

Title	THE GARDEN GROVE POLICE DEPARTMENT	06/28/2023
		id. 41263606
	by gerald jordan in Organized Retail Theft Prevention Grant Program	
		GERALDJ@GGCITY.ORG

Original Submission	06/28/2023
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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 exiting.

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)	THE GARDEN GROVE 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

GARDEN GROVE POLICE DEPARTMENT

Applicant's Physical
Address

**11301 Acacia Pkwy
Garden Grove
CA
92840
US**

Applicant's Mailing
Address (if different
than the physical
address)

n/a

Mailing Address for
Payment

**11301 Acacia Pkwy
Garden Grove
CA
92840
US**

Tax Identification
Number

95-6005848

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

**BRIAN
DALTON**

Project Director's
Title with
Agency/Department/Organization

CAPTAIN

Project Director's
Physical Address

**11301 Acacia Pkwy
Garden Grove
CA
92840
US**

Project Director's
Email Address

BRIAND@GGCITY.ORG

Project Director's Phone Number	+17147415958
Financial Officer	COURTNEY CISBOSKY
Financial Officer's Title with Agency/Department/Organization	FINANCE COORDINATER
Financial Officer's Physical Address	11301 Acacia Pkwy Garden Grove CA 92840 US
Financial Officer's Email Address	courtneyc@ggcity.org
Financial Officer's Phone Number	+17147415819
Day-To-Day Program Contact	GERALD JORDAN
Day-To-Day Program Contact's Title	DETECTIVE
Day-To-Day Program Contact's Physical Address	11301 Acacia Pkwy Garden Grove CA 92840 US
Day-To-Day Program Contact's Email Address	GERALDJ@GGCITY.ORG
Day-To-Day Program Contact's Phone Number	+17147415838
Day-To-Day Fiscal Contact	COURTNEY CISBOCKY
Day-To-Day Fiscal Contact's Title	FINANCE COORDINATOR
Day-To-Day Fiscal Contact's Physical Address	11301 Acacia Pkwy Garden Grove CA 92840 US

Day-To-Day Fiscal Contact's Email Address	courtneyc@ggcity.org
Day-To-Day Fiscal Contact's Phone Number	+17147415819
Name of Authorized Officer	LISA KIM
Authorized Officer's Title	CITY MANAGER
Authorized Officer's Physical Address	11222 ACACIA PKWY. GARDEN GROVE CA 92840 US
Authorized Officer's Email Address	LISAK@GGCITY.ORG
Authorized Officer's Phone Number	+17147415100
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	Organized Retail Theft Grant
Proposal Summary	The Organized Retail Theft Grant's purpose includes programs that assist law enforcement agencies with deterring motor vehicle or motor vehicle accessory theft, and assist with investigations of motor vehicle and motor vehicle accessory theft. The Garden Grove Police Department is seeking funds for Flock Safety License Plate Readers to be placed throughout the city, and for monthly directed enforcement operations to combat vehicle theft and vehicle accessory theft.
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 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 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 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 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 exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

Project Need

The City of Garden Grove is located in Orange County, CA. The city has a population of roughly 175,000 people and is approximately 18 square miles. The Garden Grove Police Department has 172 sworn officers. It is located nearby to high tourist areas such as the Disneyland Resort area and Angel's Stadium and is surrounded by Los Angeles County, Riverside County, and San Diego County. The 22-freeway runs throughout the city and connects the Long Beach area to the city. The Garden Grove Police Department is dealing with staffing shortages throughout the agency. The department is carrying vacancies at the patrol level, as well as within specialty units. Crime throughout the city has steadily increased and the department lacks resources to effectively combat crime.

Since 2019 motor vehicle theft crime in Garden Grove has increased dramatically. In 2019, there were a total of 417 stolen vehicles stolen in the city. In 2022 that number rose to 683 with a peak in 2021 at 701, which is a 68% increase in motor vehicle theft. The Garden Grove

Police Department has limited resources to combat this enormous increase in vehicle theft. During our research for ways to combat motor vehicle theft, it was discovered the use of license plate reader (LPR) cameras by other law enforcement agencies have played a crucial role in addressing vehicle theft crimes. We have attended conferences where other law enforcement agencies have discussed their success after implementing LPR cameras. Some positive result examples were San Ramon Police Department increased the number of stolen vehicle recoveries five times more than the number of recoveries prior to implementing LPR cameras in just a 5-month period.

The Riverside Sheriff's Department San Jacinto station reported a 30% decrease in burglary, theft, and assaults after implementing LPR cameras. They also recovered 258 stolen vehicles in 2021. The San Jacinto station is approximately a quarter of the size of Garden Grove and the Garden Grove Police Department only recovered 376 stolen vehicles in 2021. If we compare the number of stolen vehicles recovered and the size of San Jacinto with that of Garden Grove, we can conclude that, with LPR cameras, the Garden Grove Police Department could increase the number of stolen vehicle recoveries from 376 to roughly 1500. Based on the success other agencies have had with the implementation of LPR cameras, the Garden Grove Police Department undoubtedly believes LPR cameras will increase the number of recovered stolen vehicles in a similar fashion.

