

SIERRA MADRE
POLICE



SIERRA MADRE

POLICE DEPARTMENT



Integrity - Innovation - Dedication - Compassion

2015 Annual Report



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ORGANIZATIONAL CHART





HISTORY OF SIERRA MADRE POLICE DEPARTMENT

The city of Sierra Madre is located at the base of the San Gabriel Mountains of Los Angeles County. The “Village of the Foothills” is centrally located between Pasadena and Arcadia. The city is made up of three square miles of serene neighborhoods and green space. At its heart is the City’s charming downtown shopping district, a popular landmark for visitors and the approximately 11,000 residents that call Sierra Madre home. The City of Sierra Madre was incorporated as a California city in 1907.

The Sierra Madre Police Department was founded in 1928 when Gordon MacMillan was sworn in as the first Chief of Police. Over the years, he was followed by Chiefs Bayle, Zurcher, Kendra, Betts, Thurmin, Surgent, Christensen, Davis, Bailey, Hinig, Diaz and currently Chief Giannone. When Chief MacMillan took office, the police facility was located near city hall at 55 W. Sierra Madre Blvd.



In 1976, a new Fire & Police Facility was built for public Safety. Chief I.E. Bill Bets was Police Chief at the time.





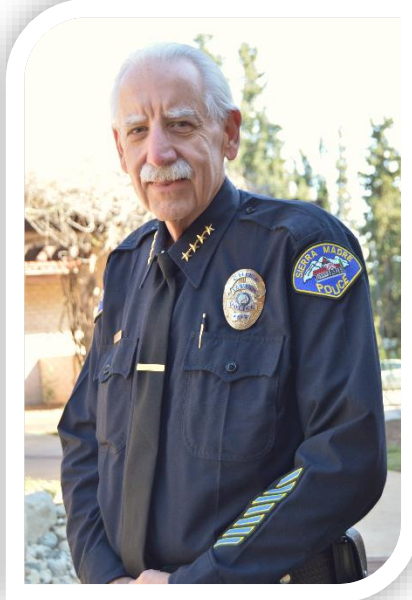
For over 85 years, the men and women of the Sierra Madre Police Department have been committed to providing the citizens with their law enforcement requirements and helping to provide for a safe, Foothill Village community. Through the joint effort of the Sierra Madre Police Department and the community, the city of Sierra Madre enjoys one of the lowest crime rates in California. We have the pleasure of serving the community while building a partnership and we appreciate the support of the fine residents of the Foothill Village.

In the late 1980s and 1990s, Sierra Madre was praised as the safest city in Los Angeles County while the City of Los Angeles was experiencing a drug fueled crime wave. As of 2015, Sierra Madre continues to be one of the safest cities in the county. Crime Trend analysts attributed this to inaccessibility and a primarily single-family population. In 2006 the Sierra Madre Police Department made history when their Mayor appointed Marilyn Diaz, the first ever female Police Chief for Los Angeles County.

In 2011, Larry Giannone was appointed Chief of Police. The Sierra Madre Police Department is comprised of one Chief, one Captain, four Sergeants, one Corporal, one Detective, eight patrol officers, four police dispatchers, four community service officers, two cadets, six reserve police officers and numerous volunteers.



MESSAGE FROM THE CHIEF



It is with great pleasure that I present the Sierra Madre Police Department's Annual Report for 2015. Our dedicated and motivated staff continues to devote themselves to making Sierra Madre the 21st century model of small town policing.

Sierra Madre continues to uphold its reputation for having one of the lowest crime rates in California. Our department, in partnership with our community, continues to work together in an effort to improve service and safety to those who live, work and visit the City of Sierra Madre.

The dedicated men and women of Sierra Madre Police Department are an integral part of this community, and the community in turn has a partnership with the Police Department. We count on each other to keep this community safe and to work on quality of life issues so that its residents and business owners may enjoy the peaceful and serene village atmosphere that Sierra Madre is known to offer.

The partnership between the Police and the community, which includes our dedicated Neighborhood Watch and Volunteer programs, epitomizes the best in community policing. 2015 has been a very challenging year for the Police Department, yet the wonderful men and women of this Police Department continue to amaze me as they strive for the best, sometimes with very little resources to get them there...but the job gets done.

