

DATE: 3/11/2025

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR MARCH 11, 2025 CITY COUNCIL REGULAR MEETING

Agenda Item 1 (Minutes):

- Regular meeting minutes: Under "ESTABLISH QUORUM," the word "councilmember" should be plural.  
**Answer: Edited**
- The minutes say "There were no changes to the order of the agenda" right after a motion to change the order of the agenda. So perhaps it should read "There were no other changes to the order of the agenda."  
**Answer: Edited**

Agenda Item 2 (Intersection Access Barrier Removal – Hetch Hetchy):

- Project CIMPP TS-01058 does not appear in the 5-year budget approved last June. Is this a new project?  
**Answer: This is not a new project. The anticipated completion of this project was in FY23/24. Due to requests from the SFPUC for removal of existing streetlight, conduits, and electrical box and other design revisions, the project was pushed to FY24/25.**
- What is the source of the funds requested? Is this a proposed use of money from the General Fund?  
**Answer: The project will use General Fund as the source. However, it is anticipated to receive grant funding reimbursement from VTA. See attached resolution.**
- Will funding TS-01058 delay or otherwise impact any other CIMMP or other possible use of the funds?  
**Answer: It will not impact any other CIMMP or other possible use of the funds.**
- First Resolution: Remove the text "(list action)" from the NOW THEREFORE clause.  
**Answer: Noted. Revised Attachment.**
- Second Resolution: There are two references to "CIP Project." Shouldn't that be "CIMMP?"  
**Answer: Please see revised resolution.**
- Will the Hetch Hetchy ADA improvements project have any impact (positive or negative) on traffic flow or safety along Los Altos Avenue?

Answer: We do not anticipate negative vehicular traffic impacts. We anticipate a positive impact for pedestrians and cyclists due to new bike signage and vehicular regulatory and warning signage.

Agenda Item 3 (Website Update):

- Resolution: The Resolution Number should start with “2025.”  
Answer: noted, this will be updated in the final resolution.
- The terms “CITY” and “CONSULTANT” need to be defined.  
Answer: noted, this will be updated in the final resolution.
- What changes, if any, will the public experience when using the new city website? What is the timing of the changes?  
Answer: the user experience will be refined, by standardization and format of webpages. The configuration and design work has been ongoing since September/October last year, and data migration commenced this month. Timing of full launch is estimated in June 2025.

Agenda Item 4 (Annual Housing Element Report):

- On page 2 of the staff report in the table describing "Building Permits Issued (for new units only)", are the new units net-new units (i.e. not replacement units for structures that were already existing)?  
Answer: Correct. Net New only.
- How does the City’s progress of approximately twenty-three percent (23%) of the total RHNA allocation compare to other comparable jurisdictions?  
Answer: we will not know that until all APRs are reported by April 1, and uploaded into the Statewide Database maintained by HCD.

Agenda Item 5 (IIO Report):

- Why is a complaint from 2022 included (22-016) in the report?  
Answer: That was an error. It should not be included, since it was covered in 2022 and was reported in the IIO annual report at the January 24, 2023 Council Meeting.

Agenda Items 6 (ACFR):

- Congratulations to staff on its 18<sup>th</sup> consecutive Certificate of Achievement for Excellence in Financial Reporting!  
Answer: Thank you
- Has the Finance Commission reviewed the ACFR? If so, what was their impression and recommendation? Please share any concerns raised by the FC.  
Answer: The Financial Commission reviewed the ACFR at their February 10, 2025 meeting. As the City is only receiving the ACFR, the Commission did not have a recommendation for the Council, however, the presentation of the ACFR was well received. The Commission did not raise any concerns regarding the results of the ACFR.

- 1.G. (Fair Value Hierarchy): Please provide examples of level 1, 2, and 3 input assets, and explain why an asset might be assigned to a particular level.

Answer: The Fair Value Hierarchy helps classify assets based on how their value is determined.

Level 1 assets have clear, market-based prices, like publicly traded stocks, U.S. Treasury bonds, or mutual funds. Since these are actively traded, their value is straightforward.

Level 2 assets don't have direct price quotes but can be valued using market data, such as corporate or municipal bonds. Their prices are based on interest rates and comparable market transactions rather than actual sales.

Level 3 assets are more complex because they don't have readily available market prices. These include private equity, real estate, or hedge funds, where valuation relies on estimates, models, or appraisals.

An asset is placed in a particular level based on how easy it is to determine its value. If there's a direct market price, it's Level 1. If pricing requires market-based estimates, it's Level 2. If valuation depends on assumptions or internal models, it's Level 3.

- 2.A. (Cash Deposits): Why is \$173,523 of City assets restricted?

Answer: The \$173,523 in restricted cash is a reserve for the 2004 Certificate of Participation (COP), which matures in FY2027.

- 2.A. (Cash Deposits): In section 1.F. (Cash, Cash Equivalents, and Investments), the ACFR says that "[t]he City considers pooled cash and investment amounts, with original maturities of three months or less, to be cash equivalents." So why are liquid investments and managed investments reported separated in the table at the bottom of page 61 of the ACFR?

Answer: Although Section 1.F defines cash equivalents as pooled cash and investments with maturities of three months or less, the City separates liquid and managed investments in the table on page 61 for greater transparency. Liquid investments remain readily available with minimal risk, while managed investments may involve active management strategies or slight market fluctuations. This classification ensures clarity in financial reporting and provides an accurate representation of the City's financial position.

- 2.D. (Fair Value Hierarchy): why are some assets not subject to leveling disclosure? [typo – "discloser"]

Answer: Some assets are not subject to fair value leveling disclosure because they are measured at amortized cost rather than fair value. Investments such as Certificates of Deposit (CDs), Money Market Mutual Funds, and the Local Agency Investment Fund (LAIF) are reported at cost or net asset value (NAV) instead of market-based pricing, making them exempt from classification under GASB Statement No. 72. Since these assets do not fluctuate in market price like tradable securities, they do not require classification under the fair value hierarchy.

- 2.D. (Fair Value Hierarchy): Why isn't there a report for level 3 assets?

Answer: The City does not report any Level 3 assets because it does not hold investments that rely on unobservable inputs for valuation. Level 3 assets, such as private equity, real estate, or complex derivatives, require significant estimation and modeling. Instead, all of the City's investments are classified as Level 2 because they have measurable inputs (such as observable market data, interest rates, or quoted prices for similar assets), unlike Level 3.

