

THE MODEL FOR A PROPOSED

COUNTY

OF

RIVERSIDE

CATALYTIC CONVERTER

ETCHING PROGRAM:

**Orange County Sheriff's Department Organized
Retail Theft Prevention Grant Program**

**SUBMITTED BY DARYL TERRELL AT THE JANUARY 30, 2024, RIVERSIDE COUNTY BOARD OF
SUPERVISORS MEETING**

Title	Orange County Sheriff's Department	07/07/2023
	by Miriam Torrez in Organized Retail Theft Prevention Grant Program	id. 41335223
	mtorrez@ocsheriff.gov	

Original Submission 07/07/2023

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

SECTION I - BACKGROUND INFORMATION

This section requests information about the applicant's name, location, mailing address, and tax identification number.

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

Orange County Sheriff's 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 **County of Orange Sheriff-Coroner**

Applicant's Physical Address **550 N. Flower St.
Santa Ana
California
92703
US**

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

Mailing Address for Payment **320 N. Flower Street, Suite #108
Santa Ana
California
92703
US**

Tax Identification Number **95-6000928**

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 **Anthony
Benfield**

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

Project Director's Physical Address **550 N. Flower St.
Santa Ana
CA
92703
US**

Project Director's Email Address **aBenfield@ocsheriff.gov**

Project Director's
Phone Number **+17146477041**

Financial Officer **Karla
Lazaridis**

Financial Officer's
Title with
Agency/Department/Organization **Senior Fiscal Manager**

Financial Officer's
Physical Address **320 N. Flower Street, Suite #108
Santa Ana
California
92703
US**

Financial Officer's
Email Address **KLazaridis@ocsheriff.gov**

Financial Officer's
Phone Number **+17148346675**

Day-To-Day Program
Contact **Ehren
Weidenkeller**

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

Day-To-Day Program
Contact's Physical
Address **550 N. Flower St.
Santa Ana
California
92703
US**

Day-To-Day Program
Contact's Email
Address **eweidenkeller@ocsheriff.gov**

Day-To-Day Program
Contact's Phone
Number **+17146471882**

Day-To-Day Fiscal
Contact **Yumi
Leung**

Day-To-Day Fiscal
Contact's Title **Fiscal Administrator (Programmatic)**

Day-To-Day Fiscal
Contact's Physical
Address **320 N. Flower Street, Suite #108
Santa Ana
California
92703
US**

Day-To-Day Fiscal Contact's Email Address	YLeung@ocsheriff.gov
Day-To-Day Fiscal Contact's Phone Number	+17148346674
Name of Authorized Officer	Donald Barnes
Authorized Officer's Title	Sheriff-Coroner
Authorized Officer's Physical Address	550 N. Flower Street Santa Ana California 92703 US
Authorized Officer's Email Address	DDBarnes@ocsheriff.gov
Authorized Officer's Phone Number	+17146471805
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Real Time Operations Center
Proposal Summary	Orange County Sheriff's Department proposes implementing a Real Time Operations Center to increase awareness by encouraging residents to take action to reduce the opportunity for thieves. The goal is to install cameras on the most commonly used roads to analyze theft patterns and implement a catalytic converter etching program to combat the rise of thefts and deter criminals by strengthening the capability for apprehension. OC Sheriff will coordinate with government officials in operational areas, the District Attorney's Office, and community organizations to allow law enforcement to identify thieves and provide admissible evidence for prosecution.

PROGRAM
PURPOSE AREAS

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

Program Purpose
Areas (PPAs):

PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

Funding Category
Information

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

Funding Category

Large Scope (Up to \$15,650,000)

SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET

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

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

Project Need

1.1 Describe the need(s) to be addressed

Catalytic converter theft has been growing at an alarming rate across the United States. According to a USA Today article published February 21, 2023, thefts nationwide are up 540% from 2020 to 2022. The communities in the operational areas served by the Orange County Sheriff's Department (OCSD) are experiencing a higher rate of theft relative to other cities in the state and country. Nationally, between 2018 and 2022, catalytic converter thefts increased 1,215%, according to the National Insurance Crime Bureau. Data maintained by OCSD from 2018 indicated there were 46 reported catalytic converter thefts in OCSD operational areas. In 2022 that number increased to 1149, which represents a 2398% increase over that five-year period.

Based on the significant rise in theft incidents, grant funding is urgently needed to combat this problem. By securing grant funding,

OCSD can proactively implement the following targeted measures to prevent thefts and restore a sense of security and well-being in our communities:

- **Organize community awareness campaigns – Through initiatives to raise awareness and provide information on how to prevent or deter catalytic converter theft, OCSD would educate and empower individuals to take precautions so they don't fall victim to this type of crime. Targeted advertising and social media campaigns can be leveraged to spread the message to a wider audience, increasing the reach and impact of our efforts.**
- **Implement a catalytic converter engraving program – Establish partnerships with local automotive businesses to publicize and fund programs that encourage individuals to engrave a unique identifier on the catalytic converter. These efforts will discourage thieves and the recyclers who purchase stolen converters, since the goods would be traceable.**
- **Improve surveillance systems – Supplement OCSD investment in real-time crime prevention by enhancing technology and acquiring additional equipment that will be utilized by the OCSD to quickly respond to reported thefts and to support prosecution of criminals.**

1.2 Identify the conditions or elements that contribute to the need

Catalytic converter theft has increased in OCSD operational areas over the last five years at nearly double the national rate (~1,200% nationally versus ~2,400% in OCSD areas). This increase can be attributed to the prevalence of vehicles targeted by thieves that are parked on public streets, driveways, and parking lots. OCSD operational cities are frequently rated as the safest in California. Most recently, California City News identified five Orange County cities in their top ten for 2022 (2. Rancho Santa Margarita, 4. Aliso Viejo, 5. Yorba Linda, 6. Laguna Niguel and 8. Mission Viejo). It is a common misconception that living in safe neighborhoods exempts individuals from becoming victims of theft. Based on this perception, residents are less inclined to take necessary precautions to deter or prevent theft.

Several factors are contributing to the extraordinarily high theft rate of catalytic converters in OCSD operational areas:

- **Time of day and location – Theft in OCSD operation areas occurs largely at night from vehicles in suburban communities with minimal (or no) foot traffic or security measures and with minimal street surveillance, allowing thieves to commit their crime unobserved by individuals or law enforcement. Grant funds would be used to educate individuals to take actions to deter thefts.**
- **Ease of removing the device without detection – Catalytic converters are relatively simple to detach from vehicles, requiring only basic tools and minimal time. Often the parts are stolen from**

SUVs that sit high off the ground and lightweight hybrid vehicles that can easily be elevated. In Orange County, both SUVs and hybrids such as the Prius provide thieves with inordinately ample targets. Additionally, thieves are able to utilize the area's road network and freeway access to quickly flee with stolen goods. Grant funds would be used to educate individuals to take actions to deter thefts and to strengthen surveillance technology on public roads, increasing OCSD's ability to apprehend the thieves.