The Garden Grove Police Department has also been consumed with a tremendous increase in catalytic converter thefts occurring throughout the city. In 2019, the Garden Grove Police Department documented 32 catalytic converter theft in the city. In 2022 that number rose to 522 with a peak in 2021 of 578 thefts. This is a 1700% increase in catalytic converter thefts. During our research, we spoke to Ontario Police Department which has LPR cameras throughout the city. They shared with us a success story regarding a series of catalytic converter thefts that were occurring in a particular area. They were able to use the LPR system to track vehicles that were in the area of their crimes, identify suspect vehicles, and ultimately arrest several individuals who were stealing catalytic converters in their city. The Garden Grove Police Department is in dire need of LPR cameras to assist in combating these types of crimes.

LPR cameras not only assist with stolen vehicle investigations but all types of investigations. Other law enforcement agencies surrounding Garden Grove have recently implemented LPR cameras. LPR information is shared amongst law enforcement and plays a huge role in not only recovering stolen vehicles and identifying catalytic converter suspect vehicles, but also solving other crimes, and developing leads on investigations. The Garden Grove Police Department has had great success in investigations by searching the data from other agencies to develop leads on suspects. One example of this is when there was a homicide that happened in the City of Garden Grove. The suspect fled in a vehicle and an LPR camera in the City of Menifee captured the vehicle after the crime had

occurred. The suspect vehicle was located and the suspect was arrested. The major problem for the Garden Grove Police Department is we have no cameras placed in our city and can only rely on data from outside agencies to assist with our investigations. With the implementation of LPR cameras throughout the City of Garden Grove, the vehicle theft and catalytic converter theft problem will be addressed and crime will be reduced.

The Garden Grove Police Department has researched companies that offer LPR camera solutions and discovered Flock Safety to be a good fit. We have developed an LPR camera deployment strategy that focuses on capturing vehicles entering and exiting the city via main thoroughfares, high traffic/high crime intersections, and areas along the 22-freeway, where hundreds of thousands of vehicles drive per day. It has been determined that 120 Flock LPR cameras will suffice the coverage of these areas. With the Flock LPR cameras installed, patrol officers of the Garden Grove Police Department will be instantly notified if and when a stolen vehicle is scanned at a particular location. The patrol officers will then be able to check the area for the stolen vehicles, arrest the suspects, and recover the stolen vehicles.

The Garden Grove Police Department would also like to implement monthly directed enforcement operations directly related to vehicle theft and retail theft. These operations will be focused on actively monitoring the LPR cameras and creating high visibility in areas where retail thefts occur. Once a month, 6 officers and 1 sergeant will be deployed on these operations. They will be given a monthly report showing the areas with recent auto thefts, areas where retail thefts have been occurring as well as known vehicle theft offenders to surveil. These directed enforcement operations in conjunction with the patrol responses will certainly lead to a decrease in not only vehicle theft but all crime in general. It will also lead to more vehicles being recovered and more stolen property being recovered.

The Organized Retail Theft Prevention Grant Program is specifically designed to assist law enforcement agencies with combatting vehicle theft and vehicle accessory theft. The use of LPR cameras and the directed enforcement operations will have a direct impact on the 68% increase in vehicle theft and the 1700% increase in catalytic converter theft in the City of Garden Grove.

Project Description

Since 2019, the Garden Grove Police Department has seen a 68% increase in vehicle theft (2019: 417 stolen vehicles, 2021 702 stolen vehicles). Additionally, there has been a 1700% increase in catalytic converter theft in the same timeframe (2019: 32, 2021: 578). The Garden Grove Police Department's plan to address the severe vehicle theft problem is to implement 80 Flock License Plate Reader (LPR) cameras throughout the city. The cameras will be strategically placed to cover the entrances and exits to the city on main streets as well as near the 22-freeway entrances and exits, high-traffic intersections, and areas where retail businesses are located. The target installation date of the LPR cameras is October 2023. The

Garden Grove Police Department will have a two-pronged approach to address the increase in theft since 2019.

The first part of this project will be related directly to our patrol officers. Flock LPR cameras will instantly notify patrol officers when a stolen vehicle is scanned at a particular LPR location. Patrol officers will then be able to respond to the location, locate the vehicle, detain the occupant, and recover the stolen vehicle. While patrol officers are not responding to calls for service, they will allocate time to be near the area of LPR cameras where stolen vehicles frequent. They will be able to monitor the vehicles going through a specific intersection and be notified when a stolen vehicle is in the area. This will allow them to be in the area when a stolen vehicle is scanned on the LPR cameras and immediately locate the vehicle. The implementation of Flock LPR cameras will certainly increase the number of stolen vehicles recovered each year.

