Title	**Costa Mesa Police Department**	07/07/2023
	by **Costa Mesa PD** in **Organized Retail Theft Prevention Grant Program**	id. 41333505
	pdcostamesa@gmail.com	

Original Submission   07/07/2023

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

SECTION I - BACKGROUND INFORMATION	**This section requests information about the applicant's name, location, mailing address, and tax identification number.**
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	**Costa Mesa Police Department**
Multi-Agency Partnerships Information (if applicable)	**Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**
Multi-Agency Partnerships	**No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information	**All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**
Lead Public Agency	**Costa Mesa Police Department**
Applicant's Physical Address	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Applicant's Mailing Address (if different than the physical address)	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Mailing Address for Payment	**PO Box 1200** **Costa Mesa** **CA** **92628-1200** **US**
Tax Identification Number	**95-6005030**
SECTION II - CONTACT INFORMATION	**This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**
Project Director	**Bryan** **Wadkins**
Project Director's Title with Agency/Department/Organization	**Police Captain**
Project Director's Physical Address	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**

Project Director's Email Address	**bwadkins@costamesaca.gov**
Project Director's Phone Number	**+17147545672**
Financial Officer	**Carol Molina**
Financial Officer's Title with Agency/Department/Organization	**Finance Director**
Financial Officer's Physical Address	**77 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Financial Officer's Email Address	**carol.molina@costamesaca.gov**
Financial Officer's Phone Number	**+17147545036**
Day-To-Day Program Contact	**Jason Chamness**
Day-To-Day Program Contact's Title	**Police Captain**
Day-To-Day Program Contact's Physical Address	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Day-To-Day Program Contact's Email Address	**jchamness@costamesaca.gov**
Day-To-Day Program Contact's Phone Number	**+17147545272**
Day-To-Day Fiscal Contact	**Jan Wang**
Day-To-Day Fiscal Contact's Title	**Sr. Management Analyst**

Day-To-Day Fiscal Contact's Physical Address	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Day-To-Day Fiscal Contact's Email Address	**jwang@costamesaca.gov**
Day-To-Day Fiscal Contact's Phone Number	**+17147545074**
Name of Authorized Officer	**Ronald** **Lawrence**
Authorized Officer's Title	**Chief of Police**
Authorized Officer's Physical Address	**99 Fair Dr.** **Costa Mesa** **CA** **92626** **US**
Authorized Officer's Email Address	**rlawrence@costamesaca.gov**
Authorized Officer's Phone Number	**+17147545117**
Authorized Officer Assurances	**checked**
SECTION III - PROGRAM INFORAMTION	**This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.**
Project Title	**Costa Mesa Police Department Organized Retail Theft, Vehicle Theft and Vehicle Accessory Theft Program**
Proposal Summary	**In an effort to reduce organized retail theft, vehicle theft and vehicle accessory theft, the Costa Mesa Police Department is seeking grants funds from BSCC to implement theft reduction strategies. The proposed program will focus on prevention, apprehension, collaboration, and enhanced law enforcement efforts. These strategies will include increasing directed enforcement, educating the public and retail partners, and acquiring technologies and additional trainings to increase investigative capabilities.**

PROGRAM PURPOSE AREAS	**Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.**
Program Purpose Areas (PPAs):	**PPA 1: Organized Retail Theft** **PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**
Funding Category Information	**Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to $6,125,000 in the Medium Scope category OR up to $15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to $24,500,000 o $6,125,000 (Medium Scope Max) x 4 (# of Agencies) = $24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to $31,300,000 o $15,650,000 (Large Scope Max x 2 (# of Agencies) = $31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.**
Funding Category	**Medium Scope (Up to $6,125,000)**
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	**This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.**

Proposal Narrative Instructions	**The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).**
Project Need	**1.1 Describe the need(s) to be addressed, the process used to determine the need(s), and how the need is related to the intent of the grant program.** **South Coast Plaza** **Costa Mesa is home to South Coast Plaza (SCP), the largest retail mall in California and forth largest in the United States. Over the past six months, SCP had approximately 10 cases with links to Organized Retail Theft (ORT) with a total loss of approximately $85,000. More than a decade ago, the SCP had one of the largest ORT cases in Orange County's history involving the Romanian Mafia and millions of dollars in fraud and theft. Overall theft crimes from SCP indicate a significant increase over the past five years. From 2018 to 2022, theft crimes rose by 41% (500 to 705). The most glaring increase was for grand theft which rose 158% (97 to 251). Additionally, between 2020 and 2022, South Coast Plaza saw a 111% increase in police calls for service for a variety of issues.**

Vehicle Thefts
Vehicle theft data indicates a 26% increase in thefts in Costa Mesa over the past 5 years. These trends highlight the need for heightened enforcement strategies and proactive measures, such as technology to combat auto theft in Costa Mesa. 2021 saw the highest amount of vehicle thefts with 454.