- 2.F. (Custodial Credit Risk – Deposits): Why doesn't the City have a policy for custodial credit risk for deposits?

Answer: The City does not have a specific policy for custodial credit risk for deposits because state law already provides safeguards. Under the California Government Code, financial institutions must secure public deposits by pledging securities in a collateral pool regulated by state law. These pledged securities must equal at least 110% of total public deposits, ensuring protection against bank failures. Because of these legal requirements, the City does not need an additional custodial credit risk policy. Additionally, as of June 30, 2024, the City's \$15.85 million bank balance was fully insured or collateralized, ensuring protection against loss. Because of these safeguards, additional custodial credit risk limits in the investment policy are not necessary.

- 2.F. (Custodial Credit Risk – Deposits): Why does the City's investment policy not contain requirements that would limit our exposure to custodial credit risk for investments?

Answer: The City's investment policy does not include specific custodial credit risk limits because the City does not invest through brokers and only places funds in secure, regulated investment pools such as California Asset Management Program (CAMP), Public Trust Advisors (PTA), and Local Agency Investment Fund (LAIF). These investments follow state laws and are held in the City's name or with qualified custodians, minimizing any custodial credit risk.

- 8.B. (Liability for Uninsured Claims): What are the specific uninsured claims that make up the categories "Unpaid claims, beginning of year" and "Incurred claims and changes in estimates?"

Answer: The dollars in these two categories include estimates of the City's potential liabilities for both Workers Compensation and General Liability claims. These may be claims that have already been made or that may be filed after the close of the year but that occurred prior to the close of the year. The dollars represented are estimates from actuarial reports that the City receives from its insurance pool. The "Unpaid claims, beginning of year" is what the actuarial assumes the City's liability for claims from prior years will be and is based on a historical review of prior years and their actual amount of claims paid and what the actuarial would expect the City to have to pay for those years. The "Incurred claims and changes in estimates" amounts are an attempt to account for actual claims the City had received and how those affect the estimated liability. A negative amount means that the City had not received as many claims as would have been expected and therefore the liability is expected to be lower.

- 9. (Self-Funded Reimbursement Dental and Vision Plan): The maximum amount of dental and vision reimbursements is \$2,1176 per fulltime employee and \$1,449 for each dependent. Assuming each full-time employee has a dependent spouse and two dependent children, their maximum annual entitlement under this program is \$6,523. Even if 150 full time employees claimed \$6,523 in reimbursable vision and dental benefits (which is highly unlikely), that would equate to \$978,450. Given those calculations, isn't this account overfunded? Are there other ways the City could use these funds?

Answer: In FY2024, total transfers to the Dental Reimbursement Fund were \$689,602 (\$489,602 from departmental charges plus \$200,000 from the General Fund), while actual reimbursements were \$386,311. Although contributions exceeded reimbursements significantly this year, the purpose of these contributions were strategically set to build adequate reserves against future unexpected claims, given the fund balance (\$25,253.39) as of June 30, 2023. If surpluses persist in future years, the City could reassess contribution levels or reallocate excess funds to other priorities, pending Council approval.

- 10.B. (Pension Liabilities . . . etc.): What are the “standard update procedures” referred to in the text?

Answer: The standard update procedures refer to the actuarial process used to update the City's pension liability each year. This includes:

- Rolling Forward the Valuation: The pension liability is first estimated based on an actuarial valuation from the previous year and then adjusted ("rolled forward") to reflect updated financial and demographic data.
- Updating Investment and Contribution Assumptions: The City's share of the pension liability is adjusted based on CalPERS' investment performance, employer/employee contributions, and benefit payments.
- Recalculating Future Projections: New assumptions about factors like life expectancy, salary growth, and retirement trends are incorporated to ensure accurate long-term estimates.

- 10.B. (Pension Liabilities . . . etc.): How is the discount rate determined? Why is there a discount rate?

Answer: The discount rate is set by CalPERS based on historical performance of investments, future expectations of investments and inflation. From the CalPERS website: “the discount rate is also known as the assumed rate of return because it's what CalPERS expects its investments to earn during the fiscal year.” A higher discount rate assumes stronger investment returns, meaning the City can contribute less in the current period. A lower discount rate assumes weaker returns, so the City must set aside more now to ensure retirees receive their full benefits.

- 10.B: I found this part of the ACFR very confusing and difficult to understand. Please explain the charts and texts as if to someone who has no knowledge of municipal finance (i.e., “plain English”).

Answer: Moving from the start of section 10.B, the first table is what PERS has determined to be the City's portion of pension liabilities. The next chart represents the City's portion relative to all other agencies participating in PERS. Next are deferred outflows and inflows. These are recorded as such because they are spread out over future years to smooth out financial impacts and follow accounting rules. They are future savings or costs and therefore are listed as a liability or an asset. The actuarial assumptions explain how the City's obligation was determined by PERS. As mentioned above, the discount rate is used by PERS to adjust obligations based on assumed earnings on investments. Finally, the last chart shows what the City's liability would be if the discount rate were set one percent lower and one percent higher.

- 11.D: I found this part of the ACFR very confusing and difficult to understand. Please explain the charts and texts as if to someone who has no knowledge of municipal finance (i.e., "plain English").

Answer: This section explains how changes in two key factors, the discount rate and healthcare cost trends, affect the City's Other Post-Employment Benefits (OPEB) liability. OPEB mainly includes retiree healthcare costs.

- First Chart: Sensitivity to Discount Rate Change

The discount rate is the expected return on investments used to fund retiree benefits. A higher discount rate assumes investments will earn more, reducing how much the City needs to set aside today. Similar to with pension liabilities, this chart shows what would happen if the discount rate was one percent higher or lower.

- Second Chart: Sensitivity to Healthcare Cost Trends

Healthcare costs tend to rise over time, but how fast they grow affects the City's liability.

If healthcare costs grow slower than expected (1% decrease), the City's OPEB liability drops to \$155,145. If healthcare costs grow as currently projected, the liability remains at \$731,139. If healthcare costs grow faster than expected (1% increase), the liability rises to \$1,443,838, meaning the City would need to set aside more money to cover higher future healthcare costs.

- 11.E: I found this part of the ACFR very confusing and difficult to understand. Please explain the charts and texts as if to someone who has no knowledge of municipal finance (i.e., "plain English").