- High value of precious metals and relative ease to sell stolen, untraceable parts to recyclers – Demand has surged for precious metals such as platinum, palladium, and rhodium that are used in catalytic converters. These metals fetch high prices in the black market; and when stolen catalytic converters are sold to recyclers and cannot be identified as stolen, thieves are able to reap the reward of stealing converters and their inherent precious metals. Grant funds would be used to implement programs (e.g., etching) so stolen converters are traceable, deterring both thieves and recyclers from handling stolen goods.

1.3 Use relevant local qualitative and/or quantitative data

The rate of reported thefts of catalytic converters in Orange County has increased 2,398% over five years, more than double the national average. As previously noted above, both SUVs and hybrid vehicles are frequent targets, and in OCSD operation areas, the Toyota Prius accounted for 302 out of 1,149 thefts in 2022.

Given California's clean energy initiative (California Senate Bill 100), OCSD expects that vehicles that are at a high risk for theft will continue to become more common. For example, Statista noted that in 2022, Orange County ranks second in plug-in hybrid electric vehicle sales (5,889 vehicles) in California, making the area a prime target for theft.

Data compiled by OCSD based on crime reports indicates that catalytic converter theft occurs across all OCSD operational areas. As a result, OCSD cannot rely solely on directed enforcement (e.g., given wide geographic footprint of theft rather than being restricted to certain higher risk areas, it is not feasible to increase patrols only in certain areas). Grant funds would be used to implement scalable solutions, such as outreach efforts and surveillance technology, that can provide coverage for the entire county.

Project Description

2.1 Describe the proposed project that will address the need(s)

The proposed project aims to address the identified need to reduce catalytic converter theft in OCSD service areas by implementing scalable solutions that can be rolled out across all operational areas. Grant funds would be directed to three initiatives outlined below:

- The activities and interventions will be delivered through a combination of active and community policing approaches, taking

into consideration the length and duration required for effective implementation.

- The target area and population will encompass all OCSD operational areas that, based on crime stats collected by our department, are susceptible to catalytic converter theft. While this particular crime occurs across the service area, OCSD would direct grant funds to initiatives and areas where we determine the resources can provide a maximum benefit.
- If provided grant funds, OCSD would build on existing relationships with relevant entities such as public agencies, community organizations, and retailers to coordinate and collaborate on a comprehensive and unified effort.

The proposed activities/services/interventions of the project include an etching program and recycler education to increase community awareness. These activities will be delivered through workshops and educational campaigns. Additionally, the project aims to strengthen capabilities for apprehension through training programs for law enforcement personnel. The length and duration of these activities will vary depending on the specific needs and goals of the project.

The project will focus on the target area and population that experience the highest number of theft incidents. This selection is based on prioritizing areas with the largest number of incidents and de-emphasizing pockets where theft is lower, such as remote or gated communities that are more difficult for thieves to access. The etching activity may be based on the location of substations or partners engaged to perform this service. Additionally, funds will be used to analyze patterns of theft and identify the most commonly used roads, where cameras will be installed.

The proposed activities/services/interventions will effectively address the project need and align with the intent of the grant program. They will raise awareness about theft without causing panic or promoting the perception of widespread crime. By highlighting that theft can happen to anyone and occurs in all neighborhoods, the activities will encourage residents to take preventive measures. Additionally, the focus on certain vehicle types that are most susceptible to catalytic converter theft will provide valuable information to residents. The activities will emphasize the financial impact of theft, highlighting its expensive nature. Furthermore, the implementation of traceable stolen parts will aid in the identification of thieves and enable law enforcement to concentrate their efforts on recovery and prosecution.

We plan to coordinate and collaborate with various entities to enhance our efforts. This includes partnering with government officials in service areas and community organizations. We also aim to collaborate with service providers to ensure that etching services are accessible across the county. Additionally, we plan to work closely with the District Attorney's office to provide admissible evidence for prosecution.

2.2 Describe the proposed project's goals

OCSD would use the grant funds to achieve the following objectives:

- Reduce vehicle theft/vehicle component theft – accomplished through awareness campaign and the converter etching program (serialized/painted converters may act as a deterrent to theft).**
- Timely return of stolen vehicles/components – Separate from grant funding, OCSD is establishing a Real Time Operations Center (ROTC) that uses technology (LPR/CCTV) to respond to criminal activity. Grant funds would be used to acquire additional technology allowing OCSD to quickly locate stolen vehicles and direct law enforcement to location. The etching program allows converters to be traced and returned to owners, greatly reducing cost of repair to owner/insurance companies.**
- Increase public awareness – Launch social media campaign on most commonly stolen vehicles/converters and identify ways to prevent theft.**
- Hold offenders accountable – The ROTC will provide our investigators better information through Flock cameras and other data collection thus increasing our opportunities of apprehending criminals before they sell the converters.**

The proposed plan aims to address the issue of catalytic converter theft through a multi-faceted approach involving awareness campaigns, technology implementation, and law enforcement efforts.

2.3 Describe the rationale for the proposed activities/services/interventions

Over many years and in multiple jurisdictions across the U.S., community awareness has been an effective method to combat crime through prevention activities. Raising awareness of potential vulnerability to crime and resident and law enforcement actions to deter crime can significantly reduce criminal activity.

Component tracing is effective in reducing theft through etching programs and partnerships with recyclers. Scaling up these efforts will lead to increased and more widespread results. Additionally, apprehension serves as a deterrent to thieves. Converter theft is based on the ease of theft and low-risk of being caught and punished. By implementing community awareness, component tracing, and apprehension, the intended goals and objectives are likely to be achieved.

2.4 Describe existing or proposed policies

OCSD maintains and operates Automated License Plate Readers (OCSD policy 463) and Unmanned Aerial Vehicles (OCSD policy 308). As new solutions contracts are finalized, policy will be written to govern access, use, storage and privacy concerns

2.5 Describe existing or proposed policies

OCSD conducts mandated bias training and supports the initiative with OCSD policy 402, Bias Free Policing. Additionally, the project includes goals/equipment unrelated to race, i.e. etching program, awareness campaign. Surveillance equipment will be used in real-time to develop leads based on active calls for service, not random use susceptible to human biases. LPR's, CCTV, drones will be used to located/identify known descriptors related to suspect's, associates and vehicles that are unaffected by the users potential inherent biases.