Catalytic Converter Thefts
Catalytic converter theft has become a significant concern in Costa Mesa, reflecting a broader trend seen across the country. Data specific to the city reveals a surge in catalytic converter theft incidents in recent years. Between 2018 and 2021, Costa Mesa saw an increase of 800%, from 37 (2018) to 345 (2021). Costa Mesa has actively sought to deter these thefts through bait programs, directed patrols, and community engagement campaigns.

These crimes pose serious threats to the local economy, public safety, and overall community well-being. Grant funds are urgently needed for the listed strategies so law enforcement can disrupt criminal networks more effectively and prevent further criminal activities: Supplement Staffing; Enforcement Efforts; Collaboration and Information Sharing; Technology; and Training.

The analysis of crime data provided crucial insights into the scope, severity, and specific areas affected by these crimes. We consulted with personnel and subject matter experts in all levels of the organization that respond to and investigate these crimes to determine current training needs and resource requirements.

The identified needs focus on developing and implementing prevention strategies, strengthening enforcement strategies, providing specialized training programs, investing in advanced technologies programs, education initiatives and raising public awareness.

1.2 Conditions and Elements that Contribute to the Project Needs are:

• SOUTH COAST PLAZA: SCP is the largest shopping mall in California with several factors contributing to retail theft:
o High-Value Retailers: SCP houses a variety of high-end and luxury retailers.
o Large Foot Traffic: SCP has an estimated 20 million visitors per year, creating an environment where theft incidents can occur more frequently.
o Geographical Location: SCP is situated near major transportation routes and adjacent to densely populated areas.
o Historical Organized Retail Theft: SCP has experienced crimes committed by ORT Groups. Some of the individuals of these groups have been involved with transnational criminal organizations, organized criminal street gangs, gypsy groups and groups of teenage and young adults organizing via social media networks.

• **DEPARTMENTAL LIMITATIONS:** The existing personnel, technology, resources and strategies to combat organized retail theft, vehicle theft and vehicle accessory theft have proven insufficient in keeping pace with the evolving tactics employed by organized criminal networks. City budget limitations and constraints has made it more difficult for Costa Mesa to properly fund and staff law enforcement efforts to combat ORT.

• **COSTA MESA'S GEOGRAPHIC LOCATION AND ACCESSIBILITY:** Our community's geographic location is situated within three major freeways (55, 405 and 73). This accessibility creates challenges in deterring and responding to these theft crimes. Criminal networks can easily access our area, commit thefts, and escape quickly out of our jurisdiction.

• **PUBLIC AND PRIVATE EDUCATION:** As crime trends continue to evolve, the public lacks knowledge on how to protect themselves from being victimized. Retail personnel lack training on these evolving crime trends and coordination with law enforcement.

• **AUTO THEFT AND AUTO ACCESSORY THEFT CRIME TRENDS:** Despite current efforts, auto theft and auto accessory theft continues to victimize our community at a high rate. We recently employed a License Plate Reader (LPR) program and have seen some successes. More funding in this area would enhance our ability to suppress crime in Costa Mesa.

1.3 Relevant Qualitative and/or Quantitative Data:

ORGANIZED RETAIL THEFT: Over the decades, SCP has experienced the most organized retail theft in the City. In 2007, Costa Mesa detectives uncovered a large-scale Romanian Mafia crime ring committing fraud and theft utilizing a variety of phishing techniques, resulting in the loss of millions of dollars. The investigation involved numerous State and Federal law enforcement organizations and led to a 65-count indictment of 33 defendants. The investigation involved multiple countries and continued for another six years (2014) (USDOJ, 2008).

A recent audit of crimes at SCP reveal that from January 1 to June 30 2023, SCP had approximately 10 cases with links to ORT. The 10 separate cases had a total loss of approximately $85,000 and approximately 20 suspects. From 2018 to 2022 compiled theft crimes rose by 41% from 500 to 705. The most glaring increase was in for grand theft which rose 158% (97 to 251).

VEHICLE THEFT: From 2018 to 2022, reported vehicle thefts rose by approximately 26%, from 303 in 2018 and 410 in 2022. Over the past five years, 2021 had the highest rate of reported vehicle thefts with 454. In February of 2022, Costa Mesa invested in an LPR program. LPR have led to the arrest of 33 felons and the recovery of 28 stolen cars since its inception in February. The estimated value of the

recovered stolen vehicles is well in excess of $500,000.