Answer: Related to the City's OPEB requirements, these amounts are recorded as deferred outflows and inflows because they don't affect this year's OPEB expense all at once. Instead, they are spread out over future years to smooth out financial impacts and follow accounting rules. These are future savings or costs, that won't reduce OPEB cost in FY24, or increase OPEB cost in FY24, instead, it's sitting as an asset or liability and each year, a portion of it will be amortized over several years.

- o Employer contributions made subsequent to the measurement date: This payment was made by the City after the measurement date (June 30, 2023), but

before the end of FY2024 (June 30, 2024). This amount will be applied in FY2025 to reduce the City's OPEB liability.

- o Difference between projected and actual earnings on plan investments: The City expects its OPEB investments to earn a certain amount each year. If actual investment earnings are higher than expected, the City records savings (deferred outflow). If investment performs worse, the City records a loss (deferred inflow). This year, investment did better than expected, so the City records a future saving adjustment
- o Changes in Assumptions: The City makes assumptions about healthcare costs, and retiree longevity. If those assumptions change, it affects future OPEB liabilities. This year, some changes reduced costs, while others increased costs.
- o Differences Between Expected and Actual Experience: The City predicts how many retirees will use healthcare benefits and at what cost. If actual retiree healthcare costs or usage are different than expected, adjustments are made.

#### Annual Amortization schedule

This shows how the City will gradually recognize deferred outflows and inflows related to OPEB over time. Positive numbers mean cost reductions in those years. Negative numbers mean cost increases in those years. "Thereafter" means that the remaining balance will be spread over future years beyond 2029. This is to spread out gradually for stability in financial reporting, instead of applying all adjustments in one year.

- 15 (Other Commitments): As of June 30, 2024, is the City really only committed to spending seven dollars on drainage and drinking fountains? Other items also seem very low.  
Answer: No, the \$7 listed for the drainage and drinking fountain project does not represent the total cost of the project. This number strictly reflects the remaining committed amount based on Purchase Orders (POs) as of June 30, 2024. It does not necessarily show the total project cost or budget.

Similarly, other projects with low balances are not an indication of their total funding. These amounts only represent open PO balances, funds that have been committed but not yet spent.

#### Agenda Item 7 (Designation of Enforcement Officers):

- Should the resolution also include the third part contractor the City intends to hire for parking enforcement? (Or any other third-party contractors?)  
Answer: once an agreement is in place we will process another resolution which designates that authority.
- Shouldn't the Resolution actually state that the agents listed are designated? Although it's obvious since this is the intent of the Resolution, it does not actually say so. The "Now Therefore" could add the bolded words to say, "NOW THEREFORE, that the City Council of the City of Los Altos hereby designates the following as enforcement officers and resolves as follows" or whatever other words make the point. Otherwise it's just a list of positions without explicitly saying they're the ones designated. I understand it's obvious but it should be explicit.  
Answer: noted, this will be changed in the final resolution.

- The language of the resolution doesn't seem to actually designate the listed positions as Code Enforcement Officials. It's in the preceding WHEREAS, but the actual NOW THEREFORE just lists them and doesn't seem to actually designate them. Obviously the intention, but the language doesn't seem to accomplish it.

Answer: noted, this will be changed in the final resolution.

#### Agenda Items 13 (AB481 Military Equipment):

- Please also share the non-redlined version of the proposed definition section 709.1.1.

Answer: I am unable to share a non red-lined version of the proposed Section 709.1.1, as I have to "accept" the changes in Lexipol in order to make that occur. I do not want to accept any changes without Council approval. See attached.

- In the Annual Report, two of the requests for AB 481 changes are items identified for removal (CTS Flash-bang Training Kit and SIMS equipment) but there is no explanation why they are proposed for removal. Please briefly clarify why they are recommended to be removed.

Answer: Only items that have the potential to be deployed against the public are required to be listed. Training gear is excluded from AB 481. Both the CTS Flash-bang Training Kit and the SIMS equipment are training gear and are not deployed against the public, so they are not required to be listed per AB 481.

- Likewise, shouldn't 709.9 MILITARY EQUIPMENT INVENTORY show that these same two items are proposed to be deleted from the inventory? Items 8 and 9 are listed in the inventory but are not identified for deletion and/or editing.

Answer: I have sent the red-lined version of the inventory to the City Clerk's Office on 3.11.25. This has the proposed removal of the two items and also the addition of the items we are requesting, as well as the proposed additional uses for the UAS.

- Is a log kept (or would a log be kept) regarding drone deployments, particularly the purpose of each launch? The analog would be the purpose recorded each time ALPR data is accessed. The motivation would be to assure the public that each drone deployment was prompted by a legitimate law enforcement purpose.

Answer: A log will be kept and we will also have a separate page on our website dedicated to drones where we will post information related to each flight. For each flight, there will be a map that will show the flight path of the drone and it will list the reason why the drone was flown, etc.

#### Agenda Items 14 (Underground Utilities):

- The third Whereas in the ordinance needs to change the dates of the Council meetings since we continued the item.

Answer: noted, this will be changed in the final ordinance.

- As appropriate, please repeat the Q&A from last meeting when this item was continued, or provide a link so the public can refer to that material conveniently.

Answer: additional comments were made and provided response to this item from the 2/25/2025 City Council meeting and can be found here:



[https://www.losaltosca.gov/sites/default/files/fileattachments/city\\_council/page/86016/02-25-2025\\_qa\\_final.pdf](https://www.losaltosca.gov/sites/default/files/fileattachments/city_council/page/86016/02-25-2025_qa_final.pdf)



**CITY OF LOS ALTOS  
CITY COUNCIL MEETING MINUTES  
TUESDAY, FEBRUARY 25, 2025  
7:00 p.m.  
1 N. San Antonio Rd. ~ Los Altos, CA**

*Pete Dailey, Mayor  
Neysa Fligor, Vice Mayor  
Larry Lang, Councilmember  
Sally Meadows, Councilmember  
Jonathan D. Weinberg, Councilmember*

**CALL MEETING TO ORDER – Pete Dailey, Mayor,** called the meeting to order at 7:00 p.m.

**ESTABLISH QUORUM –** All Councilmember were present.

**PLEDGE ALLEGIANCE TO THE FLAG – Pete Dailey, Mayor,** led the Pledge of Allegiance.

**REPORT ON CLOSED SESSION**

There was one member of the public who spoke during Closed Session:

- Alice Mansell

No reportable action was taken during the Closed Session meeting of February 25, 2025, at 5:00 p.m.