Project
Organizational
Capacity and
Coordination

3.1 Describe ability to administer project

The Technology Division (TD) within the OCSD has the necessary staffing resources to implement, operate, and manage the technology associated with this grant program. We have a dedicated technology team for our Real Time Operations Center (RTOC) and a project management group. The implementation of this project will be a joint effort between TD and the Investigation Division's RTOC. TD will handle equipment contracts, hardware, software, and licenses, as well as manage connectivity between technology and RTOC staff. The RTOC consists of 6 full-time research analysts and a supervisor, all trained on the equipment and platforms. Management and oversight will be shared between the Criminal Investigations Bureau (CIB) Captain and the Technology Division.

Analysts assigned to the RTOC will monitor calls for service related to component theft in real-time, utilizing license plate reader cameras, as well as additional technology, to locate suspects involved in these crimes. Future staffing plans include investigators/deputies to augment the RTOC's capabilities. None of the departments' staffing needs are dependent upon this grant. Oversight will be a shared responsibility between the CIB Captain and the Technology Division.

3.2 Describe any partner agency

This grant application is submitted solely on behalf of the Orange County Sheriff's Department. There are no partner agencies included in this project or planned for the future.

3.3 Describe the timeline

As described in 3.1, the OCSD has specialized technical teams that will be dedicated to this operation. As a result, we stand ready to immediately implement if funded.

The RTOC is currently operating in a limited capacity. We have had some recent success license plate readers recovering stolen vehicles and apprehending suspects shortly after the crime occurred. The requested equipment and technology would increase our capability and expand current efforts. Annual catalytic converter etching events will be held to both deter theft as well as recover

stolen converters and allow for prosecution by identifying crime victims.

3.4 Describe the management structure

The project will be managed by the Technology Division, headed by the Chief Information Officer. This division consists of subordinate management staff and technical resources who will handle the procurement, implementation, and management of all new technology resources and programs. The direction and strategic planning of the project will be co-managed by the Investigations Division Commander and Director of the Technology Division. The day-to-day operations, oversight, and success metrics will be the responsibility of the Criminal Investigations Bureau Captain and RTOC supervisor.

The Technology Division is led by a Chief Information Officer with subordinate management staff and technical resources. All new technology resources and programs will be procured, implemented, and managed by these specialized technical teams.

Project direction and strategic planning are co-managed by the Investigations Division Commander and Director of the Technology Division.

3.5 Describe the plans to sustain project

The OCSD will sustain the specialized programs and technical resources after the grant term using Proposition 172 funding, general fund net-county cost funding, and potential partnerships with contract city partners. The RTOC will be a permanent unit, utilizing existing and additional technology/equipment acquired through the grant and department procurement. However, the etching program will be limited to hosting one event per operational division per year for a three-year cycle, offering free etching on specific makes/models more likely to be victimized.

The OCSD will continue these specialized programs and technical resources after the conclusion of the grant term. This will be accomplished through a variety of resources to include Proposition 172 funding, general fund net-county cost funding and the potential partnership with contract city partners.

The RTOC will be a permanent unit and will utilize existing and additional technology/equipment acquired both by the grant and through department procurement.

The etching program will be limited in term. We will host one event per operational division per year for the three-year cycle, offering free etching on the makes/models determined more likely to be victimized.

A combination of technical resources and OCSD staff will be involved in selecting the internal staff to conduct the project evaluation. Our Technology Division will provide data analysis on grant-focused target metrics, generating reports for the start-up, implementation, and service delivery phases.

A variety of technical resources and OCSD staff will be utilized for this phase of the project. The Department is fortunate to have a dedicated grants unit that will be responsible for the monitoring and reporting of the grant project metrics. Data analysis will be provided by our Technology Division regarding specific grant focused target metrics and will include reports dedicated to start-up, implementation and service delivery.

4.2 Identify and define the process measures and outcome measures

The OCSD may use both process measures and outcome measures to assess the success of the project aimed at reducing catalytic converter theft.

Process Measures:

- Implementation Rate – This measure indicates the extent to which the proposed project activities have been executed as planned. It assesses whether all planned interventions, such as increased electronic surveillance, or public awareness campaigns, have been implemented within the given timeframe.**
- Resource Allocation – This measure evaluates the allocation of resources, such as personnel, funding for etching programs, and technology, to support the project. It assesses whether the necessary resources have been allocated in line with the project's objectives.**

Outcome Measures:

- Vehicle Component Theft Rate – This measure quantifies the number of reported catalytic converter theft incidents within a specific period. The objective is to observe a reduction in thefts compared to historical data. It indicates the effectiveness of the project in deterring and preventing catalytic converter theft.**
- Clearance Rate – This measure indicates the percentage of vehicle component theft cases that are successfully resolved by law enforcement. A higher clearance rate demonstrates the effectiveness of the project in identifying and apprehending offenders, leading to increased recovery of stolen vehicles and components.**
- Public Perception and Satisfaction – This measure involves feedback mechanisms to assess public perception and satisfaction regarding the efforts of the OCSD in combating vehicle component theft. Positive feedback indicates that the project has been successful in increasing public trust and confidence in law enforcement's ability to address the issue.**

By monitoring these process and outcome measures, the OCSD can evaluate the project's progress, identify areas for improvement, and determine the overall success in reducing vehicle theft and component theft.

4.3 Describe the preliminary plan for monitoring

The Criminal Investigations Bureau Captain and the Technology Division will assign individuals from their respective teams to monitor the process and outcome measures described in Section 4.2. Based on the grant funding that may determine the extent of the project, the assigned individuals will determine appropriate milestones for each measure and regularly assess progress in efforts to reduce catalytic converter theft.

4.4 Describe the preliminary plan for collecting and evaluating data

The Public Affairs and Community Engagement (PACE) unit will advise on metrics related to the social media awareness campaigns to gauge reach of our intended audience. Crime analysis will pull data from Computer Aided Dispatch (CAD) and Field Based Reporting (FBR) to highlight statistical information on successful implementation of the project.

By leveraging these data sources and collaborating with relevant units, crime analysis can collect comprehensive data for analysis and evaluation purposes.

4.5 Describe the research design or methodology

By tracking cases where leads or case filings were obtained due to the recovery of etched converters, documenting LPR hits related to stolen vehicles, and recording RTOC inquiries during stolen vehicle and catalytic theft calls for service, it is possible to assess the effectiveness of the equipment and demonstrate the necessity of its implementation. These metrics provide tangible evidence of the impact of the strategy and can be used to evaluate whether the intended outcomes have been achieved.