CATALYTIC CONVERTERS: Between 2018 and 2021, Costa Mesa saw an increase of 800%, from 37 (2018) to 345 (2021). The 2022 theft data shows a minor decrease to 197 catalytic converter thefts.

References
USDOJ. (2008). "33 Individuals in U.S. and Romania Indicted..." Central District, CA : United States Department of Justice, Release No. 08-066, Attorney Mark R. Aveis.

Project Description	**2.1 Proposed project that will address the needs identified:**

LICENSE PLATE READER PROGRAM: As part of this grant, the Costa Mesa Police Department (CMPD) plans to acquire license plate readers (LPR) to expand the department's existing LPR program. The acquisition of additional LPR cameras will be strategically located along major interior city arteries and near retail centers to assist in the apprehension, prevention and investigation of stolen vehicles, vehicle accessory theft and organized retail theft.

GPS BAIT TAG OPERATIONS: GPS bait tags are attached to high-value items and enable remote tracking and monitoring. By strategically placing bait tags in targeted areas, law enforcement can gather intelligence on theft patterns, identify criminal networks, and pinpoint high-crime locations. CMPD will use the grant to purchase bait tag technology, high value bait that is commonly stolen and fund special enforcement operations targeting organized retail theft, vehicle theft and vehicle accessory theft.

ORT operations would utilize crime analysis information to determine the most effective days, times and locations, most probable for a theft linked to organized retail theft in order to deploy bait operations. These operations would occur twice per month. Each operation would be approximately six-hours in duration.

Vehicle theft and vehicle accessory theft bait operations would also be planned based on current crime analysis to ensure the most effective deployment location, day and time. In addition, high value bait items that would qualify for grand theft, would also be used in vehicles and parked in retail parking lots or other locations. These operations would occur twice per month and would require three undercover officers, one uniformed officer and one supervisor. This strategy would be deployed once per month, and requires eight hours for each officer and supervisor involved in the operation.

SOUTH COAST PLAZA DIRECTED ENFORCEMENT OPERATIONS: SCP has over 20 million visitors a year and has gross revenue of approximately 2 billion dollars. The CMPD has established a SCP Substation on sight and also designated specific personnel to the SCP Detail. Grant funding will be utilized to supplement staffing on an overtime basis:
• Ensure SCP Detail is staffed with a minimum of two officers working

seven days a week. Based on current staffing, there are two days a week that only have one officer providing police services for the SCP. This would require up to 80 hours of overtime per month.

• Conduct high visibility patrol of parking lots as a deterrent, to respond ORT and vehicle related crimes occurring on the exterior and provide immediate response to LPR notifications in the area of the property to prevent crime. This would require up to 80 hours of overtime per month for officers.

• Provide supplemental staffing during peak holidays or anytime an additional increase in patrons to the SCP is anticipated. This would require up to 800 hours of officer overtime per year.

RETAILER TRAINING PROGRAM: CMPD will educate employees on the current trends of ORT groups, ways to deter theft through customer service, observation skills in the event of theft and how to properly report thefts to assist with suspect identification and apprehension. The training sessions would require overtime for two officers totaling sixteen (16) hours per quarter; sixty-four (64) hours per year.

SUPPLEMENTAL TRAINING FOR CMPD PERSONNEL: Utilizing grant funds to supplement our ability to send personnel to more specialized training will assist us in our overall goal of reducing and apprehending ORT, vehicle theft and vehicle accessory theft criminals. The classes we would utilize with grant funding would include, but not be limited to: ICI Fundamentals of Cyber Crime, Vehicle Theft, ICI Real Estate Fraud Investigations, ICI Financial Crimes Course, ICI Identity Theft Investigations, ICI Burglary, Theft and Receiving Stolen Property, Rico and Money Laundering Investigations, Patrol Search Warrant, Advanced Search Warrants, Social Media Investigations, and Technology in Investigations. The total cost of the training classes, travel expenses and overtime to back fill attendance would not exceed $700,000 over the three-year grant period.

INVESTIGATIVE AND DATA ANALYTIC SOFTWARE: Currently, CMPD compiles data in numerous siloed programs that are unable to connect, including Computer Assisted Dispatch (CAD), Records Management Systems (RMS), Body Worn Cameras (BWC), LPR and many other programs. All these programs are from different vendors and unable to share data to be analyzed and viewed efficiently in criminal investigations.

The ability to easily share information and collaborate in real-time with neighboring law enforcement agencies is crucial as individuals and groups engaged in ORT often operate regionally. Modern technologies are needed for crime analysts to proactively identify trends and patterns in ORT activity to better inform early intervention and prevention strategies.

