

CHAIR ADRIANA GOMEZ VICE CHAIR RUDY TRUJILLO COMMISSIONER VICTORIA GARCIA COMMISSIONER NICOLE MOHR COMMISSIONER ZOE RODRIGUEZ

CITY OF SAN FERNANDO

TRANSPORTATION AND PUBLIC SAFETY COMMISSION REGULAR MEETING AGENDA SUMMARY THURSDAY, JANUARY 4, 2024 – 6:00 PM

CITY HALL COUNCIL CHAMBERS 117 MACNEIL STREET SAN FERNANDO, CALIFORNIA 91340

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream with audio and video, via YouTube Live, at:

https://www.youtube.com/c/CityOfSanFernando

Note: Comments submitted via YouTube will not be read into the record.

SUBMIT PUBLIC COMMENT IN PERSON

Members of the public may provide comments in person in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to <u>tpscommission@sfcity.org</u> no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the Transportation and Public Safety Commission prior to consideration of the agenda. Comments received via email will be distributed to the Transportation and Public Safety Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:

Members of the Public may **call-in between 6:00 p.m. and 6:15 p.m**. Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair. Note: This is audio only and no video.

 Call-in Telephone Number:
 (669) 900-6833

 Meeting ID:
 841 9039 6534

 Passcode:
 323371

Staff Contact Kenneth Jones, Management Analyst • Fabian Valdez, Chief of Police

TRANSPORTATION AND PUBLIC SAFETY COMMISSION Regular Meeting Notice and Agenda – January 4, 2024

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When connecting to the Zoom meeting to speak, you will be placed in a virtual "waiting area," with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER

ROLL CALL

TELECONFERENCE REQUESTS/DISCLOSURE

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City's legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Recommend that the Transportation and Public Safety Commission approve the agenda as presented.

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Members of the public attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council <u>(SF Procedural Manual)</u>. Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS

Members of the public may **provide comments in person in the City Council Chambers** during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.



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Members of the public may submit comments by email to <u>tpscommission@sfcity.org</u> no later than 5:00 p.m. the day of the meeting, to ensure distribution to the Transportation and Public Safety Commission and read into the record.

Members of the public may provide a live public comment by calling in between 6:00 p.m. and 6:15 p.m. CALL- IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 841 9039 6534; Passcode: 323371

CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Transportation and Public Safety Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

- 1) CONSIDERATION TO APPROVE TRANSPORTATION AND PUBLIC SAFETY COMMISSION MEETING MINUTES FOR:
 - a. November 2, 2023 Regular meeting

ADMINISTRATIVE REPORTS

2) PRESENTATION OF THE POLICE DEPARTMENT'S MILITARY EQUIPMENT POLICY PURSUANT TO ASSEMBLY BILL 481

Recommend that the Transportation and Public Safety Commission receive and file this informational report.

3) BUREAU OF STATE AND COMMUNITY CORRECTIONS ORGANIZED RETAIL THEFT GRANT PRESENTATION

Recommend that the Transportation and Public Safety Commission receive and file this informational report.

4) NOTABLE POLICE DEPARTMENT ACTIVITIES FOR NOVEMBER 2023

Recommend that the Transportation and Public Safety Commission receive and file this informational report.

5) NOTABLE POLICE DEPARTMENT ACTIVITIES FOR DECEMBER 2023

Recommend that the Transportation and Public Safety Commission receive and file this informational report.

STAFF COMMUNICATION



TRANSPORTATION AND PUBLIC SAFETY COMMISSION

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COMMISSIONER UPDATES/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING

Commissioner(s) may request to agendize an item for discussion at a future meeting, subject to approval by the Commission. Requests should align with the commission's scope of responsibility, adhere to City Council policies, and consider the availability of staff resources and budget constraints.

ADJOURNMENT The meeting will adjourn to its next regular meeting.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Dated: _______ at: ______

Signed By: _____

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (<u>www.sfcity.org</u>). These are also available for public reviewing prior to a meeting at the Public Works Department Public Counter. Any public writings distributed by the Transportation & Safety Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Public Works Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at <u>www.sfcity.org</u>. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Public Works Department Office at (818) 898-1222 or <u>tpscommission@sfcity.org</u> at least 48 hours prior to the meeting.



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CITY OF SAN FERNANDO TRANSPORTATION AND PUBLIC SAFETY COMMISSION

REGULAR MEETING MINUTES NOVEMBER 2, 2023 ZOOM MEETING STREAMED ON YOUTUBE

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE TRANSPORTATION & PUBLIC SAFETY COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <u>https://www.youtube.com/c/CityOfSanFernando</u>

CALL TO ORDER/ROLL CALL

Chair Adriana Gomez called the meeting to order at 6:00 p.m. Executive Assistant, Maria Padilla, called the roll call.

The following persons were recorded as present:

PRESENT:

Chair Adriana Gomez, Vice Chair Rudy Trujillo Commissioners Victoria Garcia and Nicole Mohr

ABSENT:

Commissioner Zoe Rodriguez

ALSO PRESENT:

Management Analyst Kenneth Jones, City Clerk Julia Fritz, Acting Lieutenant Peter Aguirre, PD Executive Assistant Elena Lara, and Executive Assistant Maria Padilla

PLEDGE OF ALLEGIANCE

Chair Gomez led the Pledge of Allegiance.

APPROVAL OF AGENDA

Vice Chair Trujillo motioned to approve the agenda for the November 2, 2023 Transportation and Public Safety Commission meeting. Commissioner Garcia seconded the motion.

The motion carried with the following votes:

AYES:	V. Garcia, A. Gomez, N. Mohr and R. Trujillo - 4
NOES:	None
ABSENT:	Z. Rodriguez - 1
ABSTAIN:	None

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PUBLIC STATEMENTS – WRITTEN/ORAL

D. Bolog submitted e-mail praising SFPD on how the October 25, 2023 protest on the 200 block of Maclay was handled.

D. Bolog (via Zoom) spoke regarding the article in the San Fernando Sun regarding the October 25, 2023 protest.

The Commission voted to reopen public comment.

AYES:	V. Garcia, A. Gomez, N. Mohr and R. Trujillo - 4
NOES:	None
ABSENT:	Z. Rodriguez - 1
ABSTAIN:	None

Julie Cuellar – Thanked SFPD for keeping children safe during Halloween night.

CONSENT CALENDAR

Commissioner Mohr motioned to approve the Consent Calendar approving the Minutes of the October 4, 2023 Transportation and Public Safety Commission Meeting. Vice Chair Trujillo seconded the motion.

The motion carried with the following votes:

AYES:V. Garcia, A. Gomez, N. Mohr and R. Trujillo - 4NOES:NoneABSENT:Z. Rodriguez - 1ABSTAIN:None

ADMINISTRATIVE REPORT

- PRESENTATION AND DISCUSSION REGARDING CITY COUNTIL APPROVED DRAFT ESTABLISHING "GUIDELINES FOR BOARDS, COMMISSIONS AND COMMITTEES" HANDBOOK

 City Clerk Julia Fritz presented the staff report and responded to questions from the Commission. The Commission provided feedback.
- **3.** NOTABLE POLICE DEPARTMENT ACTIVITIES FOR OCTOBER 2023 Acting Lieutenant Aguirre presented the staff report and responded to questions from the Commission.
- **4. DISCUSSION OF HALLOWEEN TRAFFIC MEASURES NEAR ORANGE GROVE AVE** Commissioner Mohr provided background. Acting Lieutenant Aguirre provided update.

SĂN FERNANDO

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STAFF COMMUNICATION

Management Analyst Kenneth Jones informed the Commission that a new Director of Public Works has been hired and read Wendell Johnson's biography.

COMMISSIONER UPDATES/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING

Commissioner Mohr thanked the Commission for considering her meeting date suggestion. She also informed the Commission that students can now get free Metrolink passes. Commissioner Mohr inquired on the status of the Bus Shelter update. Staff informed the Commission that it would be brought back in December.

Commissioner Garcia thanked staff for their hard work.

Vice Chair Trujillo thanked the Commission for changing the Commissions meeting date. Vice Chair expressed his gratitude to Councilmember Cindy Montañez.

Commissioner Garcia expressed her condolences to Councilmember Cindy Montañez's family.

Chair Gomez asked to adjourn the meeting in honor of Councilmember Cindy Montañez.

ADJOURNMENT

Chair Gomez adjourned the Transportation and Public Safety Commission meeting at 7:12 p.m. in honor of Councilmember Cindy Montañez.

I do herby certify that the foregoing is a true and correct copy of the minutes of November 2, 2023, meeting as approved by the Transportation and Public Safety Commission.

Maria Padilla Executive Assistant



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To:Chair Adriana Gomez and CommissionersFrom:Fabian Valdez, Police ChiefDate:January 4, 2024Subject:Presentation of the Police Department's Military Equipment Policy Pursuant to
Assembly Bill 481

RECOMMENDATION:

It is recommended that the Transportation and Public Safety Commission (TPSC) receive and file this informational report.

BACKGROUND:

- 1. On September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481") relating to the use of "military equipment" by law enforcement agencies in California.
- 2. AB 481 seeks to provide transparency, oversight, and an opportunity for public input on decisions regarding whether and how military equipment is funded, acquired, and used by law enforcement agencies.
- 3. AB 481, as part of the public input and transparency process, requires posting of the agency policy for public feedback for 30 days prior to any public meeting.
- 4. The Police Department's current military equipment policy was posted on the City's website for public comment on December 15, 2023.
- 5. AB 481 also requires annual reporting on the military equipment identified in the policy, and an annual community engagement meeting regarding the annual report.

ANALYSIS:

The San Fernando Police Department (SFPD) is committed to placing the community's safety first by using various public safety tools and equipment that have been proven effective in enhancing safety. Many items defined by AB 481 as military equipment, as outlined below, are currently utilized by SFPD and many agencies throughout the county. These items provide officers with critical tools and the ability to safely resolve dynamic and volatile situations that may otherwise rise to the level of a lethal encounter. These tools and equipment, combined with the current departmental military equipment policy, are a key component to facilitating compliance with the Police Department's Use of Force policy.

It is important to understand that the term "military equipment" as used within AB 481 does not necessarily indicate equipment that has been used or provided by the military. In fact, the Police Department does not have any equipment in current use that has been obtained from the military or its Federal 1033 program, which provides surplus equipment to law enforcement.

AB 481 Definition of Military Equipment (Government Code 7070).

Assembly Bill 481 has created Government Code 7070 to designate the following 15 categories of items as military equipment:

- 1. Unmanned, remotely piloted, powered aerial or ground vehicles.
- 2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- 3. High Mobility Multipurpose Wheeled Vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. Unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- 4. Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- 5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- 6. Weaponized aircraft, vessels, or vehicles of any kind.
- 7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. Items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
- 8. Firearms of .50 caliber or greater. Standard issue shotguns are specifically excluded from this subdivision.
- 9. Ammunition of .50 caliber or greater. Standard issue shotgun ammunition is specifically excluded from this subdivision.
- 10. Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
- 11. Any firearm or firearm accessory that is designed to launch explosive projectiles.
- 12. "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
- 13. Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).
- 14. The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.
- 15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

San Fernando Police Department is currently in possession of items in Categories 10, 11, 12 and 14 from the aforementioned list. Assembly Bill 481 includes a list of newly defined military equipment currently in the SFPD's possession. The current ordinance authorizes the Department to use the listed equipment only. Future equipment identified as military equipment, but not included in the current policy will require prior City Council approval before it can be purchased or deployed by the San Fernando Police Department.

The policy has been developed in consultation with the City Attorney's Office, who reviewed and approved this policy as to content and form prior to release on the City's website.

<u>AB 481 Approval of the Military Equipment Use Policy (Government Code 7071).</u> California Government Code Section 7071(d)(1) states the following:

"The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

<u>Response</u>: The items identified in the current policy and currently possessed by the San Fernando Police Department are industry standard equipment that serve a unique and specific purpose. To staff's knowledge, no viable alternative equipment currently exists to achieve the respective objectives of this equipment.

(B) The current military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

<u>Response</u>: The military equipment in the current policy and currently possessed by the San Fernando Police Department will safeguard the public's welfare, safety, and civil rights by ensuring that San Fernando Police Officers have the proper equipment to appropriately respond to violent and/or unusual incidents (e.g. active shooters) or incidents involving large and riotous/unruly crowds (e.g. civil unrest).

(C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

<u>Response</u>: The military equipment identified in the current policy complied with the City's purchasing policy and was cost effective at the time of purchase as it was procured through a competitive process. The San Fernando Police Department is not currently seeking to purchase any additional equipment as outlined in Assembly Bill 481.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use

policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance."

<u>Response</u>: All prior military equipment use complied with the City's policies that were in effect at the time. Additionally, all items currently in possession of the Police Department have been approved during the associated budgetary periods commensurate with the items purchased.

AB 481 Funding, Acquisition and Use of Military Equipment (Government Code 7071).