Budget Instructions

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

Budget Attachment

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

SECTION V -
ATTACHMENTS

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

Project Work Plan (Appendix B)

[Project_Work_Plan_-_Appendix_B.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Grantee_Assurance_for_Non-Governmental_Organizations_-_Appendix_D.pdf](#)

Local Impact Letter(s) (Appendix E)

[Local_Impact_Letter_-_Appendix_E.pdf](#)

Letter(s) of
Commitment,
(Appendix F)

na

Policies Limiting Racial Bias

[Policy_402_Bias_Free_Policing.pdf](#)

Policies on Surveillance Technology

[Policy_308_Unmanned_Aerial_Vehicle.pdf](#)

[Policy_463_Automated_License_Plate_Readers_ALPRs.pdf](#)

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

[Certification_of_Compliance_with_BSCC_Policies_-_Appendix_G.pdf](#)

OPTIONAL:
Governing Board
Resolution (Appendix
H)

na

OPTIONAL:
Bibliography

na

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:	> Etching program and recycler education to increase community awareness		
Objectives (A., B., etc.)	> The objective is to empower the community and create a sense of ownership in preventing crime by providing individuals with the knowledge and tools to protect their vehicles from theft.		
Process Measures and Outcome Measures:	> Analyze theft patterns and identify the most commonly used roads for theft crews. This data-driven approach will inform the placement of surveillance cameras, enabling law enforcement to monitor and respond to theft incidents more effectively.		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> These activities will be delivered through workshops, educational campaigns, and public events.	> Law enforcement personnel and partnership with local organizations.	> 10/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes:	> Monitor calls for service related to vehicle/component theft in real time, use CCTV and LPRs cameras to aid in locating suspects involved in theft crimes, and return stolen property to the rightful owners.		

(2) Goal: > Implementing traceable stolen parts through etching program			
Objectives (A., B., etc.)		> The objective is to identify thieves and facilitate law enforcement efforts in recovery and prosecution.	
Process Measures and Outcome Measures:		> Coordinate and collaborate with various entities to enhance the project's impact. This includes collaborating with government officials in service areas and collaborating with community organizations.	
Project activities that support the identified goal and objectives:		Responsible staff/partners	
> Collaborate with service providers will ensure that the etching services are accessible across the county, reaching a wider audience and maximizing community participation in theft prevention.		> Law enforcement personnel and partnership with local organizations.	Timeline
List data and sources to be used to measure outcomes: > Social media, community events, and conduct educational campaigns.		Start Date	End Date
		> 10/01/2023	> 12/31/2026

(3) Goal: > Hold offenders accountable			
Objectives (A., B., etc.)		> The objective is to collaborate with the District Attorney's office to facilitate the provision of admissible evidence, identifying victims, and streamlining the legal response to catalytic converter theft.	
Process Measures and Outcome Measures:		> The OC Sheriff's Department and the District Attorney's office will work hand in hand to ensure a seamless transition from investigation to prosecution.	
Project activities that support the identified goal and objectives:		Responsible staff/partners	
> To strengthen its effectiveness in combating catalytic converter theft by working together.		> Investigators and District Attorney's office	Timeline
List data and sources to be used to measure outcomes: > Surveillance technology and traceability programs.		Start Date	End Date
		> 10/01/2023	> 12/31/2026



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

Name of Applicant: *County of Orange Sheriff-Coroner*

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

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

Budget Line Item	Total
1. Salaries & Benefits	\$0.00
2. Services and Supplies	\$5,752,349.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$9,275,001.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$0.00
9. Indirect Costs	\$0.00
TOTAL	\$15,127,350.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
N/A		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

1b. Salaries & Benefits Narrative:

N/A

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Axon Cameras with license and support	100 fleet cameras x \$4,618.55 ea (bundle with license and support)	\$461,855.00
1Gb Circuits	30 (1Gb) Circuits x \$1,500.00 per month x 12 months x 3 yrs	\$1,620,000.00
10Gb Circuits	6 (10Gb) Circuits x \$3,500.00 per month x 12 months x 3 yrs	\$756,000.00
Catalytic Converter Etching Program	(\$10,000 per event) x (3 divisional areas) x (3 years)	\$90,000.00
Peregrin	4,000 Peregrin cameras with licensing & support bundle @ \$218,332 per year x 3 years	\$654,996.00
Fusus	10,000 Fusus cameras with licensing & support bundle @ \$513,000 per year x 3 years	\$1,539,000.00
Briefcam	200 Briefcam cameras with licensing & support bundle @ 210,166 per year x 3 years	\$630,498.00
		\$0.00
TOTAL		\$5,752,349.00

2b. Services and Supplies Narrative:

N/A

9a. Indirect Costs

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

9b. Indirect Costs Narrative:

N/A



**ORANGE COUNTY
SHERIFF'S DEPARTMENT**

SHERIFF-CORONER DON BARNES

OFFICE OF THE SHERIFF

June 28, 2023

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program - Local Impact Statement

We have concluded that participation in the *Organized Retail Theft Prevention Grant Program* will not have any anticipated impacts or conflicts with other law enforcement or public agencies. If granted access to the funding, the Orange County Sheriff's Department intends to acquire equipment, hardware, software and licensing for our Real Time Operations Center.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald D. Barnes".

Donald D. Barnes

Orange County Sheriff-Coroner

Bias Free Policing

402.1 PURPOSE AND SCOPE

The Department strives to provide law enforcement services to our community with the proper care and concern for the racial and cultural differences of those we serve. It shall therefore be the policy and practice of this Department to provide law enforcement services and to enforce the law equally and fairly without discrimination toward any individual(s) or group because of their race, color, ethnicity, national origin, age, religion,, gender identity or expression, sexual orientation, socio-economic status, cultural group, or mental or physical disability.

402.2 DEFINITIONS

Bias-Free Policing: The provision of law enforcement services, whether in the jails, the courts, or on patrol, that is accomplished without the selective enforcement or non-enforcement of the law, including the selection or rejection of particular policing tactics or strategies, based on the subject's membership in a demographic category. Bias-free policing is policing that is free of discriminatory effect as well as discriminatory intent.

Biased Policing: The provision of law enforcement services, or declining to provide law enforcement services, whether in the jails, the courts, or on patrol, based upon the inappropriate consideration of a person's demographic category.

Demographic category: Refers to a person's race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, socio-economic status, cultural group, or mental or physical disability.

Implicit Bias: Refers to the attitudes or stereotypes that affect a person's understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control. Implicit biases are different from known biases that individuals may choose to conceal.

Racial or identity profiling: The consideration of, or reliance on, to any degree, a person's actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description. The activities include, but are not limited to, traffic or pedestrian stops, or actions during a stop, such as asking questions, frisks, consensual and nonconsensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest. (Penal Code § 13519.4(e)).

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Bias Free Policing

402.3 RACIAL OR IDENTITY PROFILING AND BIASED POLICING PROHIBITED

Members shall not engage in biased policing or racial or identity profiling, and any such practice will not be tolerated by this Department (Penal Code § 13519.4(f)).

1. It is the responsibility of every Member of this Department to prevent, report, and respond appropriately to clear discriminatory or biased practices.
2. Every Member of this Department engaging in a non-consensual detention shall be prepared to articulate sufficient reasonable suspicion or probable cause to justify the detention independent of the individual's membership in a demographic category.
 - (a) To the extent that written documentation would otherwise be completed (e.g., arrest report, F.I. card, etc.), the involved deputy should include those facts giving rise to the deputy's reasonable suspicion or probable cause for the contact.
 - (b) Nothing in this policy shall require any deputy to prepare documentation of a contact that would not otherwise involve such reporting.