The grant funding will be used to procure and field a modern data integration, analysis, and collaboration platform - a unified software

platform from which the department can run its coordinated strategic response to ORT. This software will also provide the tools to measure the impact of this grant. The data sources and measurement criteria put forth in this application can be monitored and allow CMPD to measure in real-time the impact of actions taken by the department. With a unified platform, CMPD will have a flexible foundation that can be used to understand and combat other significant criminal activity beyond ORT, vehicle thefts and thefts of vehicle parts.

FACIAL RECOGNITION SOFTWARE: Facial Recognition software will assist CMPD's efforts to identify known/unknown subjects committing ORT, auto theft and auto accessory theft. This software will be an important tool in furthering CMPD's investigative efforts and sharing that data with our retail and law enforcement partners.

CELLULAR PHONE DIGITAL FORENSICS SYSTEM: Cellular Phone Digital Forensic Systems assist law enforcement with accessing information on a suspect's cellular phone(s) and analyzing the large amounts of data that can be retained in these devices. ORT criminals utilize their phones to plan and coordinate criminal activity. This tool will assist us in identifying coconspirators and obtaining strong evidence for criminal prosecution.

2.2 Proposed Project's Goals, Objectives and Impact:

• Decrease the number of reported organized retail theft incidents at South Coast Plaza. The goal is to achieve a 7% reduction in reported retail theft incidents within the grant period by implementing directed enforcement strategies based on best practices.
• Increase awareness and education of organized retail theft among retail employees, and auto theft and auto accessory theft among the general public. The goal is to conduct up to ten (10) quarterly training sessions with local retailers, distribute educational materials to 1,000 individuals within the grant period and conduct a targeted public education campaign using social media with monthly posts (36).
• Utilize technology and expand officer training to improve investigative capabilities and apprehension rates related to organized retail theft, auto theft and auto accessory theft cases. The goal is to increase arrest rates for the targeted crimes by 5%.

2.3 Rationale for the Proposed Activities:

Based on historical department experience and data:
• An increased uniformed police presence and the use of high visibility patrols has a direct impact on deterring crime in a given geographical location. Increasing staffing levels for SCP Detail allows for quicker response to ORT and other crimes occurring at SCP which gives CMPD a better opportunity to identify and arrest perpetrators.
• Utilizing training and best practices, personnel will be better educated and informed to complete comprehensive investigations

with better outcomes and convictions.
• Our retail partners lack organized and regular training on ORT trends and methods. Also, due to high employee turnover, they often do not know how to appropriately respond to crimes in progress to better assist law enforcement to make apprehensions and obtain evidence for investigations. By providing regular training, our retail partners become a force multiplier in our goal of preventing ORT and apprehending those involved.
• CMPD has significantly fallen behind in utilizing new technology due to years of budgetary challenges. Grant funds will allow us to seek out technology that has been used regularly with other law enforcement agencies with great success. We will also be expanding on LPR technology that our department has already utilized to make numerous arrests and recoveries of stolen property. By expanding these programs, we anticipate that we will see additional success.

2.4 Surveillance Technology Policies:

CMPD does not currently have a surveillance technology policy, however we do have the following:

AUTOMATED LICENSE PLATE READER POLICY: The policy of the Costa Mesa 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. If additional policies are required by the grant, CMPD will institute the appropriate policy to ensure compliance with the law and this grant.

2.5 Costa Mesa Limit Racial Bias Policy:

The Costa Mesa 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.

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

| Project Organizational Capacity and Coordination | The Costa Mesa Police Department has the requisite organizational capacity, experience, and commitment to effectively administer the proposed project for the Organized Retail Theft Grant. We are confident in our ability to execute the project within the specified timeline, and we have devised sustainable strategies to ensure the |

project's continuation after the grant funds expire.

3.1 Ability to Administer the Proposed Project:

The Costa Mesa Police Department has a proven track record of successful project administration and management. Our department has successfully administered numerous state and federal grants, including Justice Assistance Grant Program (JAG), Office of Traffic Safety (OTS) and Emergency Management Performance Grant (EMPG), etc.

To ensure effective administration, we will establish a Project Coordinator with the organizational authority to provide the Organized Retail Theft Grant appropriate oversight. The Project Coordinator will oversee an ORT Grant Committee, that will be compiled with law enforcement managers, supervisors and specialists. This committee will oversee all aspects of the project, including budgeting, procurement, implementation, monitoring, and evaluation. IT Administrators will manage equipment contracts, hardware, licenses, software and connectivity. Crime Analysts will analyze and track associated data and crime trends. Detectives and SCP supervision will track and monitor resource allocation. Community Policing Unit will manage LPR and the Bait Programs. The Public Affairs team will engage with retailers and the community. The above-mentioned positions already exist and are not grant dependent.