In accordance with California Government Code Section 7071(a)(1), the adoption of a Military Equipment Use Policy by ordinance, gives the Police Department, with the approval from City Council to do the following:

- (A) Request military equipment identified in the Policy and made available pursuant to Section 2576a of Title 10 of the United States Code.
- (B) Seek funds for military equipment identified in the Policy, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in- kind donations, or other donations or transfers.
- (C) Acquire military equipment identified in the Policy, either permanently or temporarily, including by borrowing or leasing.
- (D) Collaborate with another law enforcement agency in the deployment or other use of military equipment identified in the Policy within the territorial jurisdiction of the governing body.
- (E) Use any new or existing military equipment identified in the Policy for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.
- (F) Solicit or respond to a proposal for, or enter into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment identified in the Policy.
- (G) Acquire military equipment identified in the Policy through any means not provided by this paragraph.

AB 481 Annual Reporting Requirements (Government Code 7072).

AB 481 establishes annual reporting requirements within Government Code 7072. The Police Department's annual report to the City Council requires reporting of each type of equipment used within the year and annual reporting thereafter. The annual report requires the following:

- (1) A summary of how the military equipment was used and the purpose of its use.
- (2) A summary of any complaints or concerns received concerning the military equipment.
- (3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

- (5) The quantity possessed for each type of military equipment.
- (6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report and providing comment to the TPSC.

CONCLUSION:

It is recommended that the Transportation and Public Safety Commission receive and file this informational report.

ATTACHMENT:

A. SFPD Military Equipment Policy Lexipol 706



Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body - The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

1. Unmanned, remotely piloted, powered aerial or ground vehicles.

2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.

3. High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.

4. Tracked armored vehicles that provide ballistic protection to their occupants.

5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

6. Weaponized aircraft, vessels, or vehicles of any kind.

7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.

8. Firearms of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.

9. Ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.

10. Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.

11. Any firearm or firearm accessory that is designed to launch explosive projectiles.

12. Noise-flash diversionary devices and explosive breaching tools or munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.

13. TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).

14. Kinetic energy weapons and munitions.

San Fernando PD Policy Manual

Military Equipment

15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

706.2 POLICY

It is the policy of the San Fernando Police Department that employees of this Department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate an employee of this Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of San Fernando Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the Department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

Heckler & Koch 9mm submachine guns

40mm Less Lethal Launcher

40mm Exact Impact Sponge Round

40mm Spede-heat long range Chlorobenzaldehyde Malononitrile (CS) Tear Gas Munition

40mm Ferret CS Munition

San Fernando Police Department

San Fernando PD Policy Manual

Military Equipment

40mm Bean Bag Munition

12 gauge Shotgun Less Lethal Bean Bag Munition

12 gauge Shotgun Ferret CS Munition

Pepperball launcher

Pepperball CS Munition

Unmanned aerial vehicle (drone)

Colt M4 Carbine Full Auto.223 Caliber Capability

For specific detail, see the following attachment: See attachment: Military Equipment Policy Final.pdf

The attachment referred to in policy section 706.4 above provides detail related to the description of each category of equipment/supply, quantity, capability, expiration date, purpose, product description, cost impact and policy reference for use. Less lethal weapon training shall be completed in compliance with policy section 304, Control Devices and Techniques. Training shall be provided by POST-certified less lethal instructors in compliance with approved POST-certified course outlines for less lethal weapons. Training for the M-4 rifle and submachine gun will be provided by POST-certified rifle and submachine gun instructors following POST-certified course outlines. All drone (unmanned aerial vehicle) operators will be certified in the Part 107 pilot course as required by the FAA.

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

It will be the practice of the Department to replace damaged equipment in order to maintain the equipment levels as specified in policy section 706.4 above. As equipment is deployed or utilized in compliance with this policy or if such equipment exhausts its useful life, the Department will replace that equipment. The Department will endeavor to maintain supplies of equipment at 50% of supply levels as established in the attachment referred to in policy section 706.4 above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any employee of this Department shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this Department or operating in a law enforcement capacity in conjunction with this Department shall comply with their respective military equipment use policies in rendering mutual aid.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment. Any complaints regarding the use of equipment or to express support for equipment use may be submitted as outlined in Policy 1009 - Personnel Complaints.

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To: Chair Adriana Gomez and Commissioners

From: Fabian Valdez, Chief of Police

Date: January 4, 2023

Subject: Bureau of State and Community Corrections Organized Retail Theft Grant Presentation

RECOMMENDATION:

It is recommended that the Transportation and Public Safety Commission receive and file this informational report.

BACKGROUND:

The California Budget Act of 2022 (Senate Bill 154) established the Organized Retail Theft (ORT) Prevention Grant Program to provide competitive grants for city police departments, county sheriffs' departments, and probation departments. The purpose of this grant program is to support local law enforcement agencies in preventing and responding to theft in three areas:

- 1) Organized Retail Theft,
- 2) Motor Vehicle or Motor Vehicle Accessory Theft, or
- 3) Cargo Theft.

Pursuant to SB 154, "permissible uses of grant funds include, but are not limited to, purchase of technology or other equipment to help deter strategies for preventing or responding to crime."

The Department submitted a grant application on July 7, 2023 requesting funds to prevent and respond to organized retail theft, motor vehicle/motor vehicle accessory theft. Funds applied for in the grant were requested to install fixed Automated License Plate Reader (ALPR) cameras in retail areas and at entrance and exit routes in the City of San Fernando to maximize crime prevention and deterrent efforts. Funds were also requested for establishing a Catalytic Converter Etching Program to help identify recovered stolen catalytic converters.

On September 14, 2023, the City received notice of grant award from the Board of State and Community Corrections (BSCC) Organized Retail Theft (ORT) Program for \$494,964 to be used for the installation of Flock ALPR cameras and the equipment and supplies necessary for catalytic

converter etching. The City of San Fernando Police Department was one of only 39 agencies chosen to receive a BSCC ORT grant award for the installation of the Flock Camera System in the program's inaugural year.

Grant funding was specifically awarded based on the project description, which included the installation of the Flock ALPR cameras and budget submitted with the grant application. Pursuant to the grant agreement, no changes or modifications in the project are permitted without prior written approval from the BSCC. Changes to the scope of the project will result in delays that could negatively affect the effectiveness of the Theft Prevention Program.

On October 16, 2023, the City Council approved the acceptance of and appropriated the grant funds via Resolution No. 8261.

The grant period is from October 1, 2023 to June 1, 2027.

ANALYSIS:

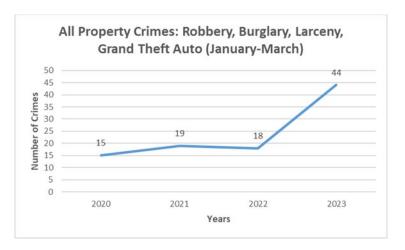
BSCC

The BSCC was established in 2012 as an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, provides expertise on Public Safety Realignment issues, acts as a data and information clearinghouse, and provides technical assistance on a wide range of community corrections issues (California Penal Code § 6024-6025). In addition, the BSCC administers significant public safety-related grant funding for the advancement of community policing through information, technical assistance, and training.

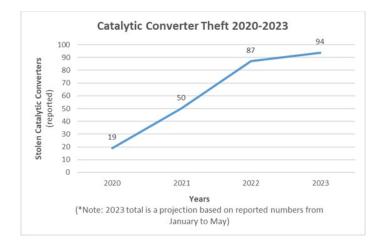
Organized Retail Theft and the City of San Fernando

Organized Retail Theft has become a pervasive issue nationwide. Criminals engage in wellcoordinated theft operations, targeting retail establishments and stealing high-value merchandise for resale. These thefts result in substantial financial losses for businesses, compromised public safety, and a negative impact on the local economy.

The City of San Fernando has also experienced an increase in retail and auto theft. Data gathered by the San Fernando Police Department (SFPD) Records Bureau during the first three months of the year showed a 193% increase in property crimes (including robbery, burglary, larceny, and grand theft auto) from 2020 to 2023.



Catalytic converter theft has also become a significant concern nationwide and within the City. Data gathered by the SFPD Records Bureau shows a 358% increase in stolen catalytic converter calls for service from 19 calls in 2020 to 87 calls in 2022. Data gathered during the first five months of 2023 points to an additional 35% increase by December 2023.



Ensuring community safety is a top a priority for the Department, and SFPD recognizes the necessity of integrating advanced technologies, techniques, and increased public awareness in deterring and apprehending criminals committing retail, auto or catalytic converter theft. Through the BSCC ORT grant application, the Department developed the SFPD Theft Prevention Program, aligning with the 2022-2026 Citywide Strategic Goal I, Focus on Community First.

BSCC ORT grant provides funding for equipment and overtime for multiple catalytic converter etching events, which enables SFPD to acquire essential resources for personnel, equipment, training and community-based policing options. Supported by the BSCC ORT grant, the Theft Prevention program involves the strategic installation of ALPR cameras in retail areas and in entry and exit points throughout the City. This program aims to enhance the Department's ability to combat organized retail theft, auto theft, and catalytic converter theft within the City of San

Fernando. This program will help strengthens the Department's ability to fulfill its mission and supports the City's commitment to a safer community.

Organized retail theft and motor vehicle theft do not happen in a vacuum. Criminals engage in well-coordinated theft operations, targeting retail establishments and stealing high-value merchandise for resale in surrounding cities. The City of San Fernando's small size, easy access to freeways, and shared borders with the City of Los Angeles make the City a target for crime and theft. In applying for BSCC grant funds, SFPD sought to implement solutions to increase the overall safety of the San Fernando community.

Fixed ALPR Cameras vs. Live Video Monitoring Cameras

Fixed ALPR Cameras have multiple advantages over live video feed systems. Live video feed requires constant monitoring in order to respond to crimes as they happen. In a small municipality like San Fernando, limited personnel makes ongoing monitoring by Police Officers or Dispatchers difficult. The Department's limited resources renders the constant monitoring of video feeds impractical and costly, as additional staff would be required to effectively monitor live-feed cameras.

Additionally, when a crime has been committed and captured on live feed recordings, the officer investigating the crime would be required to manually collect the video data from multiple video cameras, review footage from each camera in order to identify the suspect or the suspect's vehicle and movement. In instances where the vehicle associate with the recorded crime or the suspect has fled San Fernando, still images from the captured video footage would need to be sent to neighboring law enforcement agencies in order to seek their assistance in identifying and locating the suspect or vehicle. This process is labor intensive and would require a significant amount of additional staff hours, not including redacting images and other people/vehicles captured on video footage in the event of a public records request.

Fixed ALPR cameras provide for early detection of vehicles wanted by law enforcement, such as reported stolen vehicles, vehicles associated with missing persons, or vehicles used in crimes. The Los Angeles Police Department reports that approximately 30,000 vehicles are stolen every year in the City of Los Angeles. Normally, fixed ALPR cameras operate most effectively when placed on City-owned infrastructure, such as light poles or traffic signals. The technology uses a camera to automatically capture and recognize license plates wanted by law enforcement. If a vehicle is listed in a State-wide law enforcement database as stolen or connected to a crime and is captured by the ALPR system, the ALPR system alerts the police department associated with the camera that captured the video of the vehicle's location within seconds of capturing the vehicle's image. If a reported stolen vehicle or vehicle connected to a crime in another law enforcement jurisdiction enters the City of San Fernando, ALPR technology immediately notifies our on-duty personnel of the vehicle's last known location in San Fernando.

Flock ALPR cameras provide enhanced surveillance and tracking without the privacy concerns of live video cameras. ALPR cameras installed in key locations around the City will allow the police department to enhance its effectiveness in locating stolen vehicles or vehicles associated with crime by provide the Department with technology that widens the surveillance net. ALPR technology can also aid in tracking wanted vehicles, even if they leave the immediate vicinity of the crime, by capturing the direction of travel of the wanted vehicle.

Flock ALPR cameras use algorithms and AI technology, which automates the process of capturing and recognizing license plates, thereby reducing the need for manual monitoring by Police Officers or Dispatchers. This technology enhances the capacity of our Department to engage in more effective and efficient patrolling and surveillance while not directing already stretched Department resources away from other critical tasks.

Fixed Flock ALPR cameras also provide faster identification and apprehension of suspects by seamlessly allowing Department personnel to access the Flock ALPR systems of other law enforcement agencies. Evidence gathered from Flock ALPR cameras can be used to support and strengthen the prosecution of suspects without the need for the timely redaction of bystander faces or identifying information. The propriety software used to store the data, Evidence.com, meets government-specific security guidelines and seamlessly integrates with the Los Angeles District Attorney's Office evidence management system. Fixed Flock ALPR cameras provide a more practical and efficient solution for the Department to combatting organized retail and motor vehicle/accessory theft than live video feeds.

Why Flock Safety

The Department has selected Flock Safety as a provider of fixed ALPR cameras for the following reasons:

- Flock ALPR devices provide real-time vehicle information such as vehicle type, make color, license plate, state, missing or covered plates, as well as unique features such as bumper stickers, decals, and roof racks.
- Real-time vehicle and license plate information is immediately provided to Police Officers, leading to faster apprehension of retail and auto theft suspects and recovery of stolen goods.
- Over 300 law enforcement agencies within the State of California utilize Flock Safety technology.
- Of the 39 BSCC ORT grant recipients within the State this year, 19 are installing Flock Safety ALPRs with grant funds, thus allowing for even greater networking in apprehending crime suspects.