**CHANGES TO THE ORDER OF THE AGENDA**

Motion by Dailey Second by Lang to move Number 7 as the first order of business, following the Consent Calendar. **Motion carried unanimously by roll call vote.**

~~There were no changes to the order of the agenda.~~

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

There were no speakers during Public Comment.

**CONSENT CALENDAR**

**Sally Meadows, Councilmember,** requested to pull Item 5 from the Consent Calendar.

**Pete Dailey, Mayor,** moved Item 5 to after Item 7 on the agenda, under Discussion Items.

The following member of the public spoke regarding an item on the Consent Calendar:

- Alice Mansell (Item 3)

Motion by Weinberg and Second by Meadows to approve the Consent Calendar, excluding Item 5. **Motion carried unanimously on items 2, 3 and 4 by roll call vote, and by 4-0-1 on Item 1 with Councilmember Lang abstained.**

**1. Approval of Meeting Minutes**

Approval of Draft Meeting Minutes for the Special and Regular Meeting Minutes for the Meeting of February 11, 2025

**2. Amendment of Meeting Minutes**

Approve the amendments to the previously approved meeting minutes of June 25, 2024

**3. Award of Contract - Hillview Dog Park Design**

Adopt a Resolution authorizing the City Manager to execute a design contract with Callander Associates Landscape Architecture, Inc. in an amount not-to-exceed \$137,314.00, and up to 15% contingency not-to-exceed \$20,597.00, for a total amount not-to-exceed \$157,911.00, to complete the design plans for the Hillview Dog Park

**4. Adoption of Resolution - Agreement Amendment**

Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 2 with Environmental Engineering & Contracting, Inc. (EEC) in the amount of \$ \$155,865 for inspection, education, and enforcement services for the Fats, Oils, and Grease (FOG) Program, Project WW-01006, and find that the proposed amendments are exempt from environmental review pursuant to Section 15308 of the California Environmental Quality Act (CEQA) Guidelines

**DISCUSSION ITEMS**

**7. Parking Restrictions around Los Altos High School**

Adopt the following parking policy around Los Altos High School:

1. All existing parking restrictions around Los Altos High School will be modified to 2-hour parking from 8:00 am to 12:00 pm, Monday through Friday. Almond Avenue is to remain as no parking at all times
2. The existing no-parking restriction from 8:00 am to 12:00 pm will remain north of Jardin Drive to 500 feet north of Jardin Drive along Panchita Way, Los Ninos Way, Distel Drive, Casita Way and Alicia Way
3. Staff is granted permission to install a 2-hour parking restriction from 8:00 am to 12:00 pm, Monday through Friday at other locations deemed necessary to address parking issue around Los Altos High School

**Steven Son, Capital Improvement Project Manager**, presented the report.

**Pete Dailey, Mayor**, opened the Public Hearing.

The following members of the public spoke regarding the item:

- Jennifer J.
- Theodore Peter
- Milan
- Osvaldo Valenzuela
- Kelly Sims
- David Farrell
- Stefi Ganesan
- Laura Larghi
- Kathryn Kane
- Lisa Bourgeault
- Peter Johnson
- Lynn Emrick
- Michael Emrick
- Tal Shalon
- Sheila Ann
- Peter Szalay

**Pete Dailey, Mayor**, closed the Public Hearing.

The City Council took a recess at 8:44 p.m.

The City Council reconvened at 8:51 p.m.

Motion by Lang and Second by Meadows to accept the three recommendations provided by the staff report with the modification that policy option #1 would not apply with the streets south of Almond. **Motion carried unanimously by roll call vote.**

The City Council took a recess at 10:10 p.m.

The City Council reconvened at 10:22 p.m.

#### **5. City Council Accountability Policy**

Adopt the revised City Council Accountability Policy

**Sally Meadows, Councilmember**, made comments on the policy.

There were no speakers regarding the item.

The City Council proposed changes to the policy.

Motion by Meadows and Second by Weinberg to adopt the revised City Council Accountability Policy, as amended. **Motion carried unanimously by roll call vote.**

#### **6. Introduction of Ordinance - Underground Utilities**

Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.25 Underground Utilities to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15061(b)(3) of the State Guidelines Implementing the California Environmental Quality Act of 1970

Motion by Lang and Second by Fligor to continue the item to a future meeting date. **Motion carried unanimously by roll call vote.**

**8. City Council Strategic Goals**

Review the City's Strategic Goals and provide modifications as needed

**Jon Maginot, Assistant City Manager**, presented the report.

There were no speakers regarding the item.

**Discussion item only. No motion taken.**

**INFORMATIONAL ITEMS ONLY**

*There will be no discussion or action on Informational Items*

**9. Tentative Council Calendar and Housing Element Implementation Update Calendar**

**COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

**Larry Lang, Councilmember** – Requested a future agenda item:

- Discussion on School Resource Officers (*No support*)
- Study Session on Parking Permit Programs (*Supported by Dailey and Fligor*)

**Pete Dailey, Mayor** – Requested a future agenda item:

- Hosting an educational forum with the School District on Anti-Semitism (*No Support*)

**Jonathan D. Weinberg, Councilmember** – Requested a future agenda item:

- Discuss the refunding of issued police tickets around Los Altos High School (*City Attorney will research and respond to the City Council*)
- Discussion regarding the issuance of a resolution regarding a letter received by the Mowekma tribe (*Direction to discuss with staff before bringing placing item on agenda*)

**ADJOURNMENT** – The regular meeting adjourned at 11:31 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on March 11, 2025.

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Pete Dailey  
Mayor

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Melissa Thurman, MMC  
City Clerk

The February 25, 2025, City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

The City of Los Altos does not own or operate YouTube. The video referenced in these minutes was live at the time the minutes were published.