3.2 Coordination with other Agencies:

Our proposal does not require organized coordination with outside agencies.

3.3 Timeline for Execution and Management Structure:

The proposed project will be executed over a period from October 1, 2023 to June 1, 2027. Our timeline for project implementation is as follows:
• October 1, 2023 to April 1, 2024: Project preparation, procurement, training, and program design.
• January 1, 2024 to December 31, 2026: Implement all activities related to grant goals.
• January 1, 2027 to June 1, 2027: Analyze final data and submit final report.

3.4 Management Structure and Decision-Making Process:

To ensure efficient management and coordination, we will adopt a hierarchical management structure with clear lines of authority and responsibility. The project will be overseen by a Project Director (Captain) who will provide overall guidance and strategic direction. The Project Coordinator will oversee the ORT Grant Committee, that will be compiled with the previously mentioned law enforcement managers, supervisors and specialists who will handle specific

components of the project. The committee will meet regularly to review progress, provide guidance, and make key decisions regarding project implementation.

3.5 Plans to Sustain the Proposed Project After Grant Funding Expires:

We recognize the importance of ensuring the long-term sustainability of the proposed project beyond the grant period. We will proactively seek alternative funding sources to sustain the projects initiated by the grant. This will include expanding personnel dedicated to the SCP Detail. Our current staffing levels are below budgeted levels and during the duration of this grant, we hope to hire to full staffing levels, allowing us to fill needed positions including SCP Detail.

To sustain the on-going cost of the proposed projects, we plan to utilize numerous options including; Asset Forfeiture funding, other grants, reallocate current budget funding from antiquated programs that are no long necessary/needed and solicit additional funding from city leaders based on the grants impacts on crime reduction.

| Project Evaluation and Monitoring | **4.1 Qualified External Entity for Project Evaluation:**

The ORT Grant Committee will select a qualified internal and/or external partner, possibly California State University Fullerton Social Science Research Center, to evaluate our program and goals. The ORT Grant committee will meet monthly to review the various phases of the project, (e.g., start-up, implementation, service delivery period), to ensure proper oversight and project administration.

4.2 Quantifiable Process Measures and Outcome Measures:

To ensure a comprehensive evaluation, we will establish quantifiable process measures and outcome measures aligned with our program objectives. Examples of these measures include:
• Provide surveys to retail partners attending ORT training to rate and assess the benefits of the training.
• Compile spreadsheet data on where, when and the number of educational materials distributed to the public
• Compile spreadsheet tracking targeted public education social media posts
• Increase arrest rates by 5% for retail theft, auto theft and auto accessory theft
• Achieve a 7% reduction in reported retail theft incidents within the grant period by implementing directed enforcement strategies based on best practices

4.3 Preliminary Plan for Monitoring Project Implementation:

The Project Director will oversee an ORT Grant Committee, that will be compiled with law enforcement managers, supervisors and specialists who will handle specific components of the project. The committee will meet regularly to ensure that the project is being |

implemented as intended. The ORT Grant Committee will maintain and manage a timely status report which will be available upon request.

4.4 Preliminary Plan for Data Collection and Evaluation:

The Crime Analysts, within the ORT Grant Committee, will determine the baseline data for metrics associated to the process and outcome measures. The Crime Analysts will ensure that data is collected and reviewed on a timely basis for the Committee to consider adjustments to strategies and program implementation as needed to meet overall goals. At the conclusion of the grant, an unaffiliated unbiased public/private entity will be utilized to evaluate data and outcomes related to our goals.

4.5 Research Design or Methodology for Assessing Project Outcomes:

The long-term viability of all requested technology is sufficient enough to ensure its use will far exceed the grant period. Technology such as LPR and bait tags have been used for years by law enforcement agencies and hardware/software is continually upgraded by reliable vendors. Each goal listed on the project work plan will be monitored and evaluated throughout the grant period by the ORT Grant Committee. Currently, the CMPD's LPR and BAIT programs are evaluated and reported on weekly. As with other grants administered by our agency, real-time performance measures such as crime stats, associated arrests, and resource allocation will be developed to track and compile usable data into a weekly report available to appropriate persons or committees upon request. Data collection will be conducted by CMPD's Crime Analyst and shared with the ORT Grant Committee and internal/external stakeholders with the right to know. The ORT Grant Committee will analyze qualitative and quantitative date to ensure resource allocation is achieving the desired results. A reduction in thefts related to organized crime rings would be an example of quantitative data that would be tracked by the committee. The same holds true for vehicle thefts and vehicle accessory thefts.