Patrol officers will also be trained on how to use the Flock LPR system for investigative purposes. This will allow patrol officers to conduct follow-up on suspect vehicles at the time of the report and more rapidly develop leads in their investigations. The Flock LPR system allows officers to search for vehicles based on the vehicle description or license plate. Oftentimes, officers don't have a license plate and only have a description of a suspect vehicle. Officers will be able to conduct a search through Flock to determine if there were any vehicles in the area matching the description of the suspect vehicle. Officers can also create a "vehicle description alert" through the Flock system. This means that officers can set an alert to be notified when a vehicle matching the description of a particular suspect vehicle is scanned on our LPR cameras. Officers will be able to immediately respond to the area because of the vehicle description alert. Detectives will also be able to do the same investigative follow-up to develop leads on cases.

The use of Flock LPR cameras will increase solvability in cases. The implementation of Flock LPR cameras will not only increase stolen vehicle recoveries but also decrease vehicle theft and many other types of crimes that occur in the city. A patrol officer solving a case immediately rather than a detective solving the case weeks or months later will drastically increase the chances of stolen property being recovered in the same condition it was taken. Victims of theft are often less concerned with police solvability rates and more concerned with recovering their belongings. Improving our department's ability to recover stolen property will enhance the public's experience with the Garden Grove Police Department.

The second part of our plan is to implement a monthly directed enforcement operation to address vehicle theft, vehicle accessory theft, and retail theft. The operation will consist of 6 officers and 1 sergeant to oversee the operation. Careful thought will be put into the best day of the week and time of day that each operation should take place. Prior to each operation, officers will receive a monthly report showing the areas with a high volume or increase of reported vehicle

theft, a high volume or increase of reported vehicle accessory theft, a high volume or increase of retail theft, and local offenders with a criminal history of such crimes. These reports will be a guide for officers to determine the best deployment strategy for each operation. The three objectives of these operations will be to 1) actively monitor LPR cameras and respond to areas where stolen vehicles are. The officers will locate the stolen vehicle, apprehend the suspect and recover the stolen vehicle. 2) Conduct surveillance and probation/parole compliance checks on known subjects with a criminal history including vehicle theft, vehicle accessory theft, and retail theft. 3) Increase police visibility in retail areas and respond to calls for service related to retail thefts. At the end of each enforcement operation, an after-action report will be completed and reviewed by the sergeant overseeing the operation. The report will include statistics from the operation and any other pertinent information for future operations. A yearly report will be compiled to monitor the success and progress of the operations.

The Garden Grove Police Department has done research into other agencies that have implemented LPR cameras in their jurisdiction. Every other agency that we spoke to explained how successful the cameras have been and how they have played a significant role in reducing crime in their jurisdiction. As stated in the “project need” section, several other agencies have seen an immediate increase in stolen vehicle recoveries and a decrease in crimes. The Redlands Police Department gave a presentation on the success of its LPR program. In 2020, when many other agencies were seeing increases in crime during the COVID-19 pandemic, Redlands PD noted they saw a 25.5% decrease in property crimes (including retail theft, vehicle theft, and vehicle accessory theft). The Redlands Police Department said this was primarily because they had Flock LPR cameras installed throughout the city. Redlands PD was able to develop leads on suspects based on the information from their Flock cameras and more effectively solve cases. Based on all of the other agencies' positive results from LPR cameras, there is no reason to believe that the City of Garden Grove would not see similar results if equipped with LPR cameras. This two-pronged approach, which includes installing 80 LPR cameras and directed enforcement operations, will undoubtedly address vehicle theft and retail theft in the City of Garden Grove.

In fact, the Garden Grove Police Department has already had positive results from the Flock LPR camera system when our criminal investigations cross into other jurisdictions with Flock LPR. In 2021, a Garden Grove homicide case on the border with the City of Stanton was aided through the use of Flock LPR cameras operated by the Orange County Sheriff's Department. This camera revealed the suspect vehicle and its route of travel through Stanton both before and after the homicide.

In 2022, in a separate Garden Grove homicide case, the suspect was located driving a vehicle near the City of Bloomington through the Flock LPR system. The Garden Grove Police Department learned the

suspect's rental car license plate and flagged the vehicle as "wanted." The Riverside Sheriff's Department received notification from several Flock LPR locations as the vehicle traveled through their county. Riverside Sheriff's deputies took the suspect into custody over fifty miles away from the City of Garden Grove just hours after the crime solely because of Flock LPR data.

The Garden Grove Police Department has a policy related to LPR cameras which will be uploaded to the "Policies on Surveillance Technology" section of this application. The policy includes the following topics:

- Purpose and Scope
- Administration
- Operations
- Data Collection and Retention
- Accountability
- Policy
- Releasing LPR Data
- Training

The LPR policy states:

"The policy of the Garden Grove Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review."