It is my honor to serve as your Chief of Police, representative of all the men and women who work very hard to make the Sierra Madre Police Department a small but premiere full service law enforcement organization. We deeply appreciate the support of our community and stand ready to answer any call for service in keeping our community safe.

- Larry Giannone



EMPLOYEE AWARDS

MADD AWARD



On April 14th 2015, Chief Giannone and Officer Hare were commemorated with the Deuce Award for their DUI arrests in the year of 2014 during the Mothers Against Drunk Driving banquet.

PUBLIC SAFETY AWARD



On October 8th 2015, Captain Ortiz was commemorated with the Public Safety award for his strong work ethic and efforts to maintain a safe community at the Sierra Madre Honor Awards Ceremony.



COMMUNITY OUTREACH



The Sierra Madre Police Department works in partnership with the community with various crime prevention programs, with a common goal to keep Sierra Madre a safe place for residents to live and work. One such program is Neighborhood Watch.

Neighborhood Watch is an essential crime prevention program which enlists the active participation of residents in cooperation with Sierra Madre Police Department to reduce crime in the community. It involves neighbors getting to know each other and working together in a program of mutual assistance. Residents become trained to recognize and report suspicious activities, and can then implement crime prevention techniques such as residential and vehicle security, and personal safety into their neighborhoods.

- *Neighborhood Watch does not require frequent or elaborate meetings*
- *It does not ask that anyone take any personal risks to prevent crime*
- *Sierra Madre Police personnel attend meetings to answer questions about crime in the community and provide valuable information on how the police department works.*

Neighborhood Watch meetings can cover such topics as Home Security, Personal Safety, Identity Theft, Disaster Preparedness and any other topics that community members may be interested in. Currently, Sierra Madre Police Department has 63 active Block Captains throughout the city and has presented 18 meetings throughout 2015.

Other crime prevention programs the Sierra Madre Police Department participates in with the community include:

- *Business Watch Meeting*
- *National Night Out*
- *Town Hall Meeting*
- *School Presentations on Drug Awareness*
- *Coffee with a Cop*
- *Social Media – Facebook, Instagram...*

The goal of the Sierra Madre Police Department is to work in partnership with the community with these crime prevention programs and remind residents, "If you see something, say something."





PERFORMANCE & ACCOUNTABILITY

As a professional law enforcement organization, the Sierra Madre Police Department takes great pride in delivering the highest level of public safety and service. Employees make hundreds of contacts a month with members of our community in situations that are often challenging. We often times meet people who are at an all-time low. Even in difficult situations, the culture of our department is to treat people fairly, with respect and to provide a high level of service. Supervisors are expected to continually monitor their subordinates for compliance with policies and procedures, mandated laws, performance standards, safety protocols, and ethical behavior. Below are a few tools we use to help accomplish this:

Annual Evaluations:

Each year, every full time employee of the department receives a comprehensive annual evaluation with specific goals tailored to each employee. For example employees are evaluated in five Performance Standards. These Standards are Customer Service and Public Relations, Tactical Performance, Teamwork and Internal Relations, Work Habits and Reports/Written Work. As the evaluation is crafted, supervisors often conduct random audits on investigations conducted by the officer being evaluated. Victims, witnesses or even suspects are contacted and asked if the officer was professional and patient and they are asked to rate the contact with the officer from 1-10, 10 being the best level of service.

Video and Audio Recorders:

Every patrol car is equipped with a video camera. The video/audio file from the patrol cars are automatically downloaded onto a server. Employees also carry digital audio recorders which they use for all field contacts. The recorders that are used capture audio files which are also downloaded on the department's server. These files from both recording devices cannot be deleted and provide valuable insight on investigations or allegations of a complaint. Supervisors randomly conduct an audit of the video and audio files.

Monthly Training:

For several years the Sierra Madre Police Department has utilized Lexipol, which is a provider of policy management resources for law enforcement organizations across the country. Lexipol is an on-line tool that provides comprehensive, defensible policies written by legal and public safety professionals. All employees are responsible for reviewing and understanding policy and procedure. Each employee is also required to complete a daily training bulletin for the entire month. These bulletins contain scenario based questions, with current policy attached to the bulletin that explains the topic in detail. An audit is completed on our employees to ensure they are meeting departmental requirements.