Flock Safety provides a turnkey solution to combat crime. The subscription to Flock technology includes hardware, software, and maintenance across License Plate Reader (LPR), Audio, Video and Real-Time Intelligence. In addition, Flock Safety is a sole source of LPR data to Axon's Evidence.com, which is the software used by SFPD. Flock ALPR devices are solar powered and

wireless, and can be installed on existing infrastructure owned by the City. Flock Safety also maintains all ALPR devices.

All data captured by the devices is encrypted and automatically deleted every thirty (30) days. The company also provides a transparency portal that allows the City to share data about how the devices work on an ongoing basis.

For the reasons listed above, the City of San Fernando Police Department requested BSCC Organized Retail Theft grant funds to acquire Flock Safety ALPR cameras.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report and providing comments to the City Council.

CONCLUSION:

It is recommended that the Transportation and Public Safety Commission receive and file this informational report.

ATTACHMENT:

A. BSCC Organized Retail Theft Grant Agreement

	D: 643F413E		

ocuSign Envelope ID: 643F413E-CFA1-4F1A-98A6-183DE2D09F8E			CONTRACT NO. 2201		
STATE OF CALIFORN	A DEPARTMENT OF GENERAL SERVICES		SCO ID:5227-BSCO		
STANDARD AGREEMENT STD 213 (Rev 03/2019)		AGREEMENT NUMB BSCC 1169- 2		PURCHASING AUTHORITY NUMBER (If Applicable	
1. This Agreeme	nt is entered into between the Cor	ntracting Agency and th	e Contractor nam	ned below:	
CONTRACTING AG					
BOARD OF ST	ATE AND COMMUNITY CORREC	CTIONS			
CONTRACTOR NA					
	Police Department				
	his Agreement is:				
START DATE					
OCTOBER 1, 2					
THROUGH END	DATE				
JUNE 1, 2027					
	amount of this Agreement is:				
\$494,964.00					
	gree to comply with the terms and once made a part of the Agreement.		ng exhibits, attac	hments, and apper	ndices which are
EXHIBITS		TITLE			PAGES
Exhibit A	Scope of Work				3
Exhibit B	Budget Detail and Payment Prov	visions			4
Exhibit C	General Terms and Conditions (04/2017)			4
Exhibit D	Special Terms and Conditions				5
Attachment 1*	Organized Retail Theft Preventic	on Grant Program Requ	est for Proposals		*
Attachment 2	Organized Retail Theft Prevention Grant Program Grant Proposal 34			34	
Appendix A	Organized Retail Theft Grant Program Scoring Panel Roster			1	
Appendix B	Grantee Assurance for Non-Gov	ernmental Organizatior	IS		2
	ereby incorporated by reference an	<u> </u>		v/organized-retail-thef	t-grant-program/
IN WITNESS W	HEREOF, THIS AGREEMENT HA	AS BEEN EXECUTED	BY THE PARTIE	S HERETO.	
		CONTRACTOR			
CONTRACTOR NA	ME (if other than an individual, state wheth	er a corporation, partnership,	etc.)		
San Fernando	Police Department				
	BUSINESS ADDRESS		CITY	STATE	ZIP
117 Macneil Str			San Fernando	CA	91340
	OF PERSON SIGNING		TITLE		
Nick Kimball			City Manager		
CONTRACTOR A	UTHORIZED SIGNATURE		DATE SIGNED		
Mich kimball. 09/27/2023 12:35 PM EDT					
1041FC9C27C748		STATE OF CALIFORN	IIA		
CONTRACTING	AGENCY NAME ATE AND COMMUNITY CORREC	TIONS			
	AGENCY ADDRESS		CITY	STATE	ZIP
2590 Venture Oaks Way, Suite 200			Sacramento	CA	95833
	OF PERSON SIGNING		TITLE		
COLLEEN CUR			Deputy Director		
	AGENCY AUTHORIZED SIGNATURE		ATE SIGNED		
Ŕ					
CALIFORNIA DEPARTI	MENT OF GENERAL SERVICES APPROVAL: EXEN	MPT PER SCM, VOLUME 1, CH. 4	.06		

EXHIBIT A: SCOPE OF WORK

1. GRANT AGREEMENT – Organized Retail Theft Grant Program

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and San Fernando Police Department (hereafter referred to as the Grantee).

2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Organized Retail Theft Grant Program was established in Senate Bill 154 (SB 154) (Chapter 43, Statutes of 2022). Organized Retail Theft Grant Program funds shall be used to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, which is attached and hereto and made part of this agreement.

3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows: Authorized Officer with legal authority to sign: Name: Nick Kimball Title: City Manager Address: 117 Macneil Street, San Fernando CA 91340 Phone: 818-898-1202 Email: nkimball@sfcity.org **Designated Financial Officer** authorized to receive warrants: Name: Jennifer Spatig Title: Management Analyst Address: 910 First Street, San Fernando CA 91340 Phone: 818-898-1254 Email: jspatig@sfcity.org Project Director authorized to administer the project: Name:Nichole Hanchett Title: Lieutenant Address: 910 First Street, San Fernando CA 91340 Phone: 818-898-1253 Email:nhanchett@sfcity.org
- C. Either party may change its project representatives upon written notice to the other party.

EXHIBIT A: SCOPE OF WORK

D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal.

5. REPORTING REQUIREMENTS

A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Quarterly Progress Report Periods

- 1. October 1, 2023 to December 31, 2023
- 2. January 1, 2024 to March 31, 2024
- 3. April 1, 2024 to June 30, 2024
- 4. July 1, 2024 to September 30, 2024
- 5. October 1, 2024 to December 31, 2024
- 6. January 1, 2025 to March 31, 2025
- 7. April 1, 2025 to June 30, 2025
- 8. July 1, 2025 to September 30, 2025
- 9. October 1, 2025 to December 31, 2025
- 10. January 1, 2026 to March 31, 2026
- 11. April 1, 2026 to June 30, 2026
- 12. July 1, 2026 to September 30, 2026
- 13. October 1, 2026 to December 31, 2026

B. Evaluation Documents

- 1. Local Evaluation Plan
- 2. Final Local Evaluation Report

C. Other

Financial Audit Report

Due no later than:

February 15, 2024 May 15, 2024 August 15, 2024 November 15, 2024 February 15, 2025 May 15, 2025 August 15, 2025 February 15, 2026 May 15, 2026 August 15, 2026 November 15, 2026 February 15, 2027

Due no later than:

April 1, 2024 June 1, 2027

Due no later than:

June 1, 2027

Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to a withholding of funds.

6. PROJECT RECORDS

A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.

EXHIBIT A: SCOPE OF WORK

- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

7. CONFLICT OF INTEREST

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Organized Retail Theft Grant Program Scoring Panel from receiving funds awarded under the Organized Retail Theft Grant Program RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Organized Retail Theft Grant Program Scoring Panel roster (*Appendix A*) and ensuring that no grant dollars are passed through to any entity represented by the members of the Organized Retail Theft Grant Program Scoring Panel.
- B. In cases of an actual conflict of interest with a Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

1. INVOICING AND PAYMENT

A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

Quarterly Invoicing Periods:

- 1. October 1, 2023 to December 31, 2023
- 2. January 1, 2024 to March 31, 2024
- 3. April 1, 2024 to June 30, 2024
- 4. July 1, 2024 to September 30, 2024
- 5. October 1, 2024 to December 31, 2024
- 6. January 1, 2025 to March 31, 2025
- 7. April 1, 2025 to June 30, 2025
- 8. July 1, 2025 to September 30, 2025
- 9. October 1, 2025 to December 31, 2025
- 10. January 1, 2026 to March 31, 2026
- 11. April 1, 2026 to June 30, 2026
- 12. July 1, 2026 to September 30, 2026
- 13. October 1, 2026 to December 31, 2026

Final Invoicing Periods*:

14. January 1, 2027 to March 31, 2027

15. April 1, 2027 to June 1, 2027

Due no later than:

February 15, 2024 May 15, 2024 August 15, 2024 November 15, 2024 February 15, 2025 May 15, 2025 August 15, 2025 November 15, 2026 May 15, 2026 August 15, 2026 November 15, 2026 February 15, 2027

Due no later than:

May 15, 2027 August 15, 2027

*Note: Project activity period ends December 31, 2026. The period of January 1, 2027, to June 1, 2027, is for completion of Final Local Evaluation Report and financial audit only.

- B. All project expenses must be incurred by the end of the project activity period, December 31, 2026, and included on the final invoice due February 15, 2027. Project expenditures incurred after December 31, 2026 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by June 1, 2027. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of January 1, 2027, to June 1, 2027, must be submitted during the Final Invoicing Periods, with the final invoice due on August 15, 2027. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The Financial Audit Report is due to BSCC by June 1, 2027. Expenditures incurred for the completion of the financial audit during the period of January 1, 2027, to June 1, 2027, must be submitted during the Final Invoicing Periods, with the final invoice due on August 15, 2027. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all

expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

2. GRANT AMOUNT AND LIMITATION

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement. In no event shall changes be authorized for the Administrative Salaries and Benefits line item that would result in that item exceeding ten percent (10%) of the grant award.

3. BUDGET CONTINGENCY CLAUSE

- A. This grant agreement is valid through Organized Retail Theft funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Senate Bill 154 (Chapter 43, Statutes of 2022), also known as the California Budget Act of 2022. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Organized Retail Theft funding is reduced or falls below estimates contained within the Organized Retail Theft Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

4. PROJECT COSTS

A. The Grantee agrees to comply with the BSCC Grant Administration Guide requirements as posted on the BSCC website (currently the BSCC Grant Administration Guide July 2020) including any updated version that may be posted during term of the grant

agreement. BSCC will notify grantees whenever an updated version is posted. The BSCC Grant Administration Guide is available at:

https://www.bscc.ca.gov/s_correctionsplanningandprograms/

- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

5. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

6. WITHHOLDING OF GRANT DISBURSEMENTS

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
 - 1) submittal and approval of the final invoice;
 - 2) submittal and approval of the final progress report; and
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

7. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

8. PROJECT BUDGET

BSCC Budget Line Item	A. Grant Funds
1. Salaries and Benefits	\$39,204
2. Services and Supplies	\$349,960
3. Professional Services or Public Agency Subcontracts	\$2,230
4. Non-Governmental Organization (NGO) Subcontracts	\$0
5. Data Collection and Evaluation	\$75,000
6. Equipment/Fixed Assets	\$0
7. Financial Audit (Up to \$25,000)	\$25,000
8. Other (Travel, Training, etc.)	\$3,570
9. Indirect Costs	\$0
TOTALS	\$494,964

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- **1. APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
- 2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- **3. ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- 4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
- 5. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. This obligation shall survive any termination of this agreement.
- **6. DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
- 7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- 8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10.NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11.CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 (<u>https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language</u>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- **12. TIMELINESS:** Time is of the essence in this Agreement.
- **13.COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- **14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- **15.ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - A. The Government Code Chapter on Antitrust claims contains the following definitions:
 - "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
- **16.CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- **17.UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
- **18.PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19.SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
- **20.LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment
 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

2. GRANTEE ASSURANCES AND COMMITMENTS

A. Compliance with Laws and Regulations

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

B. Fulfillment of Assurances and Declarations

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

C. Permits and Licenses

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the ARG Rehabilitation of Existing Property or Building Project RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
 - 1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant of the project.

5. ACCOUNTING AND AUDIT REQUIREMENTS

A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board <u>will not</u> enter into contracts or provide reimbursement to grantees that have been:

- 1. debarred by any federal, state, or local government entities during the period of debarment; or
- 2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix E of the original Proposal Package).

7. MODIFICATIONS

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: Organized Retail Theft Grant Program Request for Proposals and Attachment 2: Organized Retail Theft Grant Program Grant Proposal. Changes shall not be implemented by the project until authorized by the BSCC.

8. TERMINATION

A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a

material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
- refusal or inability to complete the grant project in a manner consistent with Attachment 1: Organized Retail Theft Grant Program Request for Proposals and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, or approved modifications;
- 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

9. SETTLEMENT OF DISPUTES

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.

- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

10. UNION ACTIVITIES

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

11.WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

Powered by Submittable []

Title

City of San Fernando Police Department

by Jennifer Spatig in Organized Retail Theft Prevention Grant Program

jspatig@sfcity.org

Original Submission

07/07/2023

id. 41335174

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)	City of San Fernando 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	City of San Fernando Police Department
Applicant's Physical Address	910 First St San Fernando CA 91340 US
Applicant's Mailing Address (if different than the physical address)	n/a
Mailing Address for Payment	910 First St San Fernando CA 91340 US
Tax Identification Number	95-6000779
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	Irwin Rosenberg
Project Director's Title with Agency/Department/0	Lieutenant Organization
Project Director's Physical Address	910 First St San Fernando CA 91340 US
Project Director's Email Address	irosenberg@sfcity.org

Project Director's Phone Number	+18188981258
Financial Officer	Jennifer Spatig
Financial Officer's Title with Agency/Department/O	Management Analyst Organization
Financial Officer's Physical Address	910 First St San Fernando CA 91340 US
Financial Officer's Email Address	jspatig@sfcity.org
Financial Officer's Phone Number	+18188981254
Day-To-Day Program Contact	Jennifer Spatig
Day-To-Day Program Contact's Title	Management Analyst
Day-To-Day Program Contact's Physical Address	910 First St San Fernando CA 91340 US
Day-To-Day Program Contact's Email Address	jspatig@sfcity.org
Day-To-Day Program Contact's Phone Number	+18188981254
Day-To-Day Fiscal Contact	Jennifer Spatig
Day-To-Day Fiscal Contact's Title	Management Analyst
Day-To-Day Fiscal Contact's Physical Address	910 First St San Fernando CA 91340 US

Day-To-Day Fiscal Contact's Email Address	jspatig@sfcity.org
Day-To-Day Fiscal Contact's Phone Number	+18188981254
Name of Authorized Officer	Nick Kimball
Authorized Officer's Title	City Manager
Authorized Officer's Physical Address	117 Macneil Street San Fernando CA 91340 US
Authorized Officer's Email Address	nkimball@sfcity.org
Authorized Officer's Phone Number	+18188981203
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	San Fernando Police Department Theft Prevention Project
Proposal Summary	The City of San Fernando Police Department's Theft Prevention Project is a comprehensive initiative aimed at enhancing public safety, reducing organized theft, and combating the rising theft of catalytic converters in our community. By leveraging advanced technology and community engagement with the installation of Flock Cameras and the implementation of a catalytic converter etching program, we seek to create a sustainable solution that addresses these pressing concerns, empowers our community, reduces crime rates, improves safety and security for residents, increases efficiency in law enforcement, and generates financial savings for individuals and businesses.

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). Organized retail theft has become a pervasive issue affecting communities nationwide. Criminals engage in well-coordinated theft

Project Need

Organized retail theft has become a pervasive issue affecting communities nationwide. Criminals engage in well-coordinated theft operations, targeting retail establishments and stealing high-value merchandise for resale. These thefts result in substantial financial losses for businesses, compromised public safety, and a negative impact on the local economy. According to the US Chamber of Commerce, Organized Retail Theft in California accounted for 12.62% of total US retail theft in 2021 (https://www.uschamber.com/economy/retail-crime-data-center?

(https://www.uschamber.com/economy/retail-crime-data-center? state=ca).

Although the City of San Fernando is a small municipality, it is not immune from retail and auto theft. Most recently, shoe retailer WSS has experienced increased cases of theft involving high-end shoes, and a local car dealership experienced a break-in in which the perpetrators stole several catalytic converters and vehicles. The City of San Fernando is surrounded on all sides by the City of Los Angeles. Easy access to local freeways and the ability to leave the 2.4 square-mile city quickly makes the City of San Fernando more vulnerable to theft.

The City of San Fernando Police Department has compiled comprehensive crime data - including statistics related to property and catalytic converter theft - in order to determine its most critical areas of need within the parameters and project areas of the Organized Retail Theft Grant.

The Department's Records Bureau compiled property crime statistics from 13 specific retail, thoroughfare, and ingress/egress points within the City. These are areas where retail theft occurs more frequently, along with being the major roadways used to exit with stolen goods. A comparison of the data gathered during the first three months of the year showed a 193% increase from 2020 to 2023.

Catalytic converter theft has also become a significant concern across the country, impacting individuals, businesses, and the overall safety and well-being of communities. Catalytic converters are essential components of vehicle exhaust systems, and contain valuable metals such as platinum, palladium, and rhodium.

According to the National Automobile Dealers Association (NADA), the price of these precious metals has risen sharply, making catalytic converters a prime target for theft

(https://www.nada.org/legislative/fight-rising-catalytic-converter-theft).

Data from the National Insurance Crime Bureau shows that insurance claims for stolen catalytic converters increased from 16,660 claims in 2020 to 64,701 in 2022 – an increase of 288%

(https://www.nicb.org/news/news-releases/catalytic-converter-theftssurge-nationwide-according-new-report).

Based on data gathered by the City of San Fernando Records Bureau, stolen catalytic converter calls for service increased 358% from 19 calls in 2020 to 87 calls in 2022. Data gathered during the first five months of 2023 points to an additional 35% increase by December 2023.

Traditional theft prevention and security measures have proven insufficient in deterring or apprehending criminals committing retail theft or catalytic converter theft. The implementation of advanced technologies and techniques, and increased public awareness have become imperative to help combat theft within the community. To this end, the City of San Fernando Police Department proposes the acquisition of Flock Safety Falcon Automated License Plate Reader cameras, and an INSTAetch catalytic converter etching device to address the growing problem of organized retail and catalytic converter theft in the community. The City proposes to conduct quarterly Etching Events in which Police Department Detectives will mark catalytic converters as a service to the community. Unfortunately, budget limitations prevent the Department from purchasing these advanced technologies and equipment. The 2023-24 City of San Fernando Budget did not include additional funds for Flock Cameras or for a catalytic converter etching program. For this reason, the City of San Fernando Police Department is seeking funds from the BSCC Organized Retail Theft Grant Program to purchase this equipment and implement theft prevention programs within the City.

	The proposed need for Flock cameras and a catalytic converter etching program directly aligns with the intent and purpose of the BSCC Organized Retail Theft Grant by providing a means whereby the City of San Fernando Police Department may better and more efficiently address organized retail theft and automobile accessory theft within the community.
Project Description	The City of San Fernando Police Department's proposed grant project aims to enhance security measures within the City of San Fernando in order to combat retail and catalytic converter theft, which have emerged as significant concerns within the community. The proposed project has two components: the installation of 37 Flock Safety Falcon Automated License Plate Reader (ALPR) cameras and the establishment of Catalytic Converter Etching Events, as described below. The City of San Fernando proposes the installation of 37 Flock Safety Falcon Automated License Plate Reader cameras near retail areas, major thoroughfares, and entrances and exits to the City. These sites were chosen because of their proximity to retail establishments and to routes used by perpetrators when fleeing the City with stolen
	merchandise. Technicians from Flock Safety Company will install 34 cameras on existing infrastructure owned by the City of San Fernando, and 3 cameras on Flock Safety poles at locations without existing infrastructure. These cameras will provide round-the-clock surveillance, high-resolution video monitoring, intelligent motion detection, and real-time alerts. The Flock Cameras will cover critical areas such as retail establishments, parking lots, and public spaces, acting as a visual deterrent to potential thieves and assisting San Fernando Police in identifying and prosecuting offenders. Cameras will give police department personnel a view of all activity tied to a specific vehicle within the network of cameras. Officers will be able to search vehicle information using make, body type, color, license plates (including partial, missing or temporary tags, and state recognition), decals, bumper stickers, and back or top racks. The cameras will also assist in solving cross-jurisdictional crimes and give real-time alerts such as NCIC wanted lists, AMBER alerts, Silver
	 alerts, and Vehicle Fingerprint matches. Cameras will capture crime-related information that can be used to develop leads and alerts for solving crimes and apprehending offenders. For instance, if a camera captures a vehicle's license plate, the information can help identify the registered owner who may match the description of a retail theft suspect. The image of the registered owner can then be included in a blind photo lineup to confirm their involvement. Additionally, a vehicle used in a crime may be seized as evidence to investigate and identify the perpetrator, leading to an arrest warrant. Education about Flock ALPR technology and its use within the City is a crucial component of this project. Educating the public will foster transparency, address concerns and build trust in the technology. To

transparency, address concerns and build trust in the technology. To educate the public effectively about Flock ALPR cameras, the City of San Fernando Police Department will develop clear, concise informational materials that will explain the purpose, capabilities and benefits of using fixed ALPR technology. The Department will disseminate the information through the City's website, social media platforms, press releases and in public forums.

Department personnel will present information about the technology and its use to the San Fernando City Council, Transportation and Public Safety Commission, and in monthly Business and Neighborhood Watch meetings. The Department will also present the information to the local Chamber of Commerce, the San Fernando Mall Association, and through its 11-week Community Academy series (beginning in early fall).

The Department will host a minimum of three demonstrations of the technology at the City of San Fernando Police Department's Annual Open House events, attended by over 100 persons annually. We will also educate our community through the National Night Out events attended by at least 800 community members annually.

Police Department staff will add crime data related to the Flock cameras to the Department's performance measures. Following the Department's information-sharing and established privacy protection protocols, appropriate data will be shared in business and community meetings, as well as in the City Manager's Monthly Report. Strict data retention, access control and sharing policies will be followed at all times.

Each of these outreach efforts will aim to address public concerns, clarify misconceptions, and solicit feedback about the Flock camera system, ultimately promoting understanding and acceptance of ALPR technology as a valuable tool to enhance public safety, prevent and solve crimes.

As stated earlier, the City of San Fernando Police Department will work closely with local retailers, the San Fernando Chamber of Commerce and the City of San Fernando Mall Association to educate retailers about ALPR technology, its applications, and how it will help apprehend suspects and prevent crime. With these outreach efforts, the City will work to establish retailers as active partners in crime prevention efforts. Retail partners will develop a better understanding of the types of suspicious activities or behaviors to watch for and learn how to report pertinent information to law enforcement, thereby increasing the likelihood that retailers and others will report retail crimes.

Retail partnerships to combat organized retail crime will create a synergy between law enforcement and retailers and a united effort to combat retail theft. The Police Department and retailers will be able to exchange information in a timely manner, and ensure more effective crime prevention and resolution.

In addition, the City of San Fernando Police Department will seek to establish interagency partnerships with other agencies within Los Angeles County that use Flock ALPR technology. The Department will schedule and participate in meetings with other Flock users to establish protocols and agreements for data sharing and information exchange, and to work towards a shared database of license plate information. In doing so, the Department will follow clear and robust guidelines on data privacy; security and access control and adhere to all legal and regulatory requirements to safeguard the integrity of data collected. Amongst these guidelines will be clear prohibition of any use or sharing of data in order to interfere with gender affirming care, family planning care, and investigation of laws related to immigration.

Project collaboration will extend beyond the City's borders to benefit residents within and outside of the City of San Fernando. The City is only 2.4 square miles and is surrounded by the City of Los Angeles. Three main freeways – the Foothill 210 freeway, Intrastate 118 freeway and Interstate 5 freeway - surround the city. As these freeways provide easy access for leaving the city, coordination with local and regional partners is crucial to developing leads and solving crimes that cross jurisdictional boundaries.

Multiple cities throughout California have installed Flock ALPR cameras and have reported how the cameras help to solve crimes and apprehend criminals. For example, in January 2022, suspects attempted a smash and grab at a jewelry store in San Bruno. Flock cameras identified the suspects' vehicle, which was then placed on a custom hot list. The San Bruno Police Department received a realtime alert of the suspects returning, located the vehicle and successfully prevented another robbery attempt.

The City of San Ramon Police Department received a Flock alert of a vehicle believed to be associated with burglaries in the area. Police officers located the vehicle and found meth, stolen property and burglary tools inside (CA Flock Success Stories PDF).

The utilization of Flock ALPR cameras will also play a critical role in the second element of the City of San Fernando Theft Prevention Project, by assisting with solving and preventing catalytic converter theft crimes.

The second element of the Theft Prevention Project is the purchase of an INSTAetch catalytic converter etching device and the establishment of quarterly Catalytic Converter Etching Events. The objective of these events is to provide a proactive measure against catalytic converter theft. Vehicle owners within the community will have the opportunity to have their catalytic converters etched with their VIN or license plate number by the City of San Fernando Police Department.

At minimum, one Etching Event will take place every three months, for four events per year funded under this grant. Each event will span approximately six hours and involve two Detectives and two FTOs to assist with safety, plus two civilian staff to assist with registration and paperwork. The Police Department has obtained a letter of collaboration from Black & White Towing, a local towing company, who has agreed to provide two tow trucks and drivers for each etching event, free of charge.

To accomplish this proposed activity, the Police Department will purchase an INSTAetch catalytic converter etching device, four pairs of coveralls for Detectives to wear while etching catalytic converters, two stencils that that say "marked by SFPD," spray paint to use with the stencils, and signs for public information.

The Police Department will advertise Etching Events via the City's website and social media accounts, with flyers, and through the City's Constant Contact list of more than 500 residents. SFPD will also ask the San Fernando Sun newspaper to post information about the events on their website and in their written publication. According to the Bureau of Auto Repair, "engraving or etching [a] catalytic converter with a VIN or license plate number may deter theft . . . or alert a reputable scrap dealer that the device is stolen and can help to identify the owner" (https://www.bar.ca.gov/consumer/smog-check-program/catalytic-converter-theft). Assisting members of the community through uniquely marking their vehicle's catalytic converter with specially designed fluorescent paint also makes these devices identifiable, leading to crime prevention and workable leads to charge thieves with catalytic converter theft.

The combined efforts of installing Flock ALPR cameras and implementing a catalytic converter etching event program provide a multi-faceted approach to effectively address both retail and catalytic converter theft, while also meeting the intent of the BSCC Organized Retail Theft grant program.