The Garden Grove Police Department has a bias-based policing policy that states:

"The Garden Grove 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."

A copy of this policy will be uploaded under the "Policies Limiting Racial Bias" section of the application.

The use of LPR cameras is directly related to vehicles. The cameras do not capture people and are not continuously recording surveillance cameras. The use of these cameras will have no racial bias, as they simply capture all vehicles driving through the camera's view. Camera placement will occur throughout the city and in areas that align with the goals of the program. Camera placement decisions will not be made based on the population of nearby neighborhoods, nor will they target any specific racial or cultural population. The use of Flock LPR data will instead focus on the criminal population, regardless of who that might be.

Coordination

proposed project will be utilized by the entire police department in which all employees will be trained and provided access, this structural process will be overseen and divided into three parts the Police Fiscal Analyst, Project Lead, and Crime Analysis Specialist (Grant Oversight Committee).

The Police Fiscal Analyst has specific qualifications in preparing status reports, monitoring, tracking, and evaluating expenditures, and financial transactions while performing mathematical and statistical calculations for financial projections. The Police Fiscal Analyst will oversee the allotted budget and properly assign specific project codes to ensure the proper disbursement and accountability of funds used.

The Project Lead is a sworn peace officer Detective with specific qualifications and training as a Flock Safety System Department Coordinator, who will receive and interpret crime data statistics from the Crime Analysis Specialist. The Project Lead will then comprise and orchestrate a tactical plan from the received crime data statistics for a monthly directed enforcement operation. The results of each monthly directed enforcement operation will be disseminated to the Crime Analysis Specialist for review.

The Crime Analysis Specialist has specific qualifications in researching, collecting, and analyzing crime data to comprise complex statistical data related to crime, criminal offenders, and demographical data for use in deploying department resources. The Crime Analysis Specialist will disseminate crime data statistics to the Project Lead for implementation and evaluation from the previously completed monthly directed enforcement operations.

Aside from the above Grant Oversight Committee, existing staff resources (including all patrol and police specialty units) will utilize the proposed project on a daily basis for investigations, data statistics analysis, and establishing crime trends. This data will be disseminated to the Grant Oversight Committee for analysis and composition of monthly directed enforcement operations.

Upon receiving all statistical data from daily use, directed enforcement operations, and established crime trends, the Grant Oversight Committee will generate monthly reports for analysis and dissemination throughout the Garden Grove Police Department. Quarterly and Annual statistical data reports will also be comprised for analysis in which the Grant Oversight Committee will convene on a monthly basis to monitor the proposed project's progression and proper implementation.

The Garden Grove Police Department will not partner or coordinate with other agencies for the proposed project.

The management structure for the proposed project will operate through the Grant Oversight Committee. The Grant Oversight Committee will work cohesively with the Property Crimes Detective Sergeant regarding all day-to-day operations and decisions regarding data collection, dissemination of the collected data, monthly directed enforcement operations, and scheduling of all meetings. The

Property Crimes Detective Sergeant will disseminate the proposed project status to the Support Services Lieutenant who will brief the Support Services Captain. The Support Services Captain will provide the proposed project status to the Chief of Police, who will then provide updates to the City Manager.

Prior to knowledge of the Organized Retail Theft Prevention Grant Program, the city of Garden Grove had proposed a budget of 40 Flock cameras for the fiscal year of 2023, and an additional 40 Flock cameras for the fiscal year of 2024. The city of Garden Grove then plans to maintain a budget of 80 Flock cameras for the fiscal year of 2025 and moving forward. The long-term plan is to maintain a budget for 80-120 Flock cameras, once the grant funds expire. The city of Garden Grove and the Garden Grove Police Department believe the results obtained from the implantation of the Flock camera system will support the significance of the investigative leads obtained and will lead to an immediate impact on the reduction of crime.

Project Evaluation and Monitoring

The evaluation of this program will be highly dependent on crime statistics, arrests made, and investigative leads generated by the Flock system. Thankfully, Garden Grove Police employ a crime analyst who is highly competent and experienced in statistical data analysis of crime. She will be part of the grant administration committee to help shape the program from the start. Additionally, sworn program administrators have been selected based on their knowledge of the Flock system and how to utilize such data in a complex investigation.

Crime statistics can reveal “hot spots” where crimes are more frequent. There may be specific retail locations that are more targeted or susceptible to crime. Our department already utilizes Geographic Information System (GIS) crime mapping as well as historic crime statistics for specific locations and businesses. This information will help guide the initial placement of cameras, the effectiveness of the data being collected, and the impact the program is having on such hot spots.

To establish a program baseline, existing crime statistic data and GIS data for the past three years will be provided by the crime analyst and evaluated by the committee. Further, we will review our department’s previous three years of total crime numbers in various categories, crime solvability rates, and compare this data to surrounding cities and agencies. We will review data from nearby cities that do and do not already have a Flock system implemented.

