and Main St. Business Improvement Assoc. to apply for a Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant.

Dear Mr. Hall:

The Santa Monica Police Department is submitting a grant application for a Santa Monica Analytical Real-Time (SMART) Center, which will provide our Patrol Operations and Investigators real-time information from CCTV cameras, automated license plate readers, unmanned aircraft systems, analytical software, as well fund overtime patrols. One of the granting agency's requirements is to notify organizations that may be impacted by this project.

This project may cause an increase in law enforcement presence in the Main Street Business Improvement District, as well as installation of CCTV and ALPR cameras in your area.

In order to mitigate any potential negative impacts, the Santa Monica Police Department will ensure MSBIA is notified in advance, when feasible, of patrol operations and coordinate the scheduling of construction/installation related to this project to limit impact to services and facilities.

We, the undersigned, as authorized representatives, do hereby approve this document.

Santa Monica PD

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

**Ramon Batista**  
Chief of Police

Main Street Business Improvement Assoc.

A large, stylized handwritten signature in blue ink, appearing to read "Hunter G. Hall".

**Hunter G. Hall**  
Executive Director



May 17, 2023

Santa Monica Pier Corporation  
200 Santa Monica Pier, Ste A.  
Santa Monica, CA 90401  
Attn: Nicholas Rolston

Re: Local Impact Letter between SMPD and Santa Monica Pier Corporation to apply for a Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant.

Dear Mr. Rolston:

The Santa Monica Police Department is submitting a grant application for a Santa Monica Analytical Real-Time (SMART) Center, which will provide our Patrol Operations and Investigators real-time information from CCTV cameras, automated license plate readers, unmanned aircraft systems, analytical software, as well fund overtime patrols. One of the granting agency's requirements is to notify organizations that may be impacted by this project.

This project may cause an increase in law enforcement presence at the Pier, as well as installation of CCTV and ALPR cameras in your area.

In order to mitigate any potential negative impacts, the Santa Monica Police Department will ensure Santa Monica Pier Corporation is notified in advance, when feasible, of patrol operations and coordinate the scheduling of construction/installation related to this project to limit impact to services and facilities.

We, the undersigned, as authorized representatives, do hereby approve this document.

Santa Monica PD

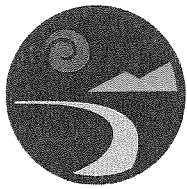
Handwritten signature of Ramon Batista in black ink.

**Ramon Batista**  
Chief of Police

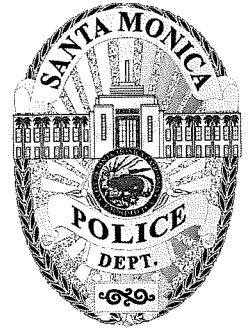
Santa Monica Pier Corporation

Handwritten signature of Nicholas Rolston in black ink, written over a dashed horizontal line.

**Nicholas Rolston**  
Chair



City of  
**Santa  
Monica**



May 17, 2023

Downtown Santa Monica, Inc.  
1351 Third Street Promenade, Suite 201  
Santa Monica, CA 90401  
Attn: Andrew Thomas

Re: Local Impact Letter between SMPD and Downtown Santa Monica, Inc. to apply for a Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant.

Dear Mr. Thomas:

The Santa Monica Police Department is submitting a grant application for a Santa Monica Analytical Real-Time (SMART) Center, which will provide our Patrol Operations and Investigators real-time information from CCTV cameras, automated license plate readers, unmanned aircraft systems, analytical software, as well fund overtime patrols. One of the granting agency's requirements is to notify organizations that may be impacted by this project.

This project may cause an increase in law enforcement presence in the Downtown, as well as installation of CCTV and ALPR cameras in your area.

In order to mitigate any potential negative impacts, the Santa Monica Police Department will ensure DTSM is notified in advance, when feasible, of patrol operations and coordinate the scheduling of construction/installation related to this project to limit impact to services and facilities.

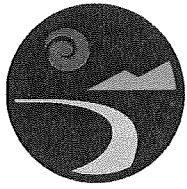
We, the undersigned, as authorized representatives, do hereby approve this document.

Santa Monica PD

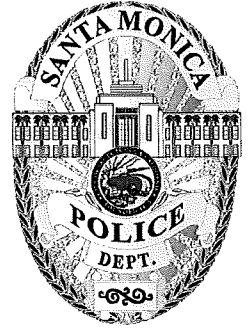
Downtown Santa Monica, Inc.

**Ramon Batista**  
Chief of Police

**Andrew Thomas**  
CEO



City of  
**Santa  
Monica**



May 17, 2023

Montana Avenue Merchants Association (MAMA)  
1128 Montana Ave  
Santa Monica, CA 90403  
Attn: Kara Taub

Re: Local Impact Letter between SMPD and Montana Avenue Merchants Assoc. to apply for a Board of State and Community Corrections (BSCC) Organized Retail Theft Prevention Grant.