By combining these initiatives, the community benefits from enhanced surveillance capabilities and a stronger deterrent effect. The Flock ALPR cameras provide real-time monitoring and data collection, helping to identify and track vehicles involved in retail and catalytic converter theft. The catalytic converter etching event program adds an additional layer of security by making stolen converters more easily traceable, thus disrupting the supply chain for thieves.

Moreover, the integrated approach aligns with the objectives of the BSCC Organized Retail Theft grant program. The grant program aims to reduce organized retail theft, automobile and auto accessory theft, and their associated criminal activities. By investing in Flock ALPR technology and implementing catalytic converter etching events, this proposal fulfills the BSCC grant's intent.

Project Organizational Capacity and Coordination

The successful operation of the project will require the dedication of sworn and civilian staff members. The Administrative Lieutenant brings a wealth of experience including project and personnel management, budgeting, and operations and grant management experience. His education includes a Masters in Organizational Leadership, Bachelor's in Criminal Justice Management and numerous training certification in police investigations and management. Detectives and Officers also bring outstanding qualities and skills necessary for overseeing the Catalytic Converter Etching Events. Each detective possesses relevant experience in crime prevention, community engagement and event management with each possessing certification from the Robert Presley Institute of Criminal Investigations as investigators including all as homicide detectives.

Civilian staff members bring grant management and data collection and analysis experience to the project. This professional staff have all received ongoing training in data collection, entry and analysis, with the Records Supervisor having near 30 years of experience as a member of the Police Department.

Black and White Towing will play a crucial role as a partner agency in the project. Their involvement will primarily focus on providing logistical support, including providing equipment to facilitate the etching and marking of catalytic converters. Black and White Towing has a proven track record of reliable service and has demonstrated a commitment to community engagement and public safety. In addition, the owner of the company has previous experience as a former San Fernando Police Chief. A contract or Memorandum of Understanding (MOU) will be executed between our organization and Black and White Towing, outlining their specific responsibilities, timeline, and financial arrangements.

The project will operate under a clear management structure, with oversight provided by the Administrative Lieutenant, who will ensure effective implementation and coordination of project activities. Decisions related to project operations, resource allocation, and strategic direction will be made by the Administrative Lieutenant following established direction and policy set forth by the Department, City Administration and Council. The project team will work with partnering agency representatives, Flock Safety, Department staff, and relevant stakeholders to assure the project's success. Regular meetings and communication channels will be established to facilitate timely decision-making and foster a collaborative approach.

Contracts or MOUs with Flock Safety and Black and White Towing, will be executed within the first quarter of the project implementation. These agreements will clearly define the roles, responsibilities, and expectations of each party involved, ensuring a smooth and coordinated execution of the project activities. The contract with Flock Safety will be presented to City Council for approval within a month of grant approval and funding acceptance. Sustainability of the Project:

While the project is limited in term due to grant funding constraints, sustainability planning is an integral part of our approach. We recognize the importance of sustaining the project's impact beyond the grant period. To achieve this, we will explore opportunities for leveraging additional funding sources to maintain a contract with Flock Safety and will seek partnerships with local businesses and community organizations. By building strong community support and demonstrating the project's effectiveness, we aim to secure longterm sustainability beyond the expiration of grant funds. Because the etching equipment is to be purchased with grant funds, the Catalytic Converter Etching Events will be continued beyond the grant term. In summary, the Theft Prevention Project will utilize existing staff resources, including gualified sworn and civilian personnel. The Department contract with Flock Safety and will partner with Black and White Towing to ensure efficient operation. Clear management structures, decision-making processes, and contractual agreements will be established. Furthermore, sustainability planning will be implemented to secure the project's longevity beyond the grant period, involving community engagement and exploring additional funding opportunities.

Project Evaluation and Monitoring A team within the City of San Fernando Police Department, consisting of the Lieutenant commanding the Administrative Services Division, the Detective Sergeant, the Management Analyst, and the Detective of Special Investigations and Community Engagement. will oversee project evaluation and monitoring. They will review and adopt a project timeline for monitoring, implementation, and service delivery. The Administrative Lieutenant will ensure that training for all personnel and scheduling of special events for catalytic converter etching are conducted in a timely manner. As noted in the budget, the City will utilize our auditing firm, Van Landt and Fahkanel, LLC, to review expenditures and project activities.

Monitoring activities will be integrated throughout the project's lifecycle and include:

Start-up

To establish a baseline/timeline we will gather initial data on retail and catalytic converter theft incidents, response times, and customer satisfaction levels using current performance measurement data and Department Field Service Audits; identify additional key areas of improvement based on the project's needs assessment and baseline data; review key project implementation activities in comparison to the project timeline; conduct weekly project meetings during the initial implementation phases, led by the Administrative Lieutenant, to ensure timeline adherence, identify any shortcomings, make adjustments, and achieve successful project implementation. Implementation

The Management Analyst will collaborate with the Administrative Lieutenant and project personnel to collect data on the progress of ALPR camera installations, the number of etching events conducted, and participation rates. The Department will regularly monitor and collect data on the effectiveness of ALPR cameras and etching events. The Administrative Services Lieutenant will lead monthly meetings to review data and activities. Additional feedback mechanisms will be implemented, as necessary, to gather input from retailers and community members to assess their satisfaction and identify any challenges.

Service Delivery Period

Analyze data to assess the impact of the implemented strategies on retail and catalytic converter theft incidents, response times, and customer satisfaction; evaluate process measures (e.g., number of trained support agents, number of installed cameras) and outcome measures (e.g., reduction in theft incidents, increased participation in etching events) to gauge project effectiveness.; and prepare quarterly reports on the project's progress, findings, and recommendations for key stakeholders.

Process Measures: install 37 cameras in specified locations within 6 months; train personnel on ALPR Technology during the first deployment period after City Council approval; develop and disseminate informational materials and presentations to community groups; and engage with local retailers via Business Watch and retailer-specific meetings.

Outcome Measures: Increase public/retailer understanding and acceptance of Flock ALPR technology; ensure all 37 cameras are functioning and in full use by the beginning of the grant service period; provide necessary knowledge and skills to all sworn members and relevant civilian personnel use of Flock Technology by April 1, 2024; reduce the number of retail and catalytic converter theft incidents, increase the rate of crimes solved; increase reports of retail crimes and feedback.; and demonstrate a reduction in retail thefts through crime statistics.

	 Data Collection: Gather data on retail theft and catalytic converter theft from police department records, reports, attendance records, and feedback forms; track the number of officers trained and collect feedback on training effectiveness. Document the number and location of installed ALPR cameras. Record the number of etching events conducted, attendance, and participation. Monitor success in fulfilling requests for etching and determine ways to incorporate etching with other activities to meet community demand and needs. Collect customer satisfaction ratings and retailer/community feedback; analyze the data to assess changes in theft incidents, response times, customer satisfaction, and participation rates. Compare pre- and post-project data to measure the effectiveness of strategies and identify trends, patterns, areas needing improvement. The assessment of project outcomes will be measured through the Department's performance measures.
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 SFPD_BSCC_ORT_	Budget.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)

SFPD_BSCC_ORT_-_Project-Work-Plan.docx

Grantee Assurance for Non-Governmental Organizations (Appendix D)

SFPD_BSCC_ORT_-_Appendix_D_-_NGO_Assurances.pdf

DocuSign Envelope ID: 643F413E-CFA1-4F1A-98A6-183DE2D09F8E

SFPD_BSCC_ORT_Grant_-Local_Impact_Letter.docx

Letter(s) of Commitment, (Appendix F)

Black_White_Towing_Letter_of_Commitment.pdf

Policies Limiting Racial Bias

Bias-Based_Policing.pdf

Policies on Surveillance Technology

Public_Safety_Video_Surveillance_System.pdf

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

SFPD_BSCC_ORT_-_Appendix_G_-_Cert._of_Compliance.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.)

Appendix B: Project Work Plan

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

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

(1) Goal:	> Enhance security measures to combat retail theft and catalytic converter theft.				
Objectives (A., B., etc.)	A. Install 37 Flock Safety Falcon Auto	omated License Plate Reader	(ALPR) cameras near	r retail areas, major	
	thoroughfares, and entrances/exits to	the City within 6 months of grant	approval.		
	B. Train police department sworn and civ	ilian personnel with the necessary	y skills and knowledge to	o effectively utilize the	
	Flock Safety Cameras, thus maximizi	ing their potential for crime preve	ention, suspect identific	ation, and successful	
	investigations.				
Process Measures and	d Desease Measurey Installation of 27 compress in an sified leastions within C menths				
Outcome Measures:	d Process Measure: Installation of 37 cameras in specified locations within 6 months. Outcome measure: All 37 cameras will be functioning and in full use by the beginning of the grant service period.			service period	
Outcome medsures.	Process measure: Conduct training on Flock ALPR technology during shift roll call for each of the four SFPD Deployment				
	Teams and the detectives for the duration of the first Deployment Period following acceptance of funding and the Flock				
	agreement execution.				
	Outcome measure: All sworn members and relevant civilian personnel will have the necessary knowledge and skills		nowledge and skills to		
	implement use of Flock cameras by April 1, 2024.				
	Outcome measure: Reduction in number of retail theft and catalytic converter theft incidents and increase in crimes sol			ease in crimes solved.	
Project activities that sup	port the identified goal and objectives:	Responsible staff/partners	Time	eline	
	Start Date End Date			End Date	

1. 2. 3. 4. 5.	Ensure viability of locations for camera installations by Month 1. Collaborate with Flock Safety to install 34 cameras on existing infrastructure and 3 cameras on Flock Safety poles by Month 4. Ensure cameras are fully operational by Month 5. Schedule training for Watch Commanders by Month 5 Implement schedule of training of Officers during roll calls.	Administrative Lieutenant Flock Technicians Public Works Supervisor Management Analyst IT Systems Administrator IT Services personnel Flock personnel Records Manager Sergeants/Watch Commanders Detectives	> October 1, 2023	> April 1, 2024
List	 data and sources to be used to measure outcomes: 1. Installation of 37 cameras in specified locations within 6 monormality of a. Data: Number of Cameras installed, installation con b. Source: project management records and/or document 	npletion dates, and locations of ir		equipment.
	 All 37 cameras functioning and in full use by the beginning of a. Data: Number of functioning cameras and camera b. Source: Inspection reports and confirmation from Fl 	of the grant service period. functionality status, date when al	l cameras are deemed	functional
	 3. Conduct training on use of Flock ALPR technology during shi of at least one Deployment period (4 weeks) a. Data: Number of shift roll calls and training sessions b. Source: Deployment Period schedules, attendance 	ft roll calls for each of the four dep s, roll call attendance rosters	• • •	
	 All sworn and relevant civilian personnel will have necessary a. Number of sworn and civilian personnel using techn physical observation in training environment. 	y knowledge and skills to succes	•	• •

(2) Goal:	> Educate the public about Flock ALPR	technology and its benefits		
Objectives (A., B., etc.) A. Develop clear and concise informational materials about the purpose, capabilities, and benefits of within 3 months of grant approval.			s of ALPR technology	
	B. Disseminate materials through the community meetings within 4 months	-	social media platforms	s, public forums and
	C. Present information about technology being functional.		hood Watch groups with	in 1 month of cameras
	D. Present demonstration of technology a	at SFPD Open House in May 202	24, 2025, and 2026.	
	E. Press releases announcing receipt of	grant, implementation of program	and various arrests rela	ated to the technology.
	F. Publicize arrests related to technology	<i>i</i> on crime blotter.		
Process Measures and Outcome Measures:Process Measure: Development and dissemination of informational materials and presentations to community groups Outcome Measures:Outcome Measures:Outcome Measure: Increase in public/retailer understanding and acceptance of Flock ALPR technology.				
Project activities that sup	Project activities that support the identified goal and objectives: Responsible staff/partners Timeline			
			Start Date	End Date
presentations. 2. Disseminate materia and present inform meetings (Busine Transportation and F	Public Safety Committee)	Management Analyst Records Manager Detective Sergeant Detective in charge of Business and Neighborhood Watch meetings.	> October 1, 2023	> December 31, 2026
•	r Department Open House.	Sergeants charged with		
4. Begin tracking statist for use when presen	ics for Department Performance Measures ting information.	attending Transportation and Public Safety Commission.		
5. Develop and distribu	te press releases			

List data and sources to be used to measure outcomes:
Data: Feedback from public forums and community meetings
Source: Surveys and feedback forms
Data: Website and Social Media Engagement
Source: Analytics and User Feedback
Data: Attendance and feedback from Business Watch and Neighborhood Watch meetings
Source: Meeting attendance logs, notes, feedback forms.
Data: Press release distribution
Source: Copies of press releases with publication dates