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

Budget Attachment

ORT-Grant-Program-Budget-Attachment_Costa_Mesa_Police_Department.xlsx

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

Project Work Plan (Appendix B)

Project-Work-Plan-ORT_Costa_Mesa_Police_Department.docx

Grantee Assurance for Non-Governmental Organizations (Appendix D)

Non-Governmental_Organization_Assurance_Costa_Mesa_Police_Department.pdf

Local Impact Letter(s) (Appendix E)

Local_Impact_Letter_Costa_Mesa_Police_Department.pdf

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

Policies Limiting Racial Bias

Bias-Based_Policing.pdf

Policies on Surveillance Technology

Automated_License_Plate_Readers__ALPRs_.pdf

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

Appendix_G_Certification_of_Compliance_Costa_Mesa_Police_Department.pdf

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

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

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

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

(1) Goal:	Reduce the number of reported cases of organized retail theft incidents at South Coast Plaza.		
Objectives (A., B., etc.)	Implement comprehensive measures to significantly reduce the frequency of documented incidents related to organized retail theft at South Coast Plaza.		
Process Measures and Outcome Measures:	Achieve a 7% reduction in reported retail theft incidents within the grant period by implementing directed enforcement strategies based on best practices.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
• Staff South Coast Plaza Detail with a minimum of two officers working seven days a week. Based on current staffing, there are two days a week that only have one officer providing police services for the South Coast Plaza. This would require up to 80 hours of overtime per month for officers. • Conduct high visibility patrol of parking lots as a deterrent, respond to vehicle related crimes occurring on the exterior of the plaza and provide immediate response to FLOCK LPR notifications within the Plaza's property to prevent crime.	Sergeant Joshua Kuo	11/1/2023	12/31/2026

• Provide supplemental staffing during peak holidays or anytime an additional increase in patrons to the South Coast Plaza is anticipated. This would require up to 800 hours of officer overtime per year.			
List data and sources to be used to measure outcomes: RMS crime data			

(2) Goal:	Increase awareness and education of organized retail theft among retail employees, and auto theft and auto accessory theft among the general public			
Objectives (A., B., etc.)	Implementing comprehensive programs and initiatives aimed at educating retail employees on effective prevention strategies against organized retail theft, as well as providing the general public with valuable information and resources to protect themselves against auto theft and auto accessory theft.			
Process Measures and Outcome Measures:	Conduct up to ten (10) quarterly training sessions with local retailers. Distribute educational materials to 1,000 individuals within the grant period. Conduct a targeted public education campaign using social media with monthly posts (36).			

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
• Conduct quarterly training sessions for our retail partners to educate employees on the current trends of organized retail theft groups, ways to deter theft through customer service, observation skills in the event of theft, and how to properly report thefts to assist with suspect identification and apprehension. The grant will allocate 64 hours of overtime per year toward this goal. • Design and print related public education materials to increase awareness and vigilance of auto theft and auto accessory theft. Distribute educational materials in public events and by other	Sergeant Joshua Kuo	1/1/2024	12/31/2026

means. Grant costs associated for design, printing and personnel costs for distribution.

- • Conduct a targeted social media campaign to educate the public about ORT, vehicle theft and vehicle accessory theft. Grant would fund overtime personnel costs to create campaign and monthly posts five hours a month for an officer.

List data and sources to be used to measure outcomes:
- Spreadsheet created to track distribution of educational materials and social media posts.
- Conduct post training surveys of retail employees to determine benefits.

(3) Goal:	Combine advanced technologies with well-trained personnel to improve the efficiency and effectiveness of investigations and ultimately leading to higher apprehension rates and a safer community.		
Objectives (A., B., etc.)	Utilize technology and expand officer training to improve investigative capabilities and apprehension rates related to organized retail theft, auto theft and auto accessory theft cases.		
Process Measures and Outcome Measures:	Increase arrest rates by 5% for retail theft, auto theft and auto accessory theft.		