402.4 STANDARDS OF CONDUCT TO ENSURE BIAS FREE POLICING

In an effort to prevent perceptions of biased policing, in accordance with officer safety, do the following:

1. Treat everyone with dignity, respect, courtesy, and professionalism, without harassing, intimidating, or using derogatory language verbally, in writing, or by gesture.
2. Ensure bias-free encounters by relying on information that is accurate, specific, and free from bias while developing reasonable suspicion and/or probable cause.
3. When initiating a search of a cell, dormitory, or incarcerated person, or when issuing directives to or responding to inquires from an incarcerated person, ensure that motivations and actions are free of bias and racial or identity profiling.
4. When initiating a pedestrian or vehicular stop, approach the person(s) being stopped and provide an explanation for the stop as soon as practical and safe.
5. Ensure that detentions are no longer than necessary.

While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by a deputy in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description includes a specific race or group).

The Orange County Sheriff-Coroner Department shall investigate all complaints of alleged bias-based policing or racial or identity profiling against its Members. Members found to be in violation of this policy are subject to discipline in accordance with this Department's disciplinary policy.

Bias Free Policing

402.5 TRAINING

1. All sworn Members of this Department shall participate in training prescribed by the Department.
2. All sworn Members of this Department shall participate in expanded training as prescribed and certified by the Commission on Peace Officer Standards and Training (POST) (Penal Code § 13519.4(g)).
3. Pending participation in such POST approved training and at all times, all Members of this Department are encouraged to familiarize themselves with and consider racial, identity, and cultural differences among members of our community.
4. Upon completion of initial POST approved training all sworn members of this Department shall be required to complete an approved refresher course every five years or sooner if deemed necessary in order to keep current with changing racial, identity, and cultural trends (Penal Code §13519.4(i)).

402.5.1 BIAS BY PROXY

Bias by proxy occurs when individuals call the police and make false or ill-informed claims of misconduct about persons they dislike or are biased against based on explicit racial and identity profiling or implicit bias. When the police act on a request of service rooted in implicit or explicit bias, they risk perpetuating the caller's bias. Members should use their critical decision-making skills drawing upon their training to assess whether there is criminal or non-criminal conduct regardless of bias.

402.6 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect or disclose information regarding the religious beliefs, practice or affiliation of any individual unless permitted under state or federal law (Government Code § 8310.3).

Per Government Code § 8310.3:

- Notwithstanding any other law, a state or local agency or public employee acting under color of law shall not:
 - Provide or disclose to federal government authorities personal information regarding the religious beliefs, practices, or affiliation of any individual for the purpose of compiling a list, registry, or database of individuals based on religious affiliation, national origin, or ethnicity.
 - Use agency money, facilities, property, equipment, or personnel to assist in creation, implementation, or enforcement of any government program compiling a list, registry, or database of personal information about individuals based on religious belief, practice, or affiliation, or national origin or ethnicity, for law enforcement or immigration purposes.
 - Make personal information from agency databases available, including any databases maintained by private vendors contracting with the agency, to anyone or any entity for the purpose of investigation or enforcement under any government program compiling a list, registry, or database of individuals based

Bias Free Policing

on religious belief, practice, or affiliation, or national origin or ethnicity for law enforcement or immigration purposes.

- Notwithstanding any other law, state and local law enforcement agencies and their employees shall not:
 - Collect information on the religious belief, practice, or affiliation of any individual except (A) as part of a targeted investigation of an individual based on reasonable suspicion to believe that individual has engaged in, or been the victim of, criminal activity, and when there is a clear nexus between the criminal activity and the specific information collected about religious belief, or affiliation, or (B) where necessary to provide religious accommodations.
 - Use agency money, facilities, property, equipment, or personnel to investigate, enforce, or assist in the investigation or enforcement of any criminal, civil, or administrative violation, or warrant for a violation, of any requirement that individuals register with the federal government or any federal agency based on religious belief, practice, or affiliation, national origin, or ethnicity.
- An agency or employee will only be deemed to be in violation of this section if the agency or employee acted with actual knowledge that the information shared would be used for purposes prohibited by this section..

402.7 SUPERVISOR RESPONSIBILITY

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 Complaint Procedure (Policy 1020).

Annually, upon publication of the Racial and Identity Profiling Advisory Board Report, the S.A.F.E Division Commander shall review the report and the Department's effort to prevent racial or identity profiling and submit an overview, including public concerns, to the Sheriff. This overview shall not contain any identifying information regarding any specific complaint, citizen, or officer.

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The S.A.F.E. Division Commander or the authorized designee shall ensure that all data required by the Department of Justice (DOJ) regarding citizen complaints of racial bias against deputies is collected and provided to the Records Division to be reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).

Unmanned Aerial Vehicle (UAV)

308.1 PURPOSE AND SCOPE

The following procedures are intended to promote the safe, efficient, and lawful operation of the Orange County Sheriff's Department (OCSD) Unmanned Aerial Vehicles (UAVs). Safety, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.

308.1.1 DEFINITIONS

After Action Report (AAR): The AAR is completed after each mission by the Pilot in Command (PIC) to identify areas where he/she performed well and areas he/she can improve upon.

Master Maintenance Log: A master maintenance log shall be maintained by the Air Support Bureau (ASB). The master maintenance log shall be comprised of information derived from each UAV's maintenance spreadsheet.

Maintenance Spreadsheet: The maintenance spreadsheet shall document all maintenance performed on a UAV. Each unit operating UAVs shall maintain a maintenance spreadsheet for each UAV. Maintenance spreadsheets shall be submitted to the UAV Chief Pilot on a quarterly basis.

Mission Brief: This form captures the nature of the UAV mission and provides the documentation necessary to track the use of UAVs.

Person Manipulating the Controls: A person other than the remote pilot in command (PIC) who is controlling the flight of a UAV under the supervision of the remote PIC.

Remote Pilot in Command (Remote PIC or Remote Pilot): A person who holds a remote pilot certificate with a remote pilot rating and has the final authority and responsibility for the operation and safety of the UAV operation conducted under the Federal Aviation Administration (FAA) 14 Code of Federal Regulations (CFR) part 107. The PIC shall also meet the training requirements as detailed in the ASB Training Manual.

SQUAWK: An aviation form utilized to document maintenance deficiencies on an aircraft.

Unmanned Aerial Vehicle Chief Pilot: The UAV Chief Pilot is the designated ASB UAV Pilot in Command (PIC) that will conduct flight evaluations on OCSD UAV PICs to ensure standardization of UAV deployments and to check knowledge of FAA regulations.