To best select camera locations, we will seek input from city entities beyond our police department. The city traffic engineer can provide us with high-traffic locations, “chokepoints” or areas where traffic is funneled, and the busiest entry and exit points of the city. Not only will this help to increase the amount of data collected but it will help determine the most likely paths taken by criminals into and out of the city.

Our department will implement a method in our report-writing system for officers and detectives to note if the Flock system was used in an investigation. This can range from a patrol officer locating a stolen vehicle and arresting the driver, to a traffic investigator searching through vehicles by make and model to generate suspect leads on a hit-and-run, to detectives flagging a suspect vehicle to be located by any department who has access to Flock.

Program administrators and the crime analyst will generate monthly reports of Flock usage by officers, the total amount of vehicles observed, and the total amount of crime vehicles observed. This data will be continually monitored by staff as well as the responsible command staff for areas of higher effectiveness and any changes in criminal activity. Not only will this allow for camera placement to be evaluated and quickly adjusted but this can help guide any related patrol or directed enforcement details.

The program administration committee will continue to meet quarterly to discuss the program's progress and make any necessary adjustments. This will include an evaluation of the monthly Flock data as well as quarterly total crime numbers, department solvability rates, and changes in crime trends since the previous meeting.

Directed enforcement details related to this program will be responsible for logging any arrests, property recovery, or investigative leads generated in the course of their detail. Program administrators will maintain a separate record of directed enforcement activity. A quarterly directed enforcement report will be generated and evaluated by program staff and command staff.

Additionally, an annual report compiling all of this data will be prepared and discussed at the beginning of each calendar year. This will allow for a more broad evaluation of the program's effectiveness; looking at year-over-year crime statistics and how the program has impacted the city on a long-term basis. Camera placement, while already under regular evaluation, can be reviewed on an extended timeline. Cameras can be moved, added, or eliminated based on the established statistical guidelines.

By design, the Flock system is strengthened through more data being inputted by more sources. Data-sharing with other agencies will be completed through a Memorandum of Understanding. While it is difficult to accurately log all successes by outside agencies using our data, any known instances will be noted by the program administrators and discussed at the next quarterly meeting.

Budget Instructions

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

Budget Attachment

[**Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment_Autosaved.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)
[**Project-Work-Plan.docx**](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)
[**Signed_NGO_form.pdf**](#)

Local Impact Letter(s) (Appendix E)
[**Local_Impact_Letter_-_No_Impact.docx**](#)

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

Policies Limiting Racial Bias
[**Bias-Based_Policing_Policy.pdf**](#)

Policies on Surveillance Technology
[**LPR_Policy.pdf**](#)

Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)
[**Signed_theft_and_fraud_form.pdf**](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Signed_Governing_Board_Resolution.pdf](#)

OPTIONAL: n/a

Bibliography

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

Appendix C: 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 four (4) 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:	> Increase the total number of stolen vehicles recovered in the City of Garden Grove.
Objectives (A., B., etc.)	A) After installing Flock LPR cameras, patrol officers will actively monitor and respond to stolen vehicle notification to recover the vehicle to return it to the rightful owner. - At the end of each year, the total number of stolen vehicles recovered in the city will increase based on the implementation of Flock LPR cameras and the response to stolen vehicle notification. B) The Garden Grove Police Department will implement monthly directed enforcement operations. These operations will include actively monitoring LPR cameras and increasing visibility in retail areas - A monthly report will be completed with the areas where stolen vehicle and retail crimes have occurred. - Officers will direct their enforcement operations to areas where stolen vehicle and retail crime have risen based on each monthly report. - At the end of each year, the total number of stolen vehicles recovered will increase based on these directed enforcement operations.
Process Measures and Outcome Measures:	-Monthly statistical reports will be generated via the Garden Grove Police Department's Record Management System to measure the number of stolen vehicles that are recovered each month. This will be compared to the corresponding month from the year prior to measure the process.

	<p>- Yearly statistical reports will be generated via the Garden Grove Police Department's Record Management System to measure the number of stolen vehicles that are recovered each year. This will be compared to the year prior statistics to measure the outcomes.</p>			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline		
		Start Date	End Date	
> Patrol response to stolen vehicle notifications to arrest offenders and recover stolen vehicles. . - Directed enforcement operations each month to increase visibility in retail theft area as well as increase number of stolen vehicles recovered.	> Garden Grove Police Department officers	> 10/1/2023	12/31/2026	
<p>List data and sources to be used to measure outcomes: > The Garden Grove Police Department recovered a total of 376 stolen vehicles in 2021 and 372 in 2022. We will use our record management system to document the total number of stolen vehicles recovered in the years 2023 – 2026.</p>				