Dear Ms. Taub:

The Santa Monica Police Department is submitting a grant application for a Santa Monica Analytical Real-Time (SMART) Center, which will provide our Patrol Operations and Investigators real-time information from CCTV cameras, automated license plate readers, unmanned aircraft systems, analytical software, as well fund overtime patrols. One of the granting agency's requirements is to notify organizations that may be impacted by this project.

This project may cause an increase in law enforcement presence in the Montana Avenue Business Improvement District, as well as installation of CCTV and ALPR cameras in your area.

In order to mitigate any potential negative impacts, the Santa Monica Police Department will ensure MAMA is notified in advance, when feasible, of patrol operations and coordinate the scheduling of construction/installation related to this project to limit impact to services and facilities.

We, the undersigned, as authorized representatives, do hereby approve this document.

Santa Monica PD

**Ramon Batista**  
Chief of Police

Montana Avenue Merchants Assoc.

**Kara Taub**  
CEO

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to Department members that affirms the Santa Monica Police Department's commitment to Constitutional policing that is fair, objective, and fosters mutual respect and cooperation between law enforcement and members of all racial, identity, and cultural groups.

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, while at the same time emphasizing an understanding and respect for racial, identity, and cultural differences (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

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

### 401.2 POLICY

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

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

#### 401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

# Santa Monica Police Department

## Santa Monica Police Department Policy Manual

### *Bias-Based Policing*

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

#### **401.4 MEMBER RESPONSIBILITIES**

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

##### **401.4.1 REASON FOR CONTACT**

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

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

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

##### **401.4.2 RACIAL AND IDENTITY PROFILING ACT (RIPA) REQUIREMENTS**

An officer shall complete a RIPA report for specific types of stops and searches as defined in 11 CCR 999.227. A RIPA report shall be completed for any detention or search of a person or property in their possession or control, including pat-down and consensual searches. Data collected must at a minimum include the data elements required by 11 CCR 999.226, but shall not include personal identifying information of the persons stopped, such as name, address, social security number or any other unique personal identifying information. Data collected by officers will be sent to the California Department of Justice (DOJ) on an annual basis via the Department's RIPA reporting system.

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

Officers shall complete and submit all RIPA reports by the end of their shift unless exigent circumstances preclude doing so (11 CCR 999.227). In such circumstances, the officer must notify a supervisor, and complete the report as soon as practicable.

The data collected for the RIPA report shall not be used for disciplinary purposes or for use in performance evaluations. However, failing to document a stop as required by this policy may result in disciplinary action.

# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Bias-Based Policing*

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### **401.5 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 concerns with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors shall periodically review MAV recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
  - 1. Supervisors shall document these periodic reviews.
  - 2. Recordings or data that capture a potential instance of bias-based policing shall be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors shall take prompt and reasonable steps to address any retaliatory action taken against any member of this Department who discloses information concerning bias-based policing.
- (e) Supervisors shall review RIPA reports for officers assigned to their shift and address any entries that are improperly filled out or missing.
  - (a) Supervisors shall ensure that officers complete all RIPA reports that were improperly filled out or missing as soon as practicable.

### **401.6 ADMINISTRATION**

Each year, the Deputy Chief of Police shall 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.

### **401.7 TRAINING**

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

- (a) All sworn members of this Department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.



# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Bias-Based Policing*

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

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

The Internal Affairs Unit supervisor or his/her designee, 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 DOJ as required for reporting (Penal Code § 13012; Penal Code § 13020).

Supervisors should ensure that the RIPA reports for officers assigned to their shift are properly completed and submitted to the Department's approved RIPA data collection system (LEFTA) for required annual reporting to the DOJ (Government Code § 12525.5).

In accordance with Government Code § 12525.5, the Custodian of Records shall ensure that the RIPA data gathered is sent to the DOJ via the Department's web-based application on an annual basis, unless otherwise determined by the Chief of Police or their designee. All RIPA data collected is public record and open to public inspection. No identifying information about the peace officer collecting the data or person being stopped shall be publicly disclosed, unless otherwise required by law or court order.

## Automated License Plate Readers (ALPRs)

### 429.1 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. Additionally, this policy shall establish standards for the Department to maintain reasonable security procedures and practices to protect ALPR information and implement a usage and privacy policy with respect to that information.

### 429.2 POLICY

The policy of the Santa Monica 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 and shall only be used for authorized purposes.

### 429.3 ADMINISTRATION

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

#### 429.3.1 ALPR ADMINISTRATOR

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

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Automated License Plate Readers (ALPRs)*

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- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the Department's website.

### **429.4 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) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this Department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access Department, State or Federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

### **429.5 DATA COLLECTION AND RETENTION**

The Police Technology Unit 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.

# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Automated License Plate Readers (ALPRs)*

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### **429.6 ACCOUNTABILITY**

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

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

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

### **429.7 RELEASING ALPR DATA**

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

- (a) The agency makes a written request for the ALPR data that includes:
  - 1. The name of the agency.
  - 2. The name of the person requesting.
  - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Deputy Chief of Police or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

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

### **429.8 TRAINING**

The Training Unit 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).

## Closed-Circuit Television

### 338.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of the Department's closed-circuit television (CCTV), as well as the storage and release of the captured images.

This policy specifically applies to the public safety CCTV system operated by the Department.

### 338.2 POLICY

The Santa Monica Police Department operates a CCTV 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 prevent and deter crime, to help safeguard the public from potential threats, to help manage emergency response situations, 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.

### 338.3 OPERATIONAL GUIDELINES

Only authorized members of the Department shall operate the CCTV system. Members shall only utilize Department-approved CCTV equipment. Members authorized to monitor the CCTV system shall 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 monitoring technology and should consult with and be guided by legal counsel as necessary in making such determinations.

#### 338.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall public safety plan. As appropriate, the Chief of Police will confer with other affected City divisions and designated community groups when evaluating camera placement.

Cameras shall be strategically placed in a manner and location that will maximize the field of view of public areas for public safety purposes, and minimize any inadvertent capture of images from areas where there would be a reasonable expectation of privacy. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement. Neither the field of view nor the focal length of any pre-positioned system camera shall be altered without the approval of the Office of the Chief of Police.

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 CCTV may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.

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- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera shall 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 Public Safety Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information shall be provided to responding officers in a timely manner. The Watch Commander or trained Public Safety Communications Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the CCTV 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.

### **338.4 VIDEO SUPERVISION**

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

#### **338.4.1 VIDEO LOG**

Authorized members shall only use their credentials to access the CCTV system. The computer will automatically log the date and time access was given, the name/identifier of the member accessing the recorded video images, and which recorded video images were viewed by the member.

#### **338.4.2 PROHIBITED ACTIVITY**

Closed-circuit television systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

CCTV equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based 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.

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

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### **338.5 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 monitoring 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. 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.

#### **338.5.1 EVIDENTIARY INTEGRITY**

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

### **338.6 RELEASE OF VIDEO IMAGES**

All recorded video images gathered by the CCTV equipment are for the official use of the Santa Monica 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.

### **338.7 VIDEO SURVEILLANCE AUDIT**

The Chief of Police or the authorized designee will periodically conduct a review of the CCTV 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.

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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.

### **338.8 TRAINING**

All Department members authorized to operate or access CCTV 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 monitoring equipment and privacy.



# Facial Recognition

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the acceptable use of the images (probe and candidate), information and tools within the facial recognition system. Facial Recognition shall only be used when there is reasonable suspicion that such use will provide information relevant to an active investigation, imminent threat to health or safety ("at-risk"), or to help in the identification of deceased persons or persons unable to identify themselves.

This policy applies to all law enforcement personnel who are granted direct access to the face recognition system as well as personnel who are permitted to request face recognition searches. Any outside agency, or personnel from an outside agency, requesting face recognition assistance with an investigation must also adhere to this policy, and must fill out a request form ( see attachment ), which indicates adherence to these policies.

## 609.2 POLICY

The policy of the Santa Monica Police Department is to solely utilize face recognition technology as an investigative tool during investigations, while recognizing the established privacy rights of the public. Facial recognition must be used in accordance with all federal and state laws, and all Departmental policies.

## 609.3 DEFINITIONS AND TERMS

**Digital Mugshot System (DMS)** – DMS is the repository of all criminal booking photos (mugshots) and includes a Facial Recognition application.

**Facial Recognition** – The automated searching of a facial image (probe) against a known database(s) resulting in a list of candidates ranked by computer-evaluated similarity score. This is commonly referred to as a one-to-many comparison.

**Facial Reviewer**- A person who successfully completed training by the FBI or LACRIS in facial comparison. (1) The review of a candidate list to identify possible matches. (2) One-to-one verification conducted in a high-throughput environment (e.g., stadium entrance).

**Los Angeles County Regional Identification System (LACRIS)** - The California Department of Justice's CAL-ID program responsible for providing biometric identification services to Los Angeles County law enforcement agencies.

**Probe**- The facial image or template searched against a known mugshot database in a Facial Recognition System.

**Surveillance**- Lawful close watch kept over someone or something.

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### **609.4 PROHIBITIVE USES**

1. Members shall not use face recognition to actively surveil members of the public through any camera or video device unless the person(s) are under an active criminal investigation or the surveillance is in response to an imminent threat of life.
2. Members shall not use face recognition on live stream video unless there is an imminent threat to life or involves at risk individuals.
3. Members shall not use facial recognition for predictive analysis.