(3) Goal:	> Educate and establish partnerships w	vith local retailers		
Objectives (A., B., etc.)	 A. Using materials developed for Goal 2 above, educate retailers about ALPR technology, its applications, and benefits within 4 months of grant approval. B. Establish monthly contact with retailers to build relationships 			pplications, and benefits,
Process Measures and Outcome Measures:	Process Measure: Engagement with local Outcome Measure: Increased reporting demonstrated by crime stats.			•
Project activities that sup	port the identified goal and objectives:	Responsible staff/partners	Timeline	
			Start Date	End Date
 Gather data and develop flyers and informational materials to distribute to retailers. Develop schedule for contacting local retailers Develop surveys for retailers Track reports of retail crimes 		Management Analyst Sworn Officers Records Manager Detectives for Retail Crimes and Special Enforcement	October 1, 2023	December 31, 2026
Data: Retailer participation Source: Surveys and pare Data: Number of reported	ticipation in Business Watch meetings	<u> </u>	<u> </u>	

(4) Goal:	> Establish interagency collaboration w solved.	rith other Flock users for effect	ive crime prevention	and increased crimes
Objectives (A., B., etc.)	 A. Schedule initial meetings with other ag B. Develop a plan for regular contact wir meetings with outside agencies. 		•	
Process Measures and Outcome Measures:	Process Measure: Engagement and Colla Outcome Measure: Established relationsh			on of monthly meetings.
Project activities that sup	port the identified goal and objectives:	Responsible staff/partners	Tii	meline
			Start Date	End Date
 Develop and/or acquire list of other agencies in Los Angeles County Region who are using Flock technology. Schedule and/or participate in monthly zoom, phone, or in- person meetings with representatives from agencies. Develop collaboration protocol. 		Administrative Lieutenant Management Analyst Detective, Community and Special Enforcement Detective Bureau Sergeant	October 1, 2023	May 1, 2024
Data: Agreements and p	be used to measure outcomes: rotocols with other agencies. , shared data, solved crimes	L	1	

(5) Goal:	> Implement quarterly Catalytic Converter Etching Events to proactively prevent catalytic converter theft.
Objectives (A., B., etc.)	 A. Order INSTAetch Catalytic Converter Etching Device, coveralls, stencils, canopy, and signs within one month of grant approval and acceptance by City Council. B. Develop schedule of Etching Events within one month of grant approval.
	C. Develop advertising information materials for dissemination at least one month ahead of first scheduled event.D. Conduct quarterly Etching Events with proper staffing and equipment beginning by January 2024.

Process Measures and Outcome Measures:	Outcome Measure: Number of catalytic con of catalytic converter thefts.	nverters etched (etch at least 10	00 cars per event) and a	
Project activities that sup	port the identified goal and objectives:	Responsible staff/partners	Start Date	meline End Date
 paint, and signage. 2. Develop flyers and o website, and news n 3. Flyers will be distributed. 4. Schedule locations for the staff to provide with etching development. 6. Coordinate with Black 	uted through City water bills each year. or Etching Events. ovide etching services and provide practice	Management Analyst Detective Sergeant Administrative Lieutenant Black/White Towing	October 1, 2023	December 31, 2023
Data: Number of etching Source: Project documer Data: Attendance at etch Source: Event sign-in sh Data: Number of vehicle Source: Etching event re Data: Incidents of catalyt	ntation and event records ing events eets and registration forms with etched catalytic converters cords			

\$0.00 **\$39,204.00**

TOTAL





Organi	zed Retail Theft Prevention Grant Program - Project Budget and Budget Narrative	
	Name of Applicant: City of San Fernando 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		Tota
1. Salaries & Benefits		\$39,204.00
2. Services and Supplies		\$349,960.00
3. Professional Services or Public Agencies		\$2,230.00
4. Non-Governmental Organization (NGO) Sub	pcontracts	\$0.00
5. Data Collection and Evaluation		\$75,000.00
6. Equipment/Fixed Assets		\$0.00
7. Financial Audit (Up to \$25,000)		\$25,000.00
8. Other (Travel, Training, etc.)		\$3,570.00
9. Indirect Costs		\$0.00
	TOTAL	\$494,964.00
1a. Salaries & Benefits		
Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Detective 1 to be paid overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2 & 3	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year	\$9,180.00
	Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year	
Detective 2 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year	\$9,180.00
	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year	
Converter Etching Events - Years 1, 2, & 3 FTO 1 Overtime for 6 hours at 3 Catalytic Converter	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year Year 1: \$163/hour (including benefits) for 6 hours = \$978 per event for 3 events/year = \$3250/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year	\$9,342.00
Converter Etching Events - Years 1, 2, & 3 FTO 1 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3 FTO 2 Overtime for 6 hours at 3 Catalytic Converter	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$2970/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$32060/year Year 1: \$163/hour (including benefits) for 6 hours = \$978 per event for 3 events/year = \$2934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3114/year Year 1: \$163/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3114/year Year 1: \$163/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$2934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3114/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year	\$9,342.00 \$9,342.00
Converter Etching Events - Years 1, 2, & 3 FTO 1 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3 FTO 2 Overtime for 6 hours at 3 Catalytic Converter Etching Events - Years 1, 2, & 3 Cadet 1 to assist with registration for Catalytic	Year 1: \$165/hour (including benefits) for 6 hours = \$990 per event for 3 events/year = \$3060/year Year 2: \$170/hour (including benefits) for 6 hours = \$1020 per event for 3 events/year = \$3060/year Year 3: \$175/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$3150/year Year 1: \$163/hour (including benefits) for 6 hours = \$1050 per event for 3 events/year = \$2934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3114/year Year 1: \$163/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$32934/year Year 2: \$168/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$32934/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 3: \$173/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 1: \$160/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 1: \$19.00/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$3024/year Year 1: \$19.00/hour (including benefits) for 6 hours = \$1008 per event for 3 events/year = \$314/year Y	\$9,180.00 \$9,342.00 \$9,342.00 \$1,080.00 \$1,080.00

1b. Salaries & Benefits Narrative:

Two 2-person teams will work on etching and marking catalytic converters. Two officers will etch, while the other two will act as safety persons. Two cadets will assist with registration and other clerical duties at each quarterly event.

2a. Services and Supplies		
Description of Services or Supplies	Calculation for Expenditure	Tota
Flock Safety Falcon LPR Year 1	37 Cameras @ \$3,000 each, Installation of 3 Cameras on Flock Poles @\$650 each, and 34 Cameras @\$150 each	\$118,050.00
Flock Safety Falcon LPR Year 2	37 Cameras @ \$3000 each	\$111,000.00
Flock Safety Falcon LPR Year 3	37 Cameras @ \$3000 each	\$111,000.00
Mark3dotpeen Etching Device with etchTab8 8*Android *Insta Etched" Tablet Computer and Shipping	1 INSTAetch Device @\$6286, 1 eight-inch tablet @\$200, shipping @\$79	\$6,565.00
Stencils and Spray Paint	Set of 2 Stencils @\$50, Spray Paint (VHT Flameproof Coating Very High Heat Flat Orange - case of 6) 18 cases @\$82/case	\$1,526.00
Coveralls embroidered with SFPD Badge, Work Gloves, Safety Goggles	4 Coveralis @ \$60.00 each (\$240 total), 4 Pairs Men's Work Gloves @ \$12 each (\$48 total), 5-pack safety goggles @ \$31, Cleaning of Overalls \$5	\$319.00
Canopy	1 @ 1,500	\$1,500.00
		\$0.00
	TOTAL	\$349,960.00
	TOTAL	\$349,96

Flock Safety Falcon LPR is an infrastructure free license plate reader camera that captures unique vehicle attributes such as vehicle type, make, color, registration, missing or covered plates, bumper stickers, decal, roof racks, and bike racks. The cost of each license plate reader camera is \$3,000 annually. Thirty-four cameras will be installed on existing infrastructure at a cost of \$150 each. Three cameras will be installed with new infrastructure at a cost of \$650 each. Installation costs are one-time costs and include site & safety assessment, camera setup and testing, shipping and handlin. The Year 1 project cost will be \$118,050. The project cost for Years 2 and 3 will be \$111,000. Total fixed asset costs are \$340,050.

The services and supplies budget includes safety clothing and etching/marking supplies for the Catalytic Converter Etching Events. Supples include INSTAetch device, stencils, spray paint (VHT Flameproof Coating Very High Heat Flat Orange), work coveralls, work gloves (HANDLANDY Mens Work Gloves Wear Resistant, Breathable & Flexible Mechanic Working Gloves), and safety goggles (YunTuo 5 Pack Safety Goggles, Protective Safety Glasses, Soft Crystal Clear Eye Protection). Pop-up canopy with PD's logo will also be purchased for shade while residents wait for their vehicles.

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Tota
Sign Printing for Catalytic Converter Etching Events	4 Foam Posters (24 x 36) @ \$70 each	\$280.00
Flyer Printing for Catalytic Converter Etching Events	5000 full-color, double-sided flyers per year @ \$650 (for 3 years)	\$1,950.00
Black/White Towing	2 Tow Trucks and Drivers for each Catalytic Converter Event - Free of Charge	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$2,230.00

3b. Professional Services Narrative

Printing services will assist with publicity efforts for the Catalytic Converter Etching Events. Flyers will be sent out each year with water bills and give residents information for each event and information on where to sign up for the events. Posters will be used at the events and flyers will be used to advertise events. Black and White Towing, a local towing company has agreed to provide trucks and drivers at each event, free of charge.

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

NA

5a. Data Collection and Evaluation Description of Data Collection and Evaluation Calculation for Expense Total Data Collection and Evaluation Expense \$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 Pursuant to the grant requirement, \$75,000 is included for data collection and evaluation of the grant project.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTALS	\$0.00

6b. Equipment/Fixed Assets Narrative

NA - Equipment to be acquired with grant funds does not fit the fixed asset requirements in the instructions.

7a.Financial Audit		
	alculation for Expense	Total
Financial Audit by Van Landt and Fahkanel, LLC - Audit Firm		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$25,000.00

7b. Financial Audit) Narrative:

Pursuant to grant requirements, the financial Audit will be conducted by City's Outside auditing firm

Description	Calculation for Expense	Tota
Travel to Sacramento for Grantee Meetings	Southwest Airline Roundtrip Ticket \$400 x 2 SFPD staff members (each year for 3 years)	\$2,400.00
Hotel Stay in Sacramento	1 night, 2 rooms @ \$150/each (each year for 3 years)	\$900.00
Meals	\$45 each for 2 staff members (each year for 3 years)	\$270.00
		\$0.00
		\$0.00
		\$0.00
	TOTAL	\$3,570.00

Travel includes airfare, a one-night hotel stay, and meals at City reimbursement rate.

For this grant program, indirect costs may be charged using only one of the two options below:	Grant Funds	Tota
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	\$
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	\$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 TOTAL noted.	\$0	\$(
b. Indirect Costs Narrative:		

SAN FERNAND

CITY COUNCIL

MAYOR Celeste T. Rodriguez

VICE MAYOR Mary Mendoza

Councilmember Joel Fajardo

Councilmember Cindy Montañez

COUNCILMEMBER Mary Solorio

POLICE DEPARTMENT

910 FIRST STREET SAN FERNANDO CALIFORNIA 91340

OFFICE OF THE POLICE CHIEF (818) 898-1250

DETECTIVE DIVISION (818) 898-1256

PATROL DIVISION (818) 898-1267

RECORDS DIVISION (818) 898-1281

SUPPORT SERVICES DIVISION (818) 898-1267

WWW.SFCITY.ORG

<u>July 7, 2023</u>____

State of California BCSS 2590 Venture Oaks Way, Ste 200 Sacramento, CA 95833

SUBJECT: Impact of City of San Fernando Police Department Theft Prevention Project

The City of San Fernando Police Department is proposing a Theft Prevention Project using BSCC Organized Retail Theft Grant funds. If awarded, the City will install 37 Flock cameras in strategic areas throughout the city, including ingress and egress points, retail locations, and at major thoroughfares. The impact of this portion of the project will be positive in that it will assist in solving theft crimes, deterring from, as well as apprehending individuals engaging in retail and catalytic converter theft. This project will also create a robust network for community collaboration in addressing safety concerns.

The City of San Fernando Police Department will also implement quarterly Catalytic Converter Etching Events. These events will serve to reduce the number of catalytic converter thefts within the community and will assist in the recovery of stolen catalytic converters as well as prosecution of individuals involved in the theft of these devices.

Implementation of the City's Theft Prevention Project as outlined in the grant proposal will positively impact businesses and residents by deterring criminal behavior, promoting collaboration between residents, businesses and the Police Department, and increasing the sense of well-being within the community.

Sincerely,

Chief Fabian Valdez Chief of Police



June 26, 2023

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

Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that Black & White Towing Inc., supports and agrees to collaborate with the City of San Fernando Police Department on its Organized Retail Theft Prevention Grant Program proposal.

As a part of this grant, Black & White Towing Inc. supports the City of San Fernando Police Department's Theft Prevention Project. We agree to work with San Fernando Police Department to ensure the success of the Theft Prevention Project by providing two tow operators and two tow trucks for six hours each, four times annually. The tow operators will perform vehicle lifts with the tow trucks to allow San Fernando Police Department Staff to etch catalytic convertors mounted underneath the vehicles.

Black & White Towing Inc. is proud to collaborate in this community outreach effort in supporting the prevention or deterrent in the proliferation of catalytic convertors thefts.