## Policy 709.1.1

### 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:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- 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.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- 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.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

## 709.9 MILITARY EQUIPMENT INVENTORY

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

1. **40 MM Launchers and Rounds:** 40mm Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. PENN ARMS GL-140-C, 40MM SINGLE SHOT LAUNCHER, cost:\$1,000, quantity: 13. The 40mm Single Launcher is a tactical single shot launcher that features a collapsible stock. It will fire standard 40mm less lethal ammunition, up to 6.0 inches in cartridge length. 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet.
- ii. DEFTECH EXACT IMPACT 40MM STANDARD RANGE SPONGE ROUND, cost: \$25.00, quantity: 150. A less lethal 40mm impact sponge projectile fired from a single 40mm grenade launcher with a rifled barrel. The sponge round is a point-of-aim, point-of-impact direct fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use: Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.



(e) Lifespan:

i. Penn Arms GL-140-C- No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear

ii. 40MM Standard Range Sponge Rounds-5 years

(f) Fiscal Impact: Annual maintenance is approximately \$100 for each launcher.

(g) Legal and Procedural Rules: Use of the 40mm launcher and 40mm baton rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the 40mm only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

2. **Less Lethal Shotgun and Rounds:** Less Lethal Shotgun is used to deploy the less lethal 12-gauge Super-Sock Beanbag Round. **No longer in use as they were replaced by the 40MM launchers. Still in inventory as disposal/destruction is processed.**

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 LESS LETHAL SHOTGUN, cost: \$950, quantity: 11. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12- gauge Super-Sock Beanbag Round up to a distance of 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation. The less lethal 12- gauge shotgun is distinguishable by an orange butt stock and fore grip.

ii. 12-GAUGE SUPER-SOCK BEANBAG ROUND 2581, cost: \$6, quantity: 90. A less lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS). CTS (Combined Tactical Systems) Super-Sock rounds are discharged from a dedicated 12- gauge shotgun that is distinguishable by an orange butt stock and fore grip. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Model 2581 Super-Sock is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to "unfold" or "stabilize." The Super-Sock is an aerodynamic projectile. However, accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use - Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Lifespan:

- i. Remington 970 Less Lethal Shotgun-25 years
- ii. Super Sock Round Model 2581: No listed expiration date

(e) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per shotgun.

(g) Legal and Procedural Rules: Use of the less lethal shotgun and Super Sock rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the less lethal shotgun only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

**3. 5.56mm Semi-Automatic Rifles and Ammunition: The Colt AR-15/M4 5.56 mm/.223 semiautomatic rifles are used for patrol. Daniel Defense V7s AR-15/M4, 5.56mm/.223 caliber semi-automatic rifle are planned for use by SWAT team.**

(a) Description, quantity, capabilities, and purchase cost

i. COLT AR RIFLES, cost: \$1200, quantity: 27. (Cycled out of service over next 5 years, inventory of zero by 2030) These rifles, equipped and locked in each patrol car or police motorcycle, offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high-profile shooting events in the country). They are normally kept secured in patrol cars or in the Police station and are only deployed on specific incidents where officers believe guns or weapons are involved.

ii. DANIEL DEFENSE V7 AR RIFLES, cost: \$3000, quantity: 365. These rifles offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high- profile shooting events in the country). ~~They are normally kept secured in SWAT armory or tactical vehicle~~ These rifles would be standard issue and individually "sighted in" for each officer. and are Per policy, rifles are only deployed on specific incidents where officers believe guns or weapons are involved.

iii. .223 CALIBER or 5.56MM RIFLE AMMUNITION, cost: \$280 per case of 500 rounds, quantity: 10,800 rounds. This rifle ammunition used in conjunction with an AR-15 type rifle provides officers the ability to engage hostile suspects at distances generally greater than the effective distance of their handguns. Rifle ammunition fired from AR-15 rifles offer advantages over handguns, such as increased accuracy potential and the ability to defeat soft body armor but are not appropriate for every situation.

(b) Purpose: To address a threat with more precision and/or greater distances than a handgun, if present and feasible.

(c) Authorized Use - Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Subject to subsection (g) below), situations for use of these weapon systems may include, but are not limited to the following:

i. Situations where the member reasonably anticipates an armed encounter.

ii. When a member is faced with a situation that may require accurate and effective fire at long range.

iii. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

iv. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

v. When a member reasonably believes that a suspect may be wearing body armor.

vi. When authorized or requested by a supervisor.

vii. When needed to euthanize an animal.

viii. When an officer is training at an approved range or other approved facility

ix. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

i. ~~Colt~~ AR Rifles: Approximately 15-20 years

ii. 223 Caliber or 5.56mm rifle ammunition: No expiration

(e) Training: Officers must successfully complete a 24-hour patrol rifle course as well as regular Department firearms training and qualifications as required by law and policy. Firearm Instructors attend a 40-hour POST-approved rifle instructor class, and SWAT personnel must attend an 80-hour basic SWAT Team course.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per rifle.

(g) Legal and Procedural Rules: Use of the patrol rifles and ammunition are subject to the requirements of Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

4. **.308 caliber LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2) and Ammunition:** The sniper rifles are capable of firing a .308 caliber bullet. This rifle may only be used by a SWAT Officer trained and certified to be a sniper (LAPD currently has two such officers) and may be deployed to assist the SWAT Team in a critical incident or emergency.

(a) Description, quantity, capabilities, and purchase cost

i. .308 LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2), cost: \$7,725, quantity: 2

ii. .308 AMMUNITION, cost: \$1.50 per round, Authorized quantity: 3,040 rounds. These nickel-plated bonded soft-point 308/7.62 cartridges from Speer Gold-Dot are resistant to corrosion, capable of expansion from barrels as short as 10", and retain accuracy from a variety of barrels lengths.

(b) Purpose: This rifle may only be used by a SWAT Officer trained and certified to be a sniper and may be deployed to assist the SWAT Team in a critical incident or emergency. The main use of this weapon system is for observation of an incident and to be able to accurately and immediately be able to stop a threat to life.

(c) Authorized Use: Subject to subsection (g) below, examples of situations for deploying the sniper rifle may include, but are not limited to the following:

i. where the Officer reasonably anticipates an armed encounter;

- ii. when the Officer is faced with a situation that may require accurate and effective fire at a long distance;
- iii. where an Officer reasonably expects the need to meet or exceed the firearms and ammunition that a suspect is reported or believed to possess;
- iv. when an Officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage;
- v. when an Officer reasonably believes that a suspect may be wearing body armor.
- vi. When an officer is training at an approved range or other approved facility
- vii. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

- i. .308 LWRC REPR MKII 7.62 NATO, sniper rifles (quantity 2). Approximately 15 years
- ii. .308 Ammunition: No expiration

(e) Training: In addition to patrol rifle and standard SWAT operator training, SWAT snipers must successfully complete a California POST-certified sniper course as well as regular SWAT sniper training and qualifications as required by law and policy.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per LWRC REPR rifle.