Unmanned Aerial Vehicle (UAV): A UAV (weighing more than 0.55 pounds and less than 55 pounds) including everything that is onboard or otherwise attached to the aircraft, which can be flown without the possibility of direct human intervention from within or on the aircraft.

Visual Observer (VO): A person acting as a flight crew member who assists the UAV remote PIC and the person manipulating the controls to see and avoid other air traffic or objects aloft or on the ground.

Unmanned Aerial Vehicle (UAV)

308.2 POLICY

It shall be the mission of those Members of the Department who are trained in the use of the UAV to use this resource to protect the lives and property of the people in Orange County and public safety personnel in full compliance with applicable laws and regulations, including but not limited to the State and Federal Constitutions and Federal Aviation Administration (FAA) regulations. UAVs shall not be used for missions that would violate the privacy rights of the public.

The use of a UAV can support public safety personnel in situations which would benefit from an aerial perspective and enable responders to detect dangers that could otherwise not be seen. The UAV can also be utilized for approved training missions.

308.3 PROTECTION OF RIGHTS AND PRIVACY CONCERNS

The Department shall consider the protection of individual civil rights and the reasonable expectation of privacy as a key component of any decision made to deploy the UAV. Each UAV PIC and VO shall ensure that operations of the UAV are consistent with federal, state, and local laws.

Absent a warrant or exigent circumstances, PICs shall adhere to FAA altitude regulations and PICs and VOs shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g. inside residence, yard, enclosure).

PICs and VOs shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations.

308.4 UAV MISSIONS

The Department is committed to maintaining strong public support in the use of UAVs to better support public safety in Orange County. The Department shall adhere to the Federal Aviation Administration (FAA) 14 Code of Federal Regulations (CFR) Part 107, to ensure UAVs are deployed under the most current federal rules. The Department shall operate under 14 CFR part 107 which are the same stringent regulations established for civilian commercial operators.

1. The authorized missions for the Department UAVs are:
 - (a) Post-incident crime scene preservation and documentation,
 - (b) Hazardous Devices Section missions,
 - (c) Response to hazardous materials spills,
 - (d) Traffic collision investigations,
 - (e) Search and Rescue (SAR) missions as defined in the Department SAR Operations Manual,
 - (f) Public safety and life preservation missions to include, but not be limited to, barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous and/or violent suspects, and high-risk search warrants,

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Unmanned Aerial Vehicle (UAV)

- (g) Disaster response and recovery to include natural or human caused disasters including a full overview of a disaster area for post incident analysis and documentation,
- (h) Training flights in support of the Department UAV Training Manual,
- (i) For fire response and prevention,
- (j) When there is probable cause to believe that (1) the UAV may record images of a place, thing, condition, or event; and (2) that those images would be relevant in proving that a crime had occurred or is occurring, or that a particular person committed or is committing a crime and use of the UAV does not infringe upon the reasonable expectation of privacy,
- (k) Pursuant to a search warrant,
- (l) Inspection of Orange County property and facilities, to include OCIAC locations designated under the US Department of Homeland Security's Critical Infrastructure Sectors.
- (m) Production of video for the Department and other County of Orange agencies/ departments for promotional, educational and/or training purposes.

308.5 UAV OPERATIONS

This policy is intended to provide personnel who are assigned to the Department UAV program with the responsibilities associated with the deployment of UAVs. The Air Support Bureau (ASB) Captain will manage the UAV program and shall manage the program to ensure safe, effective UAV deployments are within Department policies and procedures.

This policy is to be followed with regard to general operations, information gathered, and law enforcement purposes. The Department shall operate UAVs in a manner which observes Constitutional rights, and in accordance with local, state, and federal law.

The Department shall provide qualified UAV pilots under 14 CFR Part 107 who can deploy UAVs consistent with Part 107 in a safe and efficient manner while in the performance of their official duties. The qualified individual can be any Member who successfully passes an in house written test and check flight test (If the employee fails the initial written test and/or check flight test, they will be remediated on their deficiencies and given an opportunity to retest after 7 days).

In consultation with the Air Support Bureau, the deployment of UAVs shall only be for authorized missions, and they must comply with the approval authority and Members from the matrix below:

Authorized use of UAVs	Approval Authority	Deployment Type	Member
(a) Post-incident crime scene preservation and documentation	Unit Supervisor	Static/Dynamic	Any Member
(b) Hazardous Devices Section missions	Unit Supervisor	Dynamic	Any Member along with one CPC 830.1 Member

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Unmanned Aerial Vehicle (UAV)

(c) Response to (non-criminal) hazardous materials spills (for criminal cases, refer to section (f) below)	Unit Supervisor	Dynamic	Any Member
(d) Traffic Collision Investigations	Unit Supervisor	Dynamic	Any Member
(e) Search and Rescue (SAR) missions as defined in the OCSD SAR Operations Manual	Unit Supervisor	Dynamic	Any Member
(f) Public safety and life preservation missions to include barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous and/or violent suspects, criminal hazardous materials investigations, and high-risk search warrants	Unit Supervisor	Dynamic	Any Member along with one CPC 830.1 Member
(g) Disaster response and recovery to include natural or human caused disasters including a full overview of a disaster area for post incident analysis and documentation	Unit Supervisor	Dynamic	Any Member
(h) Training flights in support of the OCSD UAV Training Manual	Unit Supervisor	Dynamic	Any Member
(i) In response to specific requests from local, state or federal fire authorities for fire response and prevention	Unit Supervisor	Dynamic	Any Member

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Unmanned Aerial Vehicle (UAV)

(j) When there is probable cause to believe that (1) The UAV may record images of a place, thing, condition, or event; and (2) That those images would be relevant in proving that a crime had occurred or is occurring, or that a particular person committed or is committing a crime and use of the UAV does not infringe upon the reasonable expectation of privacy	Unit Supervisor	Dynamic	Any Member along with one CPC 830.1 Member
(k) Pursuant to a search warrant	Unit Supervisor	Dynamic	Any Member along with one CPC 830.1 Member
(l) Inspection of Orange County property and facilities, to include OCIAC locations designated under the US Department of Homeland Security's Critical Infrastructure Sectors.	Unit Supervisor	Dynamic	Any Member
(m) Production of video for OCSD and other County of Orange agencies/departments for promotional, educational and/or training purposes	Unit Supervisor	Dynamic	Any Member

When deployed in a timely manner, UAVs enhance safety for law enforcement and the community. Policy Sections 308.5 (b), (f), (j) and (k) require a Sworn Member to be either the PIC or VO. A supervisor, Incident Commander, or other Sworn Member with authority over the use of a UAV may authorize the operation of a UAV by any trained Members in an emergency situation if a Sworn Member is not immediately available or may otherwise be more usefully deployed elsewhere. When a trained Sworn Member later becomes available, that Sworn Member will be assigned as the PIC or VO.