(2) Goal:	> Reduce the number of stolen vehicles taken from the City of Garden Grove
Objectives (A., B., etc.)	<p>A) After installing Flock LPR cameras, patrol officers will actively monitor and respond to stolen vehicle notification to make arrests of the offenders who are in possession of the vehicle. .</p> <ul style="list-style-type: none"> - At the end of each year, the total number of vehicles stolen in the city will decrease based on the implementation of Flock LPR cameras, the response to stolen vehicle notification, and the arrests of offenders. . <p>B) The Garden Grove Police Department will implement monthly directed enforcement operations. These operations will include surveillance and probation compliance checks on offenders with a criminal history related to vehicle theft.</p> <ul style="list-style-type: none"> - A monthly report will be given to officers showing offenders with a history of vehicle theft. - Officers will direct their enforcement operations on the offenders based on the report. - At the end of each operation, officers will report how many surveillances/compliance checks were completed along with their outcomes. - The total number of vehicles stolen will decrease based on these directed enforcement operations.
Process Measures and Outcome Measures:	-Monthly statistical reports will be generated via the Garden Grove Police Department's Record Management System to measure the number of vehicles stolen in the city each month. This will be compared to the corresponding month from the year prior to measure the process.

	<p>- Yearly statistical reports will be generated via the Garden Grove Police Department's Record Management System to measure the number of vehicles stolen from the city each year. This will be compared to the year prior statistics to measure the outcomes.</p>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Patrol response to stolen vehicle notifications to arrest offenders. - Directed enforcement operations each month to increase number of stolen arrests and monitor offenders with a criminal history including vehicle theft. .	> Garden Grove Police Department officers	10/01/2023	12/31/2026
List data and sources to be used to measure outcomes: > A total of 701 vehicles were stolen from the City of Garden Grove in 2021 and 683 in 2022. We will use our record management system to document the total number of stolen vehicles in the years 2023 – 2026.			

(3) Goal:	> To restore the losses suffered by victims of retail theft and vehicle theft		
Objectives (A., B., etc.)	<p>> A) After installing Flock LPR cameras, officers will be able to further investigate retail theft and vehicle theft crimes. Flock LPR system allows officers to search for vehicles via vehicle description and/or license plates to identify the suspect vehicles in these crimes.</p> <p>B) Officers will be able to develop leads on suspect vehicles in order to further investigate the crimes and restore losses suffered by the victims.</p> <p>C) Provide training to officers on the operation of the Flock LPR system and how to use it for investigative purposes</p>		
Process Measures and Outcome Measures:	> Yearly statistical reports will be generated to document the total value of stolen property recovered each year to measure the process.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Training related to Flock LPR system will be provided to all officers which will allow them to further investigate crimes and develop leads on suspect vehicles. Each year Garden Grove Police Department Crime Analysts will generate a report for the value of stolen property recovered	> Garden Grove Police Department officers	> 10/01/2023	>
List data and sources to be used to measure outcomes: >			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative
Name of Applicant: The City of Garden Grove

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	\$565,920.00
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	\$62,011.00
6. Equipment/Fixed Assets	\$674,000.00
7. Financial Audit (Up to \$25,000)	\$300.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$1,302,231.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
6 Police Officers	(One 10 hour operation per month at \$217 per hour = \$2170 per officer per month) 6 officers x \$2170 = \$13,020 per month x 36 months = \$468,720 (January 2024 - December 2026)	\$468,720.00
1 Police Sergeant	(One Sergeant to oversee operation per month at \$270 per hour = \$2700 per month) 1 Sergeant:\$2700 x 36 months = \$97,200 (January 2024 - December 2026)	\$97,200.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL	\$565,920.00	

1b. Salaries & Benefits Narrative:

The Garden Grove Police Department will plan operations on an overtime basis once a month for 6 officers and 1 sergeant to actively monitor the Flock LPR cameras. The calculations listed above are based on overtime pay with benefits included. The operations will be focused on combatting motor vehicle theft, vehicle accessory theft, and retail thefts in the City of Garden Grove with the use of the Flock LPR cameras. Each month, the officers working the operation will receive a monthly report showing areas where retail thefts, motor vehicle accessory theft, and motor vehicle thefts have occurred as well as the total number of these particular crimes have occurred. The operations will be strategically planned to address the areas of concern. The deployments will utilize the Flock Mobile Cameras to be placed in areas where crime has increased. Officers will respond to calls for service related to retail theft, conduct follow-up using the Flock cameras to develop leads on suspect vehicles, and arrest criminal involved in retail thefts. Each operation will have an after action report where the total statistics from the operation are documented.