(g) Legal and Procedural Rules: Use of the sniper rifles and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos, Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), Policy 312 (FIREARMS), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

5. **Benelli M3Super90 12-gauge shotgun and ammunition:** This firearm is not currently used by the department and is stored in the armory. The Benelli M3 is a dual-mode (hybrid pump-action and semi-automatic) shotgun The ammunition for the shotgun is 00 Buck and slug rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. BENELLI M3SUPER90 12 GAUGE SHOTGUN, cost \$500, quantity: 1. The Benelli M3 is a combination Pump-Action and Semi-Automatic Shotgun. The shotgun can be chambered for 12 GA shells with a 20 inch barrel.

ii. 00 BUCK AMMUNITION, cost: \$1.80 per round, quantity: 600 rounds. A typical 12-gauge, 2 ¾-inch 00 Buckshot shell holds 8 pellets that are 0.33" in diameter. A 3-inch shell most often contains 12 of these same sized pellets.

iii. SLUG AMMUNITION, cost: \$1.40 per round, quantity: 100. The Foster-type shotgun slug features exterior rifled grooves which contact the shotgun's bore to give it spin; and, the slug's hollow-point design initiates expansion to augment stopping power.

(b) Purpose: This shotgun is not currently utilized by the department. The only shotguns used by the Department are the less lethal shotguns. The ammunition is purchased solely for recruits in the police academy, where shotgun instruction occurs.

(c) Authorized Use: There is currently no authorized use for the shotgun in our policy.

(d) Lifespan:

i. Benelli M3Super90 12 gauge shotgun: Approximately 15 years

ii. OO Buck Ammunition: No expiration

iii. Slug ammunition: No expiration

(e) Training: Officers receive training in shotgun use in the police academy, and have to pass firearm qualifications. There is no further training with the Benelli shotgun or ammunition.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of all firearms fall under the following policies:

Policy 300 (USE OF FORCE) and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize firearms only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

**6. Remington 870 MCS 12 Gauge Breaching shotgun and breaching rounds:**  
**This firearm/ammunition is not currently used by the department and is stored in the SWAT armory.**

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 MCS 12 GAUGE BREACHING SHOTGUN, cost:\$1,400, quantity: 1. Extremely compact breaching model 12 gauge with a ten inch cylinder bore breaching barrel with parkerized finish, a Knoxx recoil reducing breacher pistol grip stock, and synthetic modular fore-end.

ii. 12 GAUGE BREACHING ROUNDS, cost: \$5.00 per round, quantity: 25 rounds. The 12-Gauge TKO Breaching Round is a 12-Gauge shell loaded with a compressed zinc slug, utilizing smokeless powder as a propellant. This is a widely used method to breach door locks or hinges for entry during tactical operations.

(b) Purpose: The breaching shotgun is used to safely gain entry into a structure. When properly deployed, the TKO breaching round is capable of defeating door lock mechanisms, door knobs, hinges, dead bolts, safety chains, and pad locks on both wooden or hollow core doors. Upon impact with the target, the zinc slug disintegrates into a fine powder eliminating fragmentation. The Explosive Breaching Program, conducted in conjunction with the Mountain View Police Department, was established to provide the joint SWAT Team the ability to quickly create an opening in a wall or window to quickly enter a building for an emergency rescue of hostages. It is reserved for rescue operations only.

(c) Authorized Use: Subject to subsection (g) below, this equipment would only be deployed during a SWAT incident, and its use would need specific authorization from the Incident Commander. The equipment may only be used by a "tactical breacher" on the SWAT team. We currently do not have any authorized users at the Department.

(d) Lifespan:

i. Remington 870 MCS 12 Gauge Breaching shotgun: Approximately 15 years

ii. 12-Gauge TKO Breaching Round: Approximately 5 years

(e) Training: The training consists of an 80-hour course for a member of the SWAT Team specifically designated as the "breacher." At the conclusion of the course, the breacher must pass a test proctored by CAL/OSHA. The OSHA certification is valid for 5 years. Before the expiration of the certification, the breacher must retake and pass the test.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of the breaching shotgun and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

7. **Kaiser Precision Vulcan II Munitions Pole**: Telescoping tool utilized by SWAT personnel to safely deliver approved noise/diversionary devices.

(a) Description, quantity, capabilities, and purchase cost

i. KAISER PRECISION VULCAN II MUNITIONS POLE, cost: \$2,000, quantity: 1. The munitions pole is a multi-purpose breaching tool, constructed of lightweight

aluminum square tubing used to deploy distraction devices and chemical munitions in order to gain entrance into a building, structure or even a vehicle.

(b) Purpose: The munitions pole is used to safely deploy diversionary devices, chemical munitions, or other objects (cell phones, cameras) during SWAT operations.

(c) Authorized Use: Subject to subsection (g) below, this equipment would be deployed during primarily during a SWAT incident, but could be utilized to gain entry into a residence during other high-risk operations on patrol.

(d) Lifespan: Approximately 10 years

(e) Training: Kaiser Precision provided an instructional video for individual and team training.

(f) Fiscal Impact: None, does not require annual maintenance

(g) Legal and Procedural Rules: Use of the munitions pole are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

~~8. **CTS Flash-bang Training Kit**: The training flash-bangs are built and weigh exactly the same as it's equivalent live Flash-Bang, but have no flash-charge.~~

~~(a) Description, quantity, capabilities, and purchase cost~~

~~i. CTS FLASH-BANG TRAINING KIT, cost: \$964, Quantity 1 kit (comes with 70-reload Training Fuzes, 1 body), current fuze inventory is 25. The training bodies are painted with a bright blue coating, and can be used an unlimited number of times. The M201FB fuze for this system has 10 times the output of a normal M201 fuze and it is threaded with a left hand thread so it can not be accidentally used in any other munitions. The training devices produce an output of about 120db.~~

~~(b) Purpose: Flash-bangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations.~~