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
• Expand existing license plate reader program from 31 cameras to 46 and strategically deploy them along major interior city arteries and near retail centers to assist in apprehension, prevention and investigation of both stolen vehicles and organized retail theft. • BAIT program – Expand existing BAIT program, by obtaining additional GPS tracking tags and high-end bait items. Conduct	Lt. David Casarez	1/1/2024	12/31/2026

directed enforcement operations BAIT operations targeting ORT, vehicle theft and vehicle accessory theft. • Data analytic software - procure a modern data integration, analysis, and collaboration platform that will enable all roles within CMPD to better utilize data to tackle ORT activity. • Supplemental training program – Send officers to trainings such as vehicle theft, financial crimes courses, identity theft investigations, burglary theft courses, and basic search warrant courses to allow officers and investigators to expand their knowledge of current crime trends and their effectiveness. • Facial recognition software – procure a facial recognition software to assist law enforcement in identifying and arresting suspects connected to organized theft rings and share suspect information with retail partners in an effort to prevent crime. • Cellular phone digital forensics system – procure a cellular phone digital system to assist with analyzing the large amounts of data that can be retained in cellular devices to identify and prosecute ORT groups.			
List data and sources to be used to measure outcomes: • RMS crime/arrest data • Conduct training surveys to measure effectiveness			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative	
Name of Applicant: *(i.e., County Sheriff's Office, County Probation Department, or City Police Department)*	*Costa Mesa Police Department*

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

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

Budget Line Item	Total
1. Salaries & Benefits	$2,523,958.00
2. Services and Supplies	$0.00
3. Professional Services or Public Agencies	$0.00
4. Non-Governmental Organization (NGO) Subcontracts	$0.00
5. Data Collection and Evaluation	$75,000.00
6. Equipment/Fixed Assets	$804,175.00
7. Financial Audit (Up to $25,000)	$0.00
8. Other (Travel, Training, etc.)	$115,000.00
9. Indirect Costs	$0.00
TOTAL	**$3,518,133.00**

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Police Officer Overtime (South Coast Plaza)	Estimated at 6032 hours/year (18,096 hours for three years) at $92.81/hour	$1,679,518.00
Police Officer Overtime (Bait Operation)	Estimated at 864 hours/year (2,592 hours for three years) at $92.81/hour	$240,563.00
Police Sergeant Overtime (Bait Operation)	Estimated at 144 hours/year (432 hours for three years) at $113.14/hour	$48,877.00
Police Officer Overtime (Training Backfill)	Estimated at 5970 hours (for three years) at $92.81/hour	$555,000.00
		$0.00
		$0.00
		$0.00
		$0.00
TOTAL		**$2,523,958.00**

1b. Salaries & Benefits Narrative:

Police Officers and Sergeants will work overtime to ensure the following: South Coast Plaza Detail is staffed with a minimum of two officers working seven days a week; conduct high visibility patrol of parking lots as a deterrent; respond to vehicle related crimes occurring on the exterior of the plaza; provide immediate response to LPR notifications within the Plaza's property to prevent crime; provide supplemental staffing during peak holidays or anytime an additional increase in patrons to the South Coast Plaza is anticipated; increase investigative staffing to pursue ORTs suspects and syndicates that frequently victimize the South Coast Plaza; various ORT operations for the bait program; and backfill attendees for specialized trainings.

2a. Services and Supplies

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

2b. Services and Supplies Narrative:

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

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$0.00**

3b. Professional Services Narrative

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

4a. Non-Governmental Organization (NGO) Subcontracts

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

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

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

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection and Evaluation by Outside Vendor	Minimum amount required by grant	$75,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTALS	**$75,000.00**

5b. Data Collection and Evaluation Narrative

The Costa Mesa Police Department plans to leverage the expertise of an outside vendor for the local evaluation plan and report. This will ensure an objective and comprehensive assessment of the data collected, providing valuable insights and recommendations.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Data Analytic Software	Estimated at $117,000 per year for three years	$351,000.00

Facial Recognition Software	Estimated at $16,500/year for three years		$50,000.00
Cellular Phone Digital Forensics System	Estimated at $82,000/year for three years		$250,000.00
License Plate Reader Cameras	15 cameras Year 1 (includes implementation fee): $49,750; Year 2: $45,000; Year 3: $45,000		$140,000.00
Misc. Bait Items	10 misc. bait items worth up to $1000 each		$10,000.00
GPS Trackers	5 GPS trackers at $635.00 each		$3,175.00
			$0.00
			$0.00
		TOTALS	**$804,175.00**

6b. Equipment/Fixed Assets Narrative

The Costa Mesa Police Department (CMPD) plans to utilize the grant funds to acquire various equipment and technologies. These resources will enhance the department's capabilities in data analytics, digital forensics, surveillance, and tracking. By investing in these equipment and technologies, CMPD aims to strengthen its investigative capabilities, enhance surveillance efforts, and employ advanced data analytics to combat organized retail thefts, vehicle thefts and vehicle accessories thefts effectively. These resources will assist in identifying criminals, recovering stolen property, and ultimately ensuring the safety and security of the community.