2a. Services and Supplies

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

2b. Services and Supplies Narrative:

		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$62,011.00

5b. Data Collection and Evaluation Narrative

Data collection and evaluation of this program will be done on a monthly and yearly basis. Each month, a report will be completed with relevant statistics related to Flock LPR cameras and the directed enforcement operations. These monthly reports will be compiled into a yearly report by GGPD Crime Analysts and Detectives. The financial tracking will also be conducted by GGPD finance coordinators. The data collection and evaluation will be handled completely by the Garden Grove Police Department staff and will comply with all BSCC reporting requirements. Therefore is quarterly reporting is required, then the Garden Grove Police Department will do monthly, quarterly, and yearly reports to track the progress and outcome of this program. The grant requires at least 5% of the funds obtained from the grant be set aside for data collection and evaluation. The total amount requested from the grant (for Flock LPR cameras and directed enforcement operations) is \$1,240,220, and 5% of that is \$62,011.

6a. Equipment/Fixed Assets

6b. Equipment/Fixed Assets Narrative

Flock License Plate Reader (LPR) cameras are cameras used to capture a picture of a vehicle and its license plate in the area of each LPR camera. The data is stored on a cloud-based server and is accessible by the police department. The data collected will include a picture of the vehicle along with the license plate at the particular date, time, and location the vehicle was scanned by the particular LPR camera. Flock's LPR cameras automatically notify the agency's officers when a stolen or wanted vehicle is scanned at a particular location. Officers are then able to respond to the area and apprehend the vehicle in question. The cameras can also be used for investigative purposes to develop leads on suspect vehicles.

The cameras will be strategically placed throughout the City of Garden Grove to capture high-traffic areas, areas where high retail theft has historically occurred, and to capture vehicles entering and leaving the city. The cameras will have a tremendous impact on combatting organized retail theft, vehicle theft, and vehicle accessory theft, not only in the City of Garden Grove but also in the cities in the surrounding areas. Through our research on other agencies who have implemented Flock LPR cameras, other agencies have discovered a drastic increase in arrests related to these types of crimes. Other law enforcement agencies have reported as high as a 30% reduction in theft, burglary, and assaults as a result of implementing Flock LPR cameras.

Other law enforcement agencies have reported as high as a 30% reduction in theft, burglary, and assaults as a result of implementing Flock LPR cameras. Access to the camera's data collected will be shared with other local Law Enforcement agencies which will assist with combatting organized retail theft, vehicle accessory theft, and motor vehicle theft throughout Southern California. The Garden Grove Police Department has recently been granted access to other law enforcement agencies' Flock LPR cameras. We have had tremendous success in combatting vehicle accessory theft, motor vehicle theft, and several other types of crimes that have occurred in the City of Garden Grove. For example, a homicide happened in the City of Garden Grove and the suspect vehicle was scanned on a Flock LPR camera in the City of Menifee. The suspect was apprehended solely because of the Flock Cameras.

The City of Garden Grove has hundreds of retail establishments throughout the city. An example of a retail theft investigation where Flock LPR cameras assisted with the investigation is when a commercial burglary occurred in the City of Garden Grove and a suspect vehicle description was obtained through surveillance cameras. Detectives were able to search Flock LPR cameras for similar vehicles in the area where the crime occurred. The suspect vehicle was identified based on this search of Flock LPR cameras. An example of how Flock LPR cameras assisted in a motor vehicle theft investigation was when a stolen vehicle was scanned on a local Flock LPR camera. Officers began checking the nearby area for the stolen vehicle and located it as it was occupied. Officers were able to arrest the suspect and also locate an unregistered firearm. The City of Garden Grove is in dire need of LPR cameras to assist with investigations, locate stolen vehicles and identify vehicles related to organized retail theft.

The Garden Grove Police Department believes 120 Flock LPR cameras will have a tremendous impact on combating these issues. 120 cameras are needed not only to cover the entrances and exits to the city but also high-traffic intersections and areas where high retail thefts have historically occurred. 120 cameras are needed because one camera covers two lanes of traffic in one direction. From our research, we believe the best deployment strategy is to cover major intersections in all four directions. On major thoroughfares, one camera will be needed for entry into the city and another for the exit to the city. The Garden Grove Police Department recently submitted a budget which approved 40 Flock cameras to be installed in 2024. The cameras purchased as part of this grant would be in addition to those cameras that the City of Garden Grove will purchase for 2024. The police department will obtain 40 cameras paid for by the City of Garden Grove in 2024, therefore 80 additional cameras are requested for 2024 as part of this grant. The Garden Grove Police Department does have plans to increase the number of cameras in the year 2026, however, the current budget cycle is only for the years 2024 and 2025. If the number of cameras that the City of Garden Grove budgets for in 2026 increases, the number of cameras needed as part of the grant will decrease accordingly to maintain 120 cameras total. In addition to these Flock cameras, we are also requesting 6 addition Flock mobile cameras. The mobile cameras are battery operated and can be placed in various locations by GGPD officers. These would be useful to directed enforcement operations to and can be placed strategically in neighborhoods where vehicles are being stolen or recovered, as well as placed in parking lots of retail areas to further combat organized retail theft. 6 cameras are needed because many of the retail parking lots have multiple entrances and exits and the cameras can be used to cover these areas. Flock LPR cameras will undoubtedly increase the solvability of crimes and decrease the crime rate in the city making it a safer place to live, work, and visit.