308.5.1 INFORMATION DISTRIBUTION

UAV personnel are responsible for ensuring they are informed about the specifications that apply to his/her duties and responsibilities. ASB shall ensure the following material, in current form, is available:

Unmanned Aerial Vehicle (UAV)

1. 14 CFR Part 43, 61, 91, and 107
2. UAV equipment manuals, owner's manuals, and flight handbooks for each type of UAV to be used.

308.5.2 POLICY DISTRIBUTION

A hard copy of this policy shall be placed in the ASB Policy and Procedures binder located in the Ready Room. This policy is also available on Lexipol, and viewable through the Sheriff's Intranet with future revisions for all Department Members to review.

308.5.3 UAV OPERATOR'S MANUAL AND FARs

All limitations and regulatory information with respect to the specific UAV and Federal Aviation Regulations (FARs) pertaining to the use of UAVs shall be strictly followed.

308.5.4 CODE OF FEDERAL REGULATION LIBRARY

The ASB shall maintain a current library of UAV manuals, policy and procedures manuals, notices, and applicable FARs.

308.6 UAV PROCUREMENT

The Technology Management Program was adopted to create a uniform process for identifying, reviewing, vetting, planning, and approving technology for the Department. Prior to the purchase of a UAV, a request shall be submitted to the Department Technology Panel for review and approval. Upon the approval of the Technology Panel and Executive Command, a unit may operate their own UAV.

1. A unit seeking to purchase and operate a UAV may consult with the ASB prior to submitting a request to determine if their operational needs could be satisfied by the ASB.

308.7 UAV DEPLOYMENT

308.7.1 UNMANNED AIRCRAFT SYSTEMS INSURANCE APPLICATION

The PIC shall ensure both the PIC and UAV are insured. All County Aviation Insurance is coordinated through the ASB Administrative Sergeant.

308.7.2 MISSION APPROVAL

Prior to deployment, the PIC shall ensure the UAV mission has been approved by the unit supervisor.

308.7.3 PRE-FLIGHT INSPECTION

1. The PIC shall inspect each UAV prior to each mission. If the UAV is found to not be in flight worthy condition, the reason shall be documented in the UAV log book and the UAV shall be taken out of service until the discrepancy can be remedied. The UAV log book shall be maintained by the unit that owns the UAV.

Unmanned Aerial Vehicle (UAV)

2. The preflight inspection shall include, but not be limited to, general overview of the UAV and supporting electronic equipment, battery condition and life, motors, mounts and propellers, cameras, and data cards.

308.7.4 MISSION BRIEF

1. Prior to, or as soon as practicable after deploying the UAV on a mission, the PIC and VO shall file the OCSD Mission Brief by completing the form via the ASB online link. The ASB shall maintain the mission briefs for audits and inspections of the UAV program.
2. Due to the nature of most UAV missions, the actual flight time shall be somewhat short. It is critical the crew utilizes good Crew Resource Management (CRM) to maximize the time on the mission.
3. After the mission has been completed, the crew shall conduct an After Action Report (AAR) to identify areas where they performed well and areas they can improve upon. The crew shall then file the AAR by completing the online form via the ASB online link. The AARs shall be retained in accordance with Department's Records Retention and Disposition Schedule.

308.7.5 WAIVER REVIEW

1. If required, the PIC shall ensure a waiver has been filed, and approved by the FAA prior to conducting the mission.
2. If an emergency waiver is needed, the PIC shall notify the FAA via telephone and gain appropriate written approval prior to conducting the mission. The written approval shall be forwarded to ASB at the earliest opportunity.

308.7.6 PILOT IN COMMAND / VISUAL OBSERVER

1. The PIC shall be responsible for ensuring the UAV flight is conducted safely and efficiently.
2. The PIC shall ensure the UAV and all mission equipment are ready and operational for the mission to be conducted.
3. The Visual Observer (VO) shall be used as an aid to the PIC, during all aspects of the mission, except under the following conditions. The PIC, under exigent circumstances, may fly an initial tactical mission without the aid of a VO to protect life or property, or to aid in a felony arrest under daytime conditions only. However, as soon as possible, a VO shall be used after the start of such missions. Additionally, prior to the first flight, the unit supervisor shall approve all missions when a VO is not being utilized.
4. The VO shall make sure the information is relayed to the PIC with regards to collision avoidance with other objects and dangerous conditions.
5. The VO shall assist the PIC in capturing video and data to be collected during the mission so it frees up the PIC to fly the UAV.

Unmanned Aerial Vehicle (UAV)

308.7.7 RECORDING / DATA

1. The primary purpose of Unmanned Aerial Vehicle (UAV) recordings is to document and preserve video evidence for law enforcement related and non-criminal incidents. The UAV recordings should be used to enhance criminal prosecutions, improve officer safety, limit civil liabilities, provide a visual record of significant events, and contribute to future law enforcement training.

It is recognized that not all UAV calls or assignments will require the mission to be recorded. The PIC should only record activities when, in their judgment, it would be beneficial to do so, or when requested by a patrol deputy/sergeant or collaborating partner/agency. If UAV missions are recorded, the PIC will be responsible for determining whether to download it on a designated secure drive for evidence or as a training tool. If the recording does not contain evidence or any value for training, it will not be downloaded and saved to the designated secure drive.

2. The PIC assigned to each flight shall be responsible for downloading onto the designated secure drive after their mission. All recordings containing evidence shall be booked pursuant to policy 802. Recordings made by OCSD Members shall be kept on a secure hard drive at the office of the unit making the recordings for a minimum of 2 years (per approved Board of Supervisors Retention and Disposition Schedule). Recordings which are evidence in any claim or pending litigation, shall be preserved until the claim or litigation is resolved.
3. Recordings may be copied onto a DVD or removable drive for the purpose of booking as evidence or use as a training tool. Recordings relevant to a pending criminal prosecution or pending civil claim or lawsuit will not be made for use as a training tool until the prosecution, claim, or lawsuit is resolved.
4. Every division using UAVs shall be responsible for creating and maintaining a Video Control Log. The Video Control Log shall be kept in a secure location at their division's office. The Video Control Log will consist of the date, time, deputy or officer making the copy, the deputy or officer receiving the copy, the number of copies made, and the DR number if applicable. The Video Control Log shall be signed by the deputy or officer making the copy and deputy or officer receiving the copy.
5. If a recording is needed for evidence, training, or review, OCSD Members shall make a copy of the recording then log the release in the Video Control Log.
6. If an OCSD Member books the Digital Media Evidence into evidence, they shall enter it into P.E.A.B.I.T.S. (Property/Evidence Automated Booking Information System). The evidence shall be placed in a manila envelope and stored in a locked locker in the same manner as any other piece of evidence.
7. Subpoenas, California Public Records Act (CPRA) and requests for discovery shall be filtered through the ASB and disseminated to the appropriate unit.