Signed by Robert Ordelhe

President/CEO Black & White Towing Inc.

10857 San Fernando Road, Pacoima, CA 91331 Phone: (818) 896-9511 Fax: (818) 896-1031



San Fernando Police Department San Fernando PD Policy Manual

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to Department employees that affirms the San Fernando 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 San Fernando 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

Employees 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).

Employees 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.

San Fernando Police Department

San Fernando PD Policy Manual

Bias-Based Policing

401.4 EMPLOYEE RESPONSIBILITIES

Every employee 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. Employees should, when reasonable to do so, intervene to prevent any biased-based actions by another employee.

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, commencing January 1, 2022, 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 San Fernando Police Department is the primary agency, the San Fernando 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) The Chief Of Police or his/her designee should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - (a) The Chief of Police or his/her designee should document these periodic reviews.

Bias-Based Policing

- (b) 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 employee of this Department who discloses information concerning bias-based policing.

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Chief of Police or his/her designee shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor 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 Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy). Such annual reports shall be submitted annually with the first round of such reports due on or before April 1, 2023.

401.7 ADMINISTRATION

Each year, the Support Services 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 Training supervisor.

- (a) All sworn officers 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 officers of this Department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn officer 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)).



San Fernando Police Department San Fernando PD Policy Manual

Public Safety Video Surveillance System

341.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

341.2 POLICY

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

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

341.3 OPERATIONAL GUIDELINES

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

341.3.1 PLACEMENT AND MONITORING

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

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

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

San Fernando PD Policy Manual

Public Safety Video Surveillance System

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

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the office and the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained the Communications Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

341.3.2 CAMERA MARKINGS

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

341.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

341.4 VIDEO SUPERVISION

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

Public Safety Video Surveillance System

341.4.1 VIDEO LOG

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

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

341.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

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

341.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

341.5.1 EVIDENTIARY INTEGRITY

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

Public Safety Video Surveillance System

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

341.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the San Fernando Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Support Services Commander for release in accordance with a specific and legitimate law enforcement purpose.

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

341.7 VIDEO SURVEILLANCE AUDIT

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

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

341.8 TRAINING

All department employees authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

San Fernando PD BSCC 1169-23 Page 1 of 1

APPENDIX A: Organized Retail Theft Grant Program Scoring Panel Roster

	Name	Title	Organization / Agency
1	Ryan Allain	Director	Government Affairs, California Retailers Association
2	Chesa Boudin	Executive Director	Criminal Law & Justice Center – UC Berkeley School of Law
3	Michelle Brown	Retired Chief Probation Officer	San Bernardino County
4	Derek Casebeer	Chief Deputy	Sacramento County Probation Department
5	Tracie Cone	Public Information Officer	Board of State and Community Corrections
6	Jason Craven	Officer	CA Highway Patrol Organized Retail Crime Task Force & Sacramento County Auto Theft Suppression Task Force
7	Jason Daughrity	Retired CHP Captain	Commander of Field Support Section
8	Sandra Dinong	Associate Governmental Program Analyst	Board of State and Community Corrections
9	Evonne Garner	Retired Deputy Director	Board of State and Community Corrections
10	Mary Jolls	Retired Deputy Director	Board of State and Community Corrections
11	Nicole Kirkaldy	Restorative Justice and Diversion Program Director	Yolo County District Attorney's Office
12	Mercedes Morales	Associate Governmental Program Analyst	Board of State and Community Corrections
13	Ryan Okimura	Staff Services Manager I	Board of State and Community Corrections
14	Nancy O'Malley	Retired District Attorney	Alameda County
15	Chelsea Paez	Staff Services Manager I	Board of State and Community Corrections
16	Bao Phan	Associate Governmental Program Analyst	Board of State and Community Corrections
17	Rodney Rego	Captain	Elk Grove Police Department
18	Michelle Solorzano	Sr. Project Manager	City of El Monte
19	Ashley Taylor	Associate Governmental Program Analyst	Board of State and Community Corrections
20	Eric Taylor	Sheriff	San Benito County

San Fernando PD BSCC 1169-23 Page 1 of 2

APPENDIX B: Grantee Assurance for Non-Governmental Organizations

The Organized Retail Theft Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)¹ providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Organized Retail Theft Grant Program Grant funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Organized Retail Theft Grant Program grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

Completing the NGO Assurance (Following Page)

- 1. Provide the name of the Applicant Agency (the Grantee),
- 2. List all contracted parties (if known),
- 3. Check Yes or No to indicate if <u>each</u> contracted part meets the requirements
- 4. Sign and Submit to the BSCC

NOTE: If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the "Name of Contracted Party" field and sign the document.

¹ For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

San Fernando PD BSCC 1169-23 Page 2 of 2

APPENDIX B: Grantee Assurance for Non-Governmental Organizations

Provide your agency name and in the table list information for all contracted parties.

Grantee:

Name of Contracted Party	Address	Email / Phone	Meets All Requirements	
Flock Safety (Anton Benbalit)	Flock Group, Inc. 1170 Howell Mill Rd, Suite 210 Atlanta, GA 30318	anton.benbalit@flocksafety.com 206-432-1524	Yes 🛛 No 🗆	
Black and White Towing	10857 San Fernando Road	ordycorp@gmail.com	Yes X No □	
	Pacoima, CA 91331	818-896-9511		
			Yes 🗆 No 🗆	
			Yes 🗆 No 🗆	
			Yes 🗆 No 🗖	

*Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the RFP. The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the	Grant Agre	ement.)
NAME OF ANTHORIZED OFFICER HILL KINA TITLE THE MARCIN		TELEPHONE NUMBER
STREE MODRESS CITY CITY San Fernando	STATE CA	ZIP CODE 9134D
EMAIL ADDRESS		
SIGNATURE ST GAY. arg		DATE
× jý júl		DATE 10/31/23

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То:	Chair Adriana Gomez and Commissioners
From:	Fabian Valdez, Chief of Police
Date:	January 4, 2023
Subject:	November 2023 Notable Police Department Events and Activities

RECOMMENDATION:

It is recommended that the Transportation and Public Safety Commission (TPSC) receive and file this informational report.

BACKGROUND:

Each month at the City of San Fernando Transportation and Public Safety Commission meeting, the Police Department submits and provides the governing board a brief overview of the previous month's community engagement activities, noteworthy incidents, and proactive enforcement.

ANALYSIS:

The San Fernando Police Department (SFPD) has recently heightened and further integrated its community profile in three major areas: Community Engagement, Proactive Enforcement and Quality of Life Enhancements.

For the month of November, the San Fernando Police Department has the following activities and incidents to report:

COMMUNITY ENGAGEMENT:

1. **Community Academy:** On Tuesday, November 7, 2023 and Tuesday, November 14, 2023, and Tuesday, November 28, 2023, the SFPD held Sessions 7, 8, and 9 of its weekly Community Academy.

Community Academy:

• On Tuesday, November 7, 2023, the SFPD hosted Session 7 of its Community Academy. Community Services Director Julian Venegas presented to the attendees information on

Community programs. That same evening, Finance Director Erica Melton facilitated a presentation on the City's Finance Department.

- On Tuesday, November 14, 2023, the SFPD hosted Session 8 of its Community Academy. SFPD Acting Sergeant J. Talbot facilitated a presentation on traffic collision investigations. Field Training Officer J. Robles provided attendees information on how police officers identify individuals who are driving under the influence of alcohol and drug along with how DUI investigations are conducted.
- On Tuesday, November 28, 2023, the SFPD hosted Session 9 of its Community Academy. In this session, Acting Lt. Aguirre facilitated a presentation on SFPD's Traffic Enforcement Team and Community Services Officer L. Padilla facilitated a presentation on Parking Enforcement. Police Desk Officers B. Buckley and M. Avelar facilitated a presentation on Communications Division, 9-1-1 Call Center, and the SFPD's Jail. Reserve Captain Fandino facilitated a presentation on the Department's Police Reserve Division and SFPD Reserve Sergeant F. Miranda facilitated a presentation on the Department's Explorer Post.

2. San Fernando Veterans Day Parade

On Saturday, November 11, 2023, Chief Fabian Valdez attended the annual San Fernando Valley Veterans Day Parade.

3. Neighborhood Watch Meeting:

During the evening of Wednesday, November 15, 2023, the SFPD held its monthly Neighborhood Watch meeting in the San Fernando Council Chambers.

4. San Fernando Institute for Applied Media (SFiAM)/San Fernando Middle School:

During the morning of Friday, November 17, 2023, Detective Cervantes hosted the weekly Parent Academy session, the topic of discussion was "Establishing Healthy Boundaries/Positive Correction Behavior (discipline) for Children and Teens."

5. Business Watch Meeting:

The San Fernando Business watch meeting was held on Wednesday, November 22, 2023 at 12 PM, in the San Fernando Council Chambers.

6. Kiwanis Meeting:

On Tuesday, November 28, 2023 at 12 PM, Sergeant Chiasson and Detective Cervantes attended the Kiwanis Meeting at 208 Park Avenue (Recreation Park) and discussed the San Fernando Neighborhood Watch Program.

NOTEWORTHY EVENTS:

- On Wednesday, November 1, 2023, at 7:40 PM an SFPD Officer responded to a report of a burglary from a motor vehicle in the 1100 Block of San Fernando Road. During the investigation, the Officer learned that two unsecured, unregistered firearms had been stolen from the victim's vehicle. A crime report was completed and the victim was issued a citation for improper storage of a firearm.
- 2. On Thursday, November 2, 2023, at 6:15 AM, SFPD Officers responded to a medical call for service in the 600 Block of Orange Grove Avenue. Officers administered Narcan to the subject, and Los Angeles Fire Department (LAFD) took over. The subject was subsequently transported to the hospital for medical care.
- 3. On Saturday, November 4, 2023 at about 6:50 PM, SFPD received a call from the Los Angeles County Sheriff's Department Santa Clarita station regarding a domestic violence incident that occurred in the 1900 Block of Phillippi Street. The involved parties were detained in Santa Clarita. SFPD Officers responded to Santa Clarita to conduct their investigation. Two subjects were later arrested for domestic battery.
- 4. On Saturday, November 4, 2023 at about 4:30 PM, an SFPD Officer responded to a report of a residential security camera being moved in the 1600 Block of Second Street. When Officers arrived, they learned that the subject had stolen a ladder from his neighbor's residence. The subject who stole the latter was later located and arrested for petty theft.
- 5. On Sunday, November 5, 2023 at 10:00 AM, an SFPD Officer responded to a report of a male subject being detained by security in the 1100 Block of O'Melveny. The Officer learned that the subject had been following a female in the area. The female became frightened and contacted the Trinity Church Security Guard. The subject was detained by the security guard and subsequently arrested. While in the jail, the subject complained of head and neck pain. LAFD responded to the SFPD jail and transported him to the hospital for medical treatment.
- 6. On Tuesday, November 7, 2023 at 3:00 PM, an SFPD Officer responded to a report of suspicious circumstances in the 100 Block of Huntington Street. Two subjects were later arrested for attempted burglary.
- 7. On Saturday, November 11, 2023 at 2:35 AM, SFPD Officers conducted a traffic enforcement stop in the 1700 Block of Truman Street. A male driver was arrested for possession of methamphetamine and drug paraphernalia.
- 8. On Saturday, November 11, 2023 at 7:00 PM, SFPD responded to a vehicle/pedestrian traffic collision at South Brand Boulevard and Truman Street. The pedestrian suffered minor injuries and was transported to the hospital for medical treatment.

- 9. On Sunday, November 12, 2023 at approximately 11:00 PM, SFPD responded to a report of a male subject who was on the ground and bleeding at San Fernando Mission Boulevard near the Pep Boys shopping center. An investigation revealed that the subject's injuries were self-inflicted. The subject was subsequently transported to the hospital by LAFD.
- 10. On Tuesday, November 14, 2023 at about 2:34 AM, an SFPD Officer responded to an alarm activation in the 1400 Block of Truman Street. After arriving, the Officer discovered that the front window of a business had been shattered and the window's security gate had been damaged. A review of the business's CCTV footage recorded a male suspect smashing the store window, tying a rope or strap to the rear of his vehicle and the security gate and attempting (unsuccessfully) to remove the gate with his vehicle. The suspect then fled the area. At approximately 3:11 AM, another SFPD Officer observed the suspect's vehicle in the 14700 Block of Rinaldi Street where the front window to another business had been shattered. The Officer attempted to contact the suspect who fled the area in the vehicle. SFPD Officers pursued the suspect's vehicle, where it eventually stopped in the 700 Block of Jessie Street. The suspect was subsequently arrested for burglary.
- 11. On Monday, November 20, 2023 at 8:30 AM, SFPD Officers responded to a restraining order violation call in the 1300 Block of Eighth Street. A male subject was subsequently arrested for violation of a court order.
- 12. On Tuesday, November 21, 2023 at about 9:40 AM, an SFPD Officer responded to a call of a vehicle blocking a driveway in the 1100 Block of Truman Street. While the Officer spoke with the subject, the subject admitted to stealing the parked vehicle in Glendale. The theft of the vehicle was verified with Glendale PD. The subject, who was also in possession of methamphetamine, was later arrested for possession of methamphetamine, grand theft auto and an outstanding warrant.
- 13. On Wednesday, November 22, 2023 at about 5:36 PM, SFPD responded to a report of a misdemeanor hit and run in the 1700 Block of First Street. While responding to the call, Officers saw the suspect leave the scene. An Officer conducted a traffic stop of the subject, who was later arrested for misdemeanor hit and run, driving under the influence, and driving with a blood alcohol content of .08 or higher.
- 14. On Saturday, November 25, 2023 at approximately 3:05 AM, an SFPD Officer was patrolling the 700 Block of Pico Street when he saw a suspect who was wanted for parole violation and two outstanding warrants. Officers established a perimeter and found the suspect hiding in a shed. The suspect was subsequently arrested for the outstanding warrants.