~~(c) Authorized Use: Subject to subsection (g) below, SWAT operators may utilize the training flash-bangs as a training tool to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. Los Altos Police Department does not have any live flash-bangs in the inventory. Our operators use live flash-bangs while on SWAT events or at training with Mountain View Police Department.~~

~~(d) Lifespan: 5 years~~



~~(e) — Training: These are a training tool. SWAT operators must attend and pass an 80-hour SWAT training class. Flash-bang training is provided by an instructor who has completed an 8-hour noise flash-diversionary device course.~~

~~(f) — Fiscal Impact: None, does not require annual maintenance~~

~~(g) — Legal and Procedural Rules: Use of the live flash-bangs are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.]~~

~~9. — **Specialty Impact Munition (SIM) weapons and ammunition:** Simunition® is the pioneer and world leader in providing military, law enforcement and approved range members with the most realistic and non-lethal force-on-force, short range, simulation training system.~~

~~(a) — Description, quantity, capabilities, and purchase cost~~

~~i. — SIMUNITION GLOCK 17T, cost: \$500 each, quantity: 8. The GLOCK Training Pistols were developed with the purpose of enabling reality-based tactical operations training using color marking or plastic projectile ammunition. When utilized in a pistol caliber barrel training platform (9mm), SIMs have an effective range of 25 feet.~~

~~ii. — SIM CONVERTED BERETTA 92, cost: \$500 each, quantity: 4. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When utilized in a pistol caliber barrel training platform (9mm), SIMs have an effective range of 25 feet.~~

~~iii. — HK MP5 CONVERSION KITS, cost: \$500 each, quantity 2. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When effective range of approximately 27 yards.~~

~~iv. — SIMUNITION COLT AR-15 CARBINE RIFLE UPPERS, cost: \$1,000 each, quantity: 3. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When utilized with a training munition bolt carrier group in a 5.56mm rifle platform, SIMs have an effective range of approximately 27 yards.~~

v. ~~FX MARKING CARTRIDGES, cost: \$350 for 500 rounds, quantity: 3,500 rounds. The reduced energy, non-lethal cartridges leave a detergent based, water-soluble color-marking compound. The visible impacts allow accurate assessment of simulated lethality. They feature tactical accuracy up to 25 feet (7.6 meters).~~

(b) ~~Purpose: Enabling reality-based, force-on-force tactical operations training using color marking or plastic projectile ammunition.~~

(c) ~~Authorized Use: Subject to subsection (g) below, simunition weapons and marking rounds are non-operational rounds and non-operational weapons systems. These munitions provide for realistic close-quarters firearms training while allowing the shooter to visually assess shot placement and accuracy in force-on-force training scenarios. These items are used for training purposes for all sworn staff members.~~

(d) ~~Lifespan:~~

i. ~~Simunition Glock 17T: 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.~~

ii. ~~Sim Converted Beretta: 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.~~

iii. ~~HK MP5 Conversion Kits: 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.~~

iv. ~~Simunition Colt AR-15 Rifle Uppers: 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.~~

v. ~~FX Marking Cartridges: Shelf life five (5) years.~~

(e) ~~Training: These are a training tool. Simunition Instructors attend an informative, three-day (24-hour) course designed to provide students with substantial hands-on experience with Simunition® FX® training ammunition technology, weapons-conversion kits, and the Simunition® line of protective equipment. The course provides in-depth, hands-on instruction in scenario-based training program development and training methodology, and gives critical practical experience to students on the best use of Simunition® training products in a highly effective, realistic, extremely safe training program. Sworn staff members are given extensive firearms handling courses and weapons safety instruction to include the use of SIMs for training purposes.~~

(f) ~~Fiscal Impact: Annual maintenance cost is approximately \$500 for all of the simunition weapons to be inspected and repaired.~~

(g) ~~Legal and Procedural Rules: Use of the Simunition firearms and marking rounds are subject to the requirements of Policy 300 (USE OF FORCE) and Policy 312 (FIREARMS) while training. It is the policy of the Los Altos Police Department to utilize Simunition equipment only for official law enforcement training purposes, in accordance~~

~~with all requirements under State and Federal law, including those regarding the use of force.~~

**10.8. Flashbangs: Noise Flash Diversionary Device (NFDD)** An NFDD, or flashbang, is a device that creates a bright flash or loud sound to temporarily divert the attention of subjects in the immediate area.

a. Description, quantity, capabilities, and purchase cost

i. 7290-0 Flash-Bang, Aluminum body 9-bang, cost \$168.65 each, Authorized quantity: 12. The patented multi-bangs feature top and bottom non-fragmenting, minimal movement devices that perform with high reliability incorporating CTS Superior fuze components with the patented and US Army adopted Confidence Clip and pin shroud.

ii. 7290 Flash-Bang, Steel Body, cost \$55.45, authorized quantity 36. The CTS 7290 (single bang) is the standard for diversionary flash-bang devices. The 7290 produces a 165-180db and 6-8 million candela of light output. The patented design of the 7290, incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.

b. Purpose: Flash-bangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations.

c. Authorized Uses: Flashbangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations. SWAT Operators that have received authorized training shall use Diversionary Devices only under the following:

i. By officers who have been trained in their proper use.

ii. In hostage and barricaded subject situations.

iii. In high risk warrant (search/arrest) services where there may be extreme hazards to officers.

iv. During other high-risk situations where their use would enhance officer safety.

v. During training exercises.

d. Lifespan:

e. Training: 8-hour flash diversionary devices instructor school f. Fiscal Impact: No known annual maintenance cost g. Legal and Legal and Procedural Rules: Use of the live flash-bangs are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

44-9. **Chemical Agents**: Chemical agent munitions can be used as a non-lethal tool to deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect.

a. Description, quantity, capabilities, and purchase cost:

i. OC Grenades (Purchase Cost \$52.10 each, authorized quantity 5): The Defense Technology OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The grenade is designed for indoor-use in confined areas and, once deployed, inflames the mucous membranes and exposed skin resulting in an intense burning sensation. The incapacitating effect of the OC Vapor on the subject is dramatic yet requires minimal decontamination. Removing the subject from the affected area to fresh air will resolve respiratory effects within minutes. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations where the use of pyrotechnic, powder or liquid devices is not practical or desired.

ii. CTS 5230B Baffled CS chemical agent canister munition (purchase cost \$52.25 each, authorized quantity 15): Pyrotechnic grenade designed for indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

iii. CTS 5230 CS Chemical agent canister munition (Purchase price \$39.70 each, authorized quantity 10): Large diameter burning grenade that discharges a high volume of smoke and chemical agent through multiple emission ports. Specifically for outdoor use and should not be deployed on rooftops, in crawl spaces or indoors due to potential fire hazard. Can be hand thrown or launched.

b. Purpose: Compel an individual to cease their actions when such munitions present a reasonable option; deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect. Only officers who have received training from POST certified instructors in the use chemical agents are authorized to use chemical agents. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Uses: Situations for use of the less lethal weapon systems may include, but are not limited to:

i. Self-destructive, dangerous and/or combative individuals.