REVIEW OF RECORDINGS

It is the policy of the Department to extend to its members the ability to review all available Department Media when writing reports, preparing for courtroom testimony and prior to making

Unmanned Aerial Vehicle (UAV)

voluntary statements. Please refer to Policy 303 - Department Media for additional information regarding Department recordings.

308.7.8 POST FLIGHT INSPECTION

The PIC shall ensure after the mission is complete, the UAV has no damage and the equipment has been properly shut down and stored away.

308.7.9 SHIFT LOG

The Department UAV Chief Pilot shall enter the UAV deployment into the ASB Shift Log after receiving both the Mission Brief and the After Action Form.

308.7.10 UAV ACCIDENT

If an accident occurs during the operation of the UAV and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than UAV) in excess of \$500.00 to repair or replace the property, notification shall be made to the Flight Standards District Office within ten days per FAA guidelines. Notification shall be immediately made to the ASB for investigation of the accident. Damage to a Department UAV shall be documented on a Damage to County Property form.

308.8 UAV MAINTENANCE

308.8.1 MAINTENANCE PROCEDURES

1. Maintenance on Department UAVs is to be performed in house, by UAV maintenance personnel designated by the ASB.
2. If maintenance cannot be performed in house, it is to be sent to the Original Equipment Manufacturer (OEM) or an approved service center.
3. All UAV maintenance is to comply with manufacturer specifications, FAA Advisory Circular 43, and best practices set forth by the FAA.

308.8.2 MAINTENANCE DOCUMENTATION

1. UAV maintenance documentation is to be done utilizing the ASB Maintenance Log as a way to keep accurate tracking of Department UAVs. The ASB log shall keep records on flights, maintenance cycles, and the status of repair parts.
2. All maintenance conducted on Department UAVs shall be documented on the UAV Maintenance Spreadsheet.

308.8.3 BATTERY CARE / INSPECTION

1. Batteries are to be inspected before each flight, and at the end of each flight.
2. If a battery is found to have bulging or excessive heat it is to be placed in a fire proof container until it can be disposed of properly.

Unmanned Aerial Vehicle (UAV)

3. Batteries are to be inventoried and inspected by UAV PICs once a month, and if a battery is found to have lost charging ability, is damaged, or presents a fire danger, it is to be removed from service and placed into a fire proof container until it can be disposed of properly.

308.8.4 MAINTENANCE DISCREPANCIES

1. When a maintenance discrepancy is discovered, it is the responsibility of the PIC to ensure that discrepancy is noted on the maintenance request for service on a "SQUAWK" form located in the log book for the UAV. The UAV's log book shall be retained in accordance with Department's Records Retention and Disposition Schedule.
2. Once a discrepancy has been noted in the UAV log book, the PIC will also need to log it into the digital ASB Maintenance Log located on the Sheriff's Network.
3. If the discrepancy will affect the safety of flight, the UAV is to be grounded until the maintenance discrepancy can be remedied.
4. If the discrepancy does not affect safety of flight and can be deferred, the UAV Chief Pilot shall be notified.
5. If a UAV is grounded and not considered safe for flight (Red X), a red tag shall be attached to the UAV controller with the date which it was grounded, noting the mechanical problem with the signature of the person who grounded the UAV.
6. Maintenance records shall be maintained by the ASB in accordance with Department's Records Retention and Disposition Schedule.

308.9 ONGOING POLICY MANAGEMENT

After action reviews should be generated to include the number of UAV operational deployments (not including training flights) conducted and a brief description of the missions flown along with the number of each type of mission. The Department shall continue to engage in meaningful review of UAVs and our policy as the technology advances.

Automated License Plate Readers (ALPRs) Usage and Privacy Policy

463.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Orange County Sheriff-Coroner Department to link data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security advisories and bulletins, electronic surveillance, suspect interdiction, and stolen property recovery. It is the intent of the Department to ensure that the access and use of ALPR data is consistent with respect for individuals' privacy and civil liberties.

463.2 ADMINISTRATION

All installation and maintenance of department owned/leased ALPR equipment shall be managed by the Technology Division. Data collected by Department owned/leased ALPR equipment, unless copied and booked as evidence, shall be managed by the ALPR provider. The Patrol Operations Command shall oversee this policy in compliance with the requirements of Civil Code Section 1798.90.5 et seq.

463.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined in this policy. Sworn Department Members are authorized to operate ALPR equipment and access ALPR data, provided they have first received Department approved training. Department Members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

1. An ALPR shall only be used for official law enforcement business.
2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
4. No Member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

Automated License Plate Readers (ALPRs) Usage and Privacy Policy

5. No ALPR operator may access Department, state, or federal data unless otherwise authorized to do so.
6. The user shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
7. Department members shall access ALPR only from an approved Department workstation, MDC, or Department-issued mobile device.

463.4 DATA COLLECTION AND RETENTION

All ALPR data is hosted or otherwise provided using an outside company's system (such as those contracts originated by the Department, LE contract partners, businesses, etc.). All ALPR data is the sole responsibility of that company (service provider).

All ALPR data related to a criminal action shall be copied to disc format, submitted into evidence and the existence of the disc shall be documented in the related case report number. Any time a Member reasonably believes ALPR data may be beneficial in a non-criminal matter (i.e. a civil action involving the Department), the Member should request a DR number for an information report, copy the ALPR data to disc format and submit it into evidence under the associated report number.

For any ALPR data copied to disc format and booked as evidence, all Department evidence booking, handling, storage and retention requirements shall be followed.

463.5 ACCOUNTABILITY

All data shall be closely safeguarded and protected by both procedural and technological means. Each Member is responsible for safeguarding their personal login and password. The Orange County Sheriff-Coroner Department shall observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

1. All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, time, and purpose (Case #) (Civil Code § 1798.90.52).
2. Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department-related civil or administrative action. Users shall verify ALPR responses through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
3. ALPR system audits shall be conducted on a regular basis to ensure the security of the information accessed or used is in compliance with all applicable privacy laws. Audits shall be conducted by the Patrol Operations Command.

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Automated License Plate Readers (ALPRs) Usage and Privacy Policy

463.6 RELEASING ALPR DATA

The release of ALPR data which has not been copied to disc format and booked into evidence will be governed by the agreement with the service provider. Any release of ALPR data must be authorized by the terms of the agreement. If release is authorized by the agreement, Members may share ALPR data only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

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

Requests for ALPR data by non-law enforcement or non-prosecutorial public agencies shall be processed at the direction of the Records & Property Division.

The release of ALPR data which has been copied to disc format and booked into evidence will be in accordance with Policy 802.

463.7 TRAINING

The training sergeant or manager shall ensure that Members receive Department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).