QUALITY OF LIFE ENHANCEMENTS:

1. During the month of November, officers conducted focused patrols in commercial areas, City parks, and along the Mission Bike Path.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report and providing comments to the City Council.

CONCLUSION:

It is recommended that the Transportation and Public Safety Commission receive and file this informational report.

ATTACHMENTS:

- A. Vital Productivity Factor Spreadsheet
- B. Traffic Collision Statistics

ATTACHMENT "A"

City of San Fernando 2023-2024 Vital Productivity Factor Spreadsheet

<u>Public Safety</u>		<u>Jul</u>	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Crime Trends														
Homicide		1	0	0	0									1
														L
Rape		1	0	0	0									1
														
Robbery		2	2	7	6									17
														ļ
Assault		6	12	19	19									56
Burglary		6	12	5	4									27
														<u> </u>
Larceny		21	15	28	29									93
Auto-Theft		6	10	9	18									43
Auto-Inelt		0	10	9	10									43
Arson		0	0	0	0									0
Sub-total														
Prior Year Average		56	56	56	56	56	56	56	56	56	56	56	56	672
Actual		43	51	68	76	0	0	0	0	0	0	0	0	238
Variance		-13	-5	12	20	-56	-56	-56	-56	-56	-56	-56	-56	-434
	-	-23.21%	-8.93%	21.43%	35.71%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-64.58%

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City of San Fernando 2023-2024 Vital Productivity Factor Spreadsheet

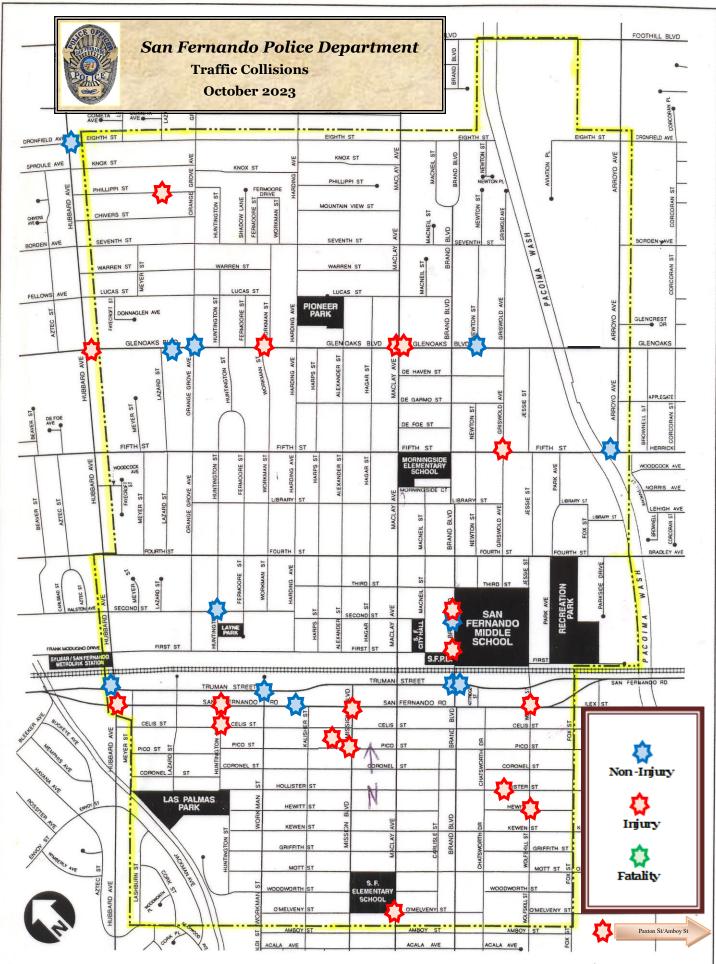
<u>Public Safety</u>	I	ul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Traffic Safety														
Injury Traffic Accidents														
Prior Year Average		8	8	8	8	8	8	8	8	8	8	8	8	96
Actual		5	9	7	18									39
Variance		-3	1	-1	10	-8	-8	-8	-8	-8	-8	-8	-8	-57
Red Light		1	0	1	1									3
Left Turn		1	1	1	4									7
Speeding		1	0	0	2									3
Unlicensed Driver		1	4	0	2									7
DUI involved		1	1	0	4									6
Hit & Run		1	3	1	4									9
Accident Times														
0600 -1800 hours		3	4	6	8									21
1800-0600 hours		2	5	1	10									18
	-37	.50%	12.50%	-12.50%	125.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-59.38%
Non-Injury Traffic Accidents														
Prior Year Average		13	13	13	13	13	13	13	13	13	13	13	13	156
Actual		18	12	17	13									60
Variance		5	-1	4	0	-13	-13	-13	-13	-13	-13	-13	-13	-96
Red Light		3	1	1	0									5
Left Turn		5	7	4	8									24
Speeding		1	0	0	0									1
Unlicensed Driver		6	6	5	3									20
DUI involved		3	1	4	0									8
Hit & Run		6	4	9	7									26
Accident Times														
0600 -1800 hours		13	6	9	8									36
1800-0600 hours		5	6	8	5									24
	38	.46%	-7.69%	30.77%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-61.54%

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City of San Fernando 2023-2024 Vital Productivity Factor Spreadsheet

<u>Public Safety</u>		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	<u>Jan</u>	<u>Feb</u>	Mar	<u>Apr</u>	May	<u>Jun</u>	Total
DUI Arrests														
Prior Year Average		28	28	28	28	28	28	28	28	28	28	28	28	336
Actual		3	4	10	9									26
Variance		-25	-24	-18	-19	-28	-28	-28	-28	-28	-28	-28	-28	-310
	-8	39.29%	-85.71%	-64.29%	-67.86%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-92.26%
Moving Citations														
Prior Year Average		46	46	46	46	46	46	46	46	46	46	46	46	552
Actual		23	26	52	22									123
Variance		-23	-20	6	-24	-46	-46	-46	-46	-46	-46	-46	-46	-429
Red Light		3	2	6	7									18
Left Turn		3	3	3	0									9
Speeding		5	2	1	2									10
Stop Sign		3	7	15	5									30
Seat Belt		0	0	2	0									2
Citation Times														
0600 -1800 hours		12	13	20	5									50
1800-0600 hours		1	1	6	9									17
	-5	50.00%	-43.48%	13.04%	-52.17%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-77.72%
Parking Citations														
Prior Year Average		648	648	648	648	648	648	648	648	648	648	648	648	7776
Actual		571	728	577	574									2450
Variance		-77	80	-71	-74	-648	-648	-648	-648	-648	-648	-648	-648	-5326
	-1	11.88%	12.35%	-10.96%	-11.42%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.49%

ATTACHMENT "B"



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То:	Chair Adriana Gomez and Commissioners
From:	Fabian Valdez, Chief of Police
Date:	January 4, 2023
Subject:	December 2023 Notable Police Department Events and Activities

RECOMMENDATION:

It is recommended that the Transportation and Public Safety Commission (TPSC) receive and file this informational report.

BACKGROUND:

Each month at the City of San Fernando Transportation and Public Safety Commission meeting, the Police Department submits and provides the governing board a brief overview of the previous month's community engagement activities, noteworthy incidents, and proactive enforcement.

ANALYSIS:

The San Fernando Police Department (SFPD) has recently heightened and further integrated its community profile in three major areas: Community Engagement, Proactive Enforcement and Quality of Life Enhancements.

For the month of December, the San Fernando Police Department has the following activities and incidents to report:

COMMUNITY ENGAGEMENT:

1. **Community Academy:**

- On Tuesday, December 5, 2023, SFPD hosted Session 10 of its Community Academy. Records Supervisor Sylvia Ortega, Records Specialist Isabell Rodriguez, and CSO Herrera provided participants with an introduction of the basic functions of Records Bureau/Systems Administrator.
- On Tuesday, December 12, 2023, SFPD hosted its Community Academy Culmination. Community Academy attendees were provided with a culmination certificate after

successful completion of the 11-week community program. Dinner was provided along with a cake to celebrate their accomplishment.

2. Parent Academy:

- On Friday, December 1, 2023 at 9 AM, SFPD held its weekly Parent Academy at the San Fernando Institute for Applied Media (SFiAM). Parents were provided with a presentation of substance abuse, i.e., vaping, smoking, drinking. The parents were provided with tools as to what to do if they witness teens in possession of paraphernalia and what to look for if they suspect their teen is vaping/smoking/drinking.
- On Friday, December 8, 2023 at 9 AM, SFPD held its Parent Academy at the San Fernando Institute for Applied Media (SFiAM). Parents were provided with a school violence presentation. The parents and school staff were engaged and asked various questions as to how to report suspicious activity on a school campus and were reminded that "If you see or hear something, say something."
- On Wednesday, December 20, 2023, Chief Fabian Valdez and City Manager Nick Kimball other City Staff met with representatives of the Los Angeles County Department of Mental Health to strengthen the relationship between both organizations in order to provide enhanced services to the community.

3. Neighborhood Watch Meeting:

On Wednesday, December 20, 2023, at 6 PM, SFPD held its monthly Neighborhood Watch Meeting in the Council Chambers. Police Chief Fabian Valdez provided community members with information on the installation and maintenance of 37 Fixed Automated License Plate Readers (ALPR's), funded by a grant from the Board of State and Community Corrections (BSCC), Organized Retail Theft (ORT) Program.

4. Business Watch Meeting:

On Wednesday, December 27, 2023 at 12 PM, SFPD held its monthly Business Watch Meeting in the Council Chambers. Business members had an opportunity to interact with police department personnel and report issues/concerns within the city.

5. Christmas Boxes:

On Tuesday, December 19, 2023, SFPD distributed approximately 120 Christmas boxes to San Fernando less fortunate San Fernando community members.

NOTEWORTHY EVENTS:

1. On Friday, December 1, 2023 at approximately 2:07 AM, an SFPD Officer conducted a traffic enforcement stop at Rinaldi Street and Indian Hill Road. The driver of the vehicle was

subsequently arrested for driving under the influence, driving with a suspended license and outstanding warrants.

- 2. On Sunday, December 3, 2023 at about 9:20 PM, an SFPD Officer observed four subjects on gas-powered mini bikes impeding traffic in the area of Eighth Street and Arroyo Avenue. The subjects were performing wheelies, and failing to stop for traffic control devices. Officer Murillo initiated a traffic enforcement stop on the subjects, who failed to yield. A brief pursuit ensued. One subject was subsequently arrested in the area of Van Nuys Boulevard and Gleanoaks Boulevard.
- 3. On Tuesday, December 5, 2023 at about 8:35 PM, an SFPD Officer responded to a domestic violence investigation at Providence Holy Cross Hospital. The victim's nose had been broken. At about 12:30 AM, the suspect turned himself in at the Police Station. He was subsequently arrested for corporal injury to a spouse.
- 4. On Thursday, December 8, 2023 at about 3:52 AM, an SFPD Officer responded to a call of an intoxicated female causing a disturbance in the 1200 Block of Warren Street. The suspect was later arrested for resisting arrest.
- 5. On Monday, December 11, 2023, at approximately 2:50 AM, an SFPD Officer conducted a traffic stop in the 900 Block of First Street, that was related to a previous investigation of harassing 9-1-1 phone calls. When the officers arrived, the subject attempted to flee and was subsequently arrested for threatening a police officer and making harassing phone calls to 9-1-1.
- 6. On Wednesday, December 13, 2023 at 1:50 PM, an SFPD Officer responded to a theft investigation in the 1100 Block of Arroyo Street. A male subject was later arrested for burglary.
- On Tuesday, December 19, 2023 at 2:30 AM, SFPD Officers responded to a report of two subjects tampering with the door lock of an apartment unit in the 100 Block of Park Avenue. Two adults were subsequently arrested for attempted burglary and possession of burglary tools.
- 8. On Tuesday, December 19, 2023, the SFPD Special Enforcement Team (SET) conducted several warrant arrests in various areas of the City and in the SFPD Station Lobby.

QUALITY OF LIFE ENHANCEMENTS:

1. During the month of December, officers conducted focused patrols in commercial areas, City parks, and along the Mission Bike Path.

BUDGET IMPACT:

There is no budget impact associated with receiving this informational report and providing comments to the City Council.

CONCLUSION:

It is recommended that the Transportation and Public Safety Commission receive and file this informational report.