7a.Financial Audit

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

7b. Financial Audit) Narrative:

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

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

Description	Calculation for Expense	Total
Misc. Training Courses	Officers will attend 128 courses, to be trained on various courses related to ORT - calcuation includes travel and lodging expenses	$115,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$115,000.00**

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

The grant funds will be used to send personnel to more specialized training and assist in overall goal of reducing and apprehending ORT, vehicle theft and vehicle accessory theft criminals. The classes would include, but not be limited to: ICI Fundamentals of Cyber Crime, Vehicle Theft, ICI Real Estate Fraud Investigations, ICI Financial Crimes Course, ICI Identity Theft Investigations, ICI Burglary, Theft and Receiving Stolen Property, Rico and Money Laundering Investigations, Patrol Search Warrant, Advanced Search Warrants, Social Media Investigations, and Technology in Investigations. The total calculation includes training classes and travel expenses over the three-year grant period.

BURGLARY COURSE (ICI) $20,512.00
REAL ESTATE FRAUD INVESTIGATIONS (ICI) $7,692.00
IDENTITY THEFT INVESTIGATION (ICI) $12,820.00
VEHICLE THEFT INVESTIGATION (ICI) $18,684.00
FINANCIAL CRIMES INVESTIGATIONS (ICI) $20,512.00
ICI FUNDAMENTALS OF CYBERCRIME COURSE $25,640.00
RICO AND MONEY LAUNDERING INVESTIGATION $1,200.00
PATROL SEARCH WARRANT $3,750.00
ADVANCED SEARCH WARRANT $3,600.00

9a. Indirect Costs

For this grant program, indirect costs may be charged using only **one** of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization **does not have** a federally approved indirect cost rate.	$0	$0
If using Option 1) grant funds allocated to Indirect Costs may not exceed:	*$0*	

2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization **has** a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.		$0
If using Option 2) grant funds allocated to Indirect Costs may not exceed:	*$0*	
Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns **red***, please adjust it to not exceed the line-item noted.* TOTAL	$0	$0

9b. Indirect Costs Narrative:

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

July 5, 2023

California Board of State and Community Corrections
P.O. Box 846
Sacramento, CA 95812
Attn: Grant Review Committee

Re: Local Impact Letter - Organized Retail Theft Grant

Dear Grant Review Committee,

Costa Mesa Police Department's application for the BSCC Organized Retail Theft Grant outlines
a comprehensive strategy to address the rising issue of organized retail theft, motor vehicle theft and
motor vehicle accessory theft in our community. The project aims to decrease the number of organized
retail thefts, increase awareness and improve investigative capabilities and apprehension rates related
to organized retail theft, auto theft and auto accessory theft.

This letter serves as confirmation that the Costa Mesa Police Department's Organized Retail Theft Grant
Project will not impact any other agencies within our region. We are fully dedicated to maintaining
open lines of communication, sharing information and resources, and collaborating to reach the
common goal of combating these interconnected crimes.

We appreciate your consideration of our grant application and remain available to provide any
additional information or address any concerns you may have. Thank you for your time and attention to
this matter.

Sincerely,

Ronald Lawrence
Chief of Police

Bias-Based Policing

401.1 PURPOSE AND SCOPE
This policy provides guidance to department members that affirms the Costa Mesa Police Department's commitment to policing that is fair and objective.

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

401.1.1 DEFINITIONS
Definitions related to this policy include:

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

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

401.3 BIAS-BASED POLICING PROHIBITED
Bias-based policing is strictly prohibited.

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

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

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

(a)   In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

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

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   REPORTING OF STOPS

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 applicabl

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

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

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

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 issues with the involved officer and his/her supervisor in a timely manner.

      1.   Supervisors should document these discussions, in the prescribed manner.

   (b)   Supervisors should periodically review audio and/or video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.

      1.   Supervisors should document these periodic reviews.

      2.   Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

   (c)   Supervisors shall initiate investigations of any actual or alleged violations of this policy.

  (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 TRAINING
Training on fair and objective policing and review of this policy should be conducted as directed by the Training Bureau.

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

  (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

  (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
The Professional Standards Bureau Lieutenant shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Administrator for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

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

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.

429.2 POLICY
The policy of the Costa Mesa 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.

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 Costa Mesa 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 Administrative Lieutenant who will work with Division Commanders to assign members of both Support Services and Operations Divisions to administer the day-to-day operation of the ALPR equipment and data.

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

All data and images gathered by an ALPR are for the official use of the Costa Mesa Police Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

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.

429.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Costa Mesa 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.

DRAFT Automated License Plate Readers (ALPRs) - 2

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 Manager 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).

DRAFT   Automated License Plate Readers (ALPRs) - 3