7a. Financial Audit

Description	Calculation for Expense	Total
Audit Price Needed	\$100 per year x 3 years = \$300	\$300.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$300.00

7b. Financial Audit) Narrative:

The City of Garden Grove currently uses an auditing firm. After consulting with the Finance Director for the City of Garden Grove, it is estimated that the cost of a financial audit is \$100 per year and the audit will cover 3 years of information bringing the total estimated cost for a financial audit of \$300.00.

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

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

N/A

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

N/A



CITY OF GARDEN GROVE POLICE DEPARTMENT

A NATIONALLY
ACCREDITED LAW
ENFORCEMENT
AGENCY

AMIR EL-FARRA
CHIEF OF POLICE

To Whom it May Concern

Date: 5/24/23

From: The City of Garden Grove
Subject: ORT Local Impact Letter

The City of Garden Grove and the Garden Grove Police Department is applying for the Organized Retail Theft Prevention Grant Program. As part of this project, the Garden Grove Police Department is requesting to implement Flock License Plate Reader (LPR) cameras in various locations throughout the city. It is also planning to implement monthly directed enforcement operations. The use of LPR cameras and the directed enforcement operations will be used to combat auto theft and catalytic converter thefts throughout the city. The Garden Grove Police Department does not believe there will be an impact on retail establishments or other agencies as a result of the Organized Retail Theft Prevention Grant Program.

Sincerely,

Detective Gerald Jordan
Garden Grove Police Department
714-741-5838 / Geraldj@ggcity.org

Bias-Based Policing

401.1 PURPOSE AND SCOPE

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

PC 422.6(a) - No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55: Disability, Gender, Nationality, Race or Ethnicity, Religion, Sexual Orientation, or association with a person or group with one or more of these actual or perceived characteristics.

401.2 POLICY

The Garden Grove 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).

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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 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.

401.4.2 REPORTING OF STOPS

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

If multiple agencies are involved in a stop and the Garden Grove Police Department is the primary agency, the Garden Grove 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.

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Bias-Based Policing

- (b) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (c) 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 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Sergeant 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 Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

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

401.7 ADMINISTRATION

Each year, the Community Policing Bureau Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

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

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

401.8 TRAINING

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

- (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 annual training in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Automated License Plate Readers (ALPRs)

425.1 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.

425.2 POLICY

The policy of the Garden Grove 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.

425.3 ADMINISTRATION

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

425.3.1 ALPR ADMINISTRATOR

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

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.

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Automated License Plate Readers (ALPRs)

- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

425.4 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) An ALPR Alert under the ALPR Program does not establish probable cause for enforcement action. With the absence of exigent circumstances the Hit information/data must be confirmed prior to taking any related law enforcement action. Users of the ALPR system will take reasonable measures to ensure the accuracy of the ALPR Data collected by Garden Grove Police Department ALPR units. Errors discovered in ALPR Data collected by GGPD units are marked, corrected, or deleted in accordance with the type and severity of the error in question. To assist our agency in its efforts to ensure accuracy of the ALPR data collected, our vendor also employs an OCR Engine Improvement Diagnostics tool to monitor the performance of its various OCR engines around the world. Once issues are identified and confirmed, the vendor works to quickly correct any systemic issues.

425.5 DATA COLLECTION AND RETENTION

The Regional ALPR System Administrator for the County of Orange is stationed at the Anaheim Police Department within the Emergency Management Bureau. The County Administrator is responsible for insuring proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the County maintained server on a regular basis, not to exceed 30 days between transfers.

The County or Orange ALPR Administrator is responsible for insuring all ALPR data downloaded to the server is stored for a minimum of two years (Government Code § 34090), and thereafter will insure data is 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 lawful action to produce records. In those

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circumstances the applicable data will be downloaded from the server onto portable media and booked into evidence.

425.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Garden Grove 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.
- (d) All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data.
- (e) Garden Grove Police Department is not aware of any individual privacy interest applicable to the anonymous ALPR data contained in the system, however, there are many controls in place. The data center and the software being used by the Garden Grove Police Department meets all relevant requirements of FBI-CJIS Security Policy including password complexity and change rules, deactivation of inactive users, use of secure internet protocol, and more. The system maintains usage logs that are available for routine audit. System audits should be conducted on a regular basis by the County of Orange ALPR Administrator or a Garden Grove Police Department designee.
- (f) ALPR data gathered by agency-owned ALPR systems is never sold or transferred in any way. This data is shared with other law enforcement agencies solely at the discretion of the agency, and these privileges may be revoked at any time by the agency. Because the sharing of the data occurs from a hosted solution and is based on a set of visibility permissions, the data is not duplicated or transferred in any way and remains under the management and control of the agency at all times.

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

425.7 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.

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2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administrative Services Bureau Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

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

425.8 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).