

# ADMINISTRATIVE DIVISION

The Signal Hill Police Department is a full service law enforcement agency responsible for the prevention of crime, promotion and enforcement of traffic safety, the enforcement of all local, state, and federal laws, the protection of life and property, the preservation of peace within the community, and the apprehension of criminals. The Administrative Division of the Signal Hill Police Department is led by Lieutenant Ron Sagmit.

The Administration Division oversees the following areas:



Recruitment and Hiring, Department Training, Professional Standards, Jail Operations, Building Maintenance, Information Technology, the Detective Bureau, Property and Evidence, the Police Range, and the Records Bureau. The Administrative Division strives to insure the highest quality of service to the community through effective management, leadership, and strategic planning.

The Signal Hill Police Department is "Committed to

Excellence in Service" and provides a high level of public safety services, in a collaborative partnership with the community. The Signal Hill Police Department recognizes that excellence in service provided to the community starts with recruitment and hiring of applicants with impeccable integrity and character. After hiring, the Department places a strong emphasis on providing superior training for all of its personnel. With regard to recruitment and training, the Signal Hill Police Department consistently meets and often exceeds

the standards set by the State of California Peace Officer Standards and Training (POST). All applicants endure a very comprehensive and competitive pre-employment process which includes written tests, physical agility testing, multiple interviews, an extensive background investigation including a polygraph exam, and pre-employment medical and psychological testing.

In past years, the Department has implemented several technology based programs that enhance its efficiency, effectiveness, and transparency. Those programs included the use of body worn cameras and e-citation writers. We remain committed

to these programs and are seeking to improve current technologies. In 2016, the Department implemented a new Computer Aided Dispatch and Records Management Software system. Lastly, the Department established a technology committee tasked with finding new technologies within the law enforcement profession, evaluating the need to update existing technologies, and researching best practices with regard to technology use in law enforcement.

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## DETECTIVE BUREAU

Signal Hill Police Detectives are responsible for conducting comprehensive follow-up investigations for those cases where the matter was not closed with an arrest by the initial responding Officer. Cases are typically divided into the categories of crimes against persons, fraud, property crimes and special crimes. Detectives also proactively investigate and enforce vice, narcotics, and laws related to criminal enterprises. Detectives are responsible for monitoring sex registrants for compliance. Detectives are on-call 24 hours a day to respond to crime scenes throughout the City. The Detective Bureau is supported by a

Property and Evidence Clerk who also coordinates processing of subpoenas.

Once a case has been thoroughly investigated, it is the Detective Bureau's responsibility to present both misdemeanor and felony cases to the District Attorney's office for filing consideration. With the increased use of technology (dash cameras and body worn cameras) throughout the Department, there is a need to provide copies of video/audio footage for court-room proceedings. Detectives are responsible for providing copies of electronic evidence to prosecutorial and defense attorneys through the discovery process.

In 2016, the Detective Bureau received, investigated and presented 736 misdemeanor and felony cases to the District Attorney's Office, resulting in the filing of 78 felony criminal complaints and 640 misdemeanor criminal complaints. In 2017, there were 1,031 misdemeanor and felony cases presented to the District Attorney's Office, resulting in 83 felony criminal complaints and 774 misdemeanor criminal complaints.

In 2016, the Detective Bureau was supervised by Detective Sergeant Russ Hefte. In 2017, Detective Sergeant Ricardo Oliveros assumed supervision of the Detective Bureau.



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## RECORDS BUREAU

The Records Bureau is in charge of maintaining all records that are created by the Police Officers, Detectives, and Cadets. These records include crime reports, arrest reports, traffic collision reports, and traffic/parking citations. The Records Bureau consists of Records Supervisor Samantha Torres and Records Clerks Ann Govoni, Perla Rodriguez, and Rocio Valdivia. In addition, there are five Police Cadets assigned to the Records Bureau.

The Records Bureau provides and maintains a comprehensive, accurate, and reliable records management information system which is responsible for the analytical data needed to identify and to proactively respond to developing crime

trends. The Records Bureau prepares copies of criminal reports for submission to the District Attorney's Office. Records personnel process requests from the public for copies of reports pursuant to the Public Records Act.

The Records Bureau is responsible for reporting crime statistics to the Department of Justice – Uniform Crime Reporting and Monthly Arrest & Citation Register. Cadets assigned to the Records Bureau assist with interoffice mail delivery, filing of police reports, transfer of evidence to the crime lab, and the enforcement of street sweeping laws.

The Records Bureau processed 5,161 reports in 2016 and 5,359 reports in 2017.



# SERVICE TO THE COMMUNITY