### **609.5 FIRST AMENDMENT ACTIVITY**

The Santa Monica Police Department and its personnel will not perform or request facial recognition searches about individuals or organizations that will violate the First, Fourth, and Fourteenth Amendments of the US Constitution and based solely on any of the following:

1. Their religious, political, or social views or activities.
2. Their participation in a particular noncriminal organization.
3. Their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identification, sexual orientation, or other protected classification.

### **609.6 DATABASE AND DATA LIMITATIONS**

The Santa Monica Police Department will not maintain or keep any database to conduct facial recognition searches and shall only utilize department approved third party databases to conduct facial recognition searches.

Potential matches returned by the facial recognition system are to be considered investigative leads only and cannot be used as the sole basis for an arrest or identification.

### **609.7 DOCUMENTATION**

With any possible match where an investigative lead is generated on the facial recognition software, the face reviewer and/or investigator should write a detailed report on the information they have obtained.

### **609.8 INVESTIGATIVE SEARCHES**

1. Probe images will only be used from legally obtained sources.
2. Face reviewers will determine if probe image(s) is suitable for facial recognition searches and may process images for the purpose of conducting a facial recognition search.

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### **609.9 TRAINING**

Santa Monica Police Department personnel accessing the facial recognition system shall have successfully completed training provided by the Federal Bureau of Investigations (FBI) or LACRIS, which shall meet the Criminal Justice Information Services (CJIS) minimum training criteria for usage of facial recognition systems. Investigative searches shall only be conducted by trained face reviewers. Trained Face Reviewers are qualified to assess image quality and suitability for face recognition searches and to perform one-to-many and one-to-one face image comparisons.

### **609.10 AUDITS**

#### **609.10.1 EXTERNAL AUDITS**

The use of the LACRIS facial recognition system is controlled by state law pertaining to Criminal Offender Record Information (CORI). All use(s) of the LACRIS facial recognition system will be performed on a need to know and right to know basis per CORI regulations. All use(s) of the LACRIS facial recognition system and search requests are subject to an external audit by the Cal-DOJ, and LACRIS. In the event of an external audit, the user will be required to provide appropriate justification for the use or request of a face recognition search.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available. For searches conducted on behalf of another individual, the name and rank/job title of other individual requesting the search shall also be included.

#### **609.10.2 INTERNAL AUDITS**

An internal audit will be conducted on a monthly basis by the Department personnel assigned as the administrator for the Department's facial recognition account(s). In the event a user fails to comply with proper procedures or there is a discrepancy with the information provided, their account will be flagged. The user and their immediate supervisor will be notified of the improper use or discrepancy and the user will be required to provide appropriate justification for the face recognition search.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available. For searches conducted on behalf of another individual, the name and rank/job title of other individual requesting the search shall also be included.

If the user is unable to provide a sufficient reason for the search, the user's immediate supervisor shall make a determination if a policy violation has occurred and shall document the incident. If the user is flagged more than once, the user's immediate supervisor shall follow the above internal audit procedure. In addition, the user's supervisor shall also make a determination as to whether the user requires remedial training or if the user shall lose account access.

# Unmanned Aerial System (UAS) Operations

## 606.1 PURPOSE AND SCOPE

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

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

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

**Drone as a First Responder (DFR)** - The use of UAS to proactively respond to calls for police service or assist officers in the field in real time while they respond to calls for police service.

**Field Deployed Drone**- The use of UAS by personnel based in the field to assist in routine calls for police service or during exigent circumstances.

**Other Deployments**- All other use of UAS which does not fit into one of the two above-mentioned definitions.

## 606.2 POLICY

Unmanned aerial systems may be utilized to enhance the Department's mission of protecting lives and property when legally permissible. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## 606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).

## 606.4 PROGRAM COORDINATOR

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

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all Department employees who are authorized operators and required observers have completed all required FAA and Department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.

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- Developing uniform protocol for submission and evaluation of requests to deploy a UAS for other deployments (not defined as Drone as a First Responder (DFR) or the Field Deployed Drone (FDD) program)
- Developing protocol for conducting pre-planned criminal investigations involving a UAS.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for documenting all flights.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

### **606.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS, unless being done in a training environment under the supervision of an operator who has met all the training requirements.

Operators shall not use personally owned UAS for operations, missions, or deployments, except in exigent circumstances or with prior written approval from the Chief of Police. This restriction shall not apply to authorized and approved training environments.

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

UAS operations should only be flown within FAA guidelines.

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### **606.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To view areas where a person would have a reasonable expectation of privacy absent a search warrant or exigent circumstances.
- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

### **606.7 RETENTION OF UAS DATA**

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

### **606.8 APPLICABILITY**

This Policy shall apply to all UAS operation whether they are deployed from a centralized location or while in the field.