- ii. Circumstances where a tactical advantage can be obtained.
  - iii. Potentially vicious animals.
  - iv. Training exercises or approved demonstrations.
- d. Lifespan: 5 years from manufacturing date.
- e. Training: 40-hour chemical agent instructor course.
- f. Fiscal Impact: No known annual maintenance cost.
- g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 USE OF FORCE), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

**42-10. 12 gauge Shotgun Chemical Munition Launcher:** Cup that attaches to 12 gauge less lethal shotgun which allow SWAT operators to launch canisters of chemical agents or smoke.

- a. Description, quantity, capabilities, and purchase cost: COMBINED SYSTEMS LC5 12 GAUGE LAUNCHING CUP, cost: \$400, authorized quantity: 1. The LC5 Launching Cups are designed for the 5200 series grenades. The cups can be attached to virtually any 12ga shotgun and the munition launched with the model 2600 launching cartridge.
- b. Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.
- c. Authorized Uses: Situations for use of the less-lethal weapon systems may include, but are not limited to:
  - i. Self-destructive, dangerous, and/or combative individuals
  - ii. Circumstances where a tactical advantage can be obtained
  - iii. Potentially vicious animals
  - iv. Training exercises or approved demonstrations
- d. Lifespan: Combined Systems LC5 40MM Launching Cup- 25 years
- e. Fiscal Impact: No known annual maintenance cost
- f. Training: 24-hour less lethal instructor course and/or 40 hour chemical instructor course.

g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 USE OF FORCE), Policy 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

43-11. UAS (Unmanned Aircraft Systems) ~~DJI MATRICE 30T DRONE WITH THERMAL CAMERA:~~ Drones are utilized by department personnel as a means to search for missing persons more expeditiously and provide information during critical incidents as prescribed in policy 611.

a. Description, quantity, capabilities, and purchase cost:

- i. DJI Matrice 30T Drone with Thermal Camera, cost: \$15,495/each, quantity: 2. The DJI Matrice 30T drone is a medium-sized UAS weighing approximately 3,770 grams. Capable of recording video and audio with approximately 41 minutes of flight time.
- ii. Loudspeaker Spotlight 2-in-1 Payload, cost: \$1,750.00/each, quantity: 2. The DJI M30 drone loudspeaker and spotlight all in one payload is powered by DJI Onboard SDK. It features a fluid design to reduce wind resistance. It packs in high performance in its small size (only 270g) with lighting distance up to 100 meters and effective sound distance up to 200 meters.
- iii. DJI Avata 2 Drones, including lights and additional controllers, cost: \$2,000 each, quantity: 2. The DJI Avata 2 is a small-sized UAS weighing approximately 377 grams and is appropriate for interior use. It has a maximum flight time of 23 minutes and supports fast charging. DJI Avata 2 drones has a maximum range of 10 kilometers and capture 4K video resolution.
- iv. DJI Mini Pro (DJI RC2), cost: \$1,300, quantity: 2. The DJI Mini Pro would be utilized as training drone as it uses the same software and controller functions as our larger exterior drones. It in a small-sized UAS weighing 420 grams and supports a flight time of 34 minutes. DJI Mini Pro drones can be used indoors or outdoors, have omnidirectional obstacle avoidance, and capture 4K video.

b. Purpose: To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:

- 1) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- 2) Disaster response and damage assessment;
- 3) Missing or lost persons;
- 4) Hazardous material releases;
- 5) Identifying, locating and apprehending non-compliant, threatening or combative

persons who pose a threat of injury or death to themselves, others or officers;

- 6) Suspected explosive devices;
- 7) Video/photographic documentation of crime scenes or collision locations;
- 8) Reconnaissance of incident locations that are inaccessible for fire apparatus;
- 9) Response to fires or post-fire investigations;
- 10) Sideshow events where many vehicles and reckless driving is present;
- 11) Rescue operations;
- 12) Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets.
- 13) Training flights as required to meet FAA and Department certification standards;
- 14) Hazardous situations which present a high risk to officer and/or public safety, to include:
  - a. Armed suicidal persons;
  - b. Hostage situations;
  - c. Barricaded suspects;
- 15) Arrest of armed and/or dangerous persons

16) Locating suspect(s) who have fled from lawful detention

17) Locating suspects who are attempting to conceal themselves to avoid arrest.

18) Service of high risk search and arrest warrants involving armed and/or dangerous persons.

19) UAS product demos for the public at community events for educational and informational purposes

20) Other unforeseen exigent circumstances.

c. Authorized Uses: All use shall be in accordance with local, state, and federal law. Additionally, use of UAS is subject to the guidelines and requirements of LAPD Policy 611. Only assigned operators who have completed the required training shall be permitted to operate the DJI 30T during approved missions

d. Lifespan:

i. Expected life of ~~UAS are the DJI Matrice 30T UAS~~ is approximately three to five years. Lifespan varies on operational usage and wear.

ii. Expected life of the loudspeaker spotlight 2-in-1 payload is approximately three to five years. Lifespan varies on operational usage and wear.

- e. Fiscal Impact: Annual maintenance and battery replacement are approximately \$1500 per year for the DJI Matrice UAS. Batteries for the DJI Mini Pro and Avata 2 are approximately \$250 each.
- f. Training: All Department UAS operators are licensed by the Federal Aviation Administration for UAS operation. In addition, each operator must attend an online UAS pilot course and attend department trainings.
- g. Legal and Procedural Rules: Use of the ~~DJI Matrice 30T and loudspeaker spotlight 2-in-1 payload UAS~~ are subject to the requirements of Policy 611 (Unmanned Aerial Systems Operations). It is the policy of the Los Altos Police Department to utilize the UAS only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those outlined in Policy 611.