Use of Force and Pursuits:

When a Use of Force or pursuit occurs, a field supervisor completes a preliminary investigative report. The Watch Commander, Captain and Chief review every Use of Force and pursuit report to ensure there is compliance within departmental policy. The event is also used as a training opportunity for officers to learn from.

Personnel Complaints:

The Sierra Madre Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members. The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements. It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.





STATISTICS

BUDGET

Police Department-

• *The City of Sierra Madre General Fund allocation (FY 2014-2015-unaudited) is as follows:*

<i>Police Personnel (includes benefits) -</i>	<i>\$3,374,831.00</i>
<i>Maintenance & Operations-</i>	<i>\$710, 679.00</i>
<i>Other Grants, Donations and Revenue-</i>	<i>\$103,700.00</i>
<i>Total-</i>	<i>\$4,189,210.00</i>

Staffing-

- *Full time officers: 10,*
- *Full time professional staff-(Dispatchers): 4*
- *Part-time staff: 14*
- *Volunteers: 18*

Volunteers-

- *Hours Donated: 1,669*

Dispatch-

- *Total Calls: 13,335*
- *Self Initialed calls: 8,198*
- *Total Calls for Service: 5,137*

Detective Bureau-

- *Search warrants: 10*
- *Cases assigned: 286*
- **Crime Stats**
- *Total arrests: 327*
- *Total Police reports taken: 412*

Emergency Response Times:

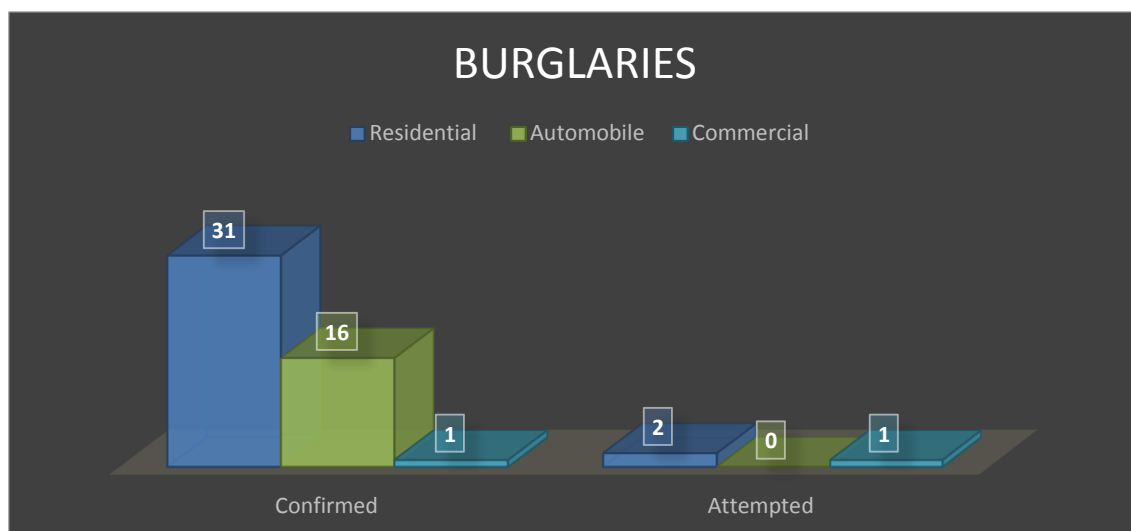
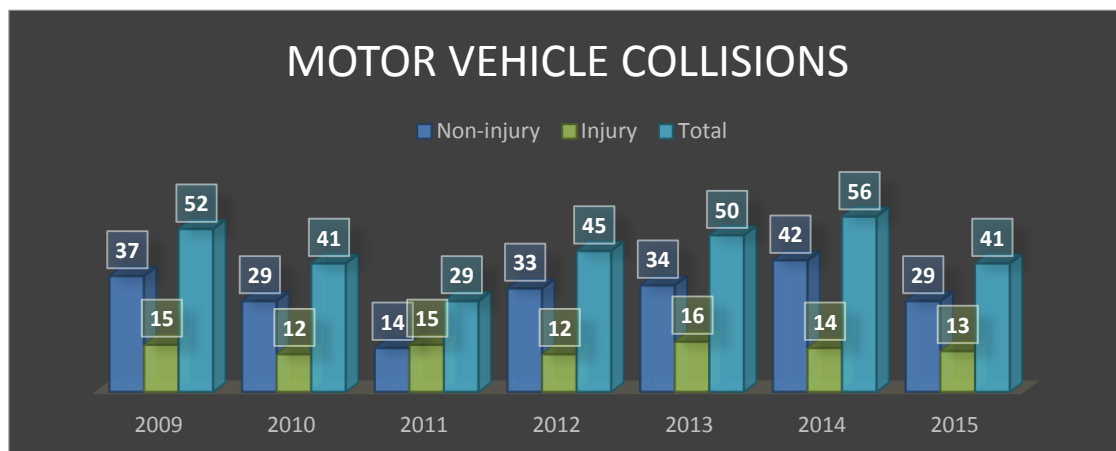
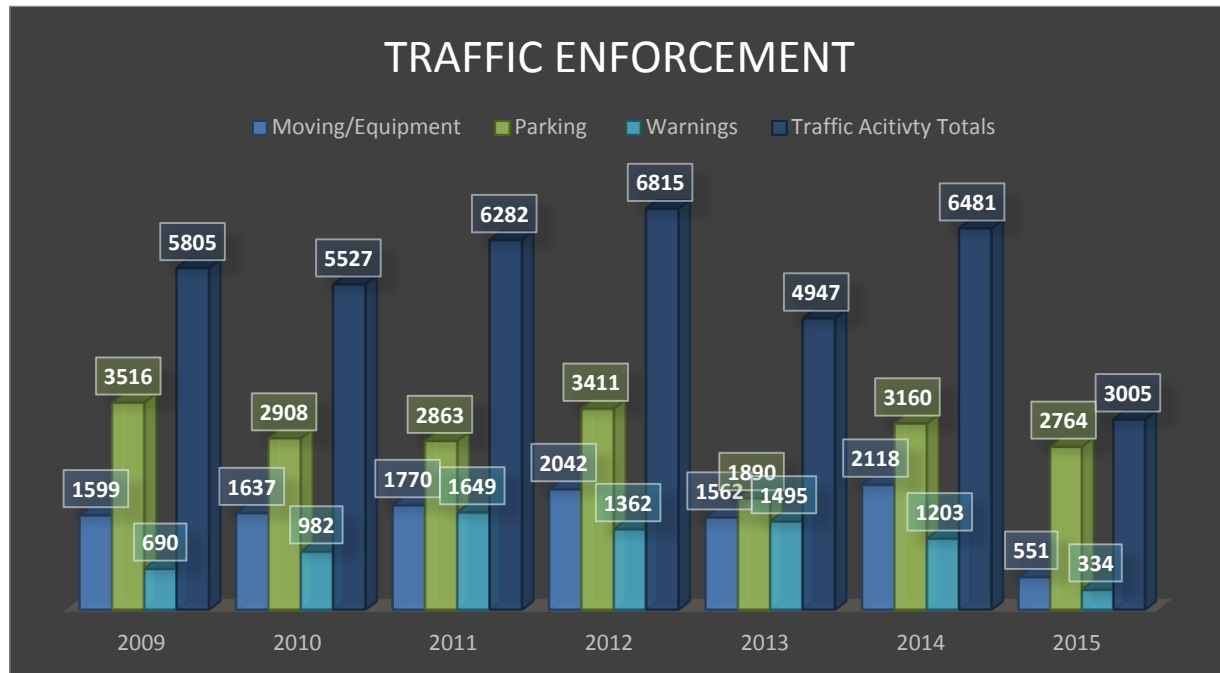
- *Priority Calls: 3:53 minutes*
- *Non-priority Calls: 4:04 minutes*

Traffic Data-

- *Parking violations: 2,764*
- *Total Traffic Enforcement Stops 3,005*
- *Traffic Citations issued: 551*
- *Written Warnings: 124*
- *Verbal Warnings to motorist: 2,330*

Crime/Collisions Comparison to 2014

- *Our property crimes had an increase of 18.49% from 2014.*
- *Our violent crimes had an increase of 16.66% from 2014.*
- *Non injury traffics collisions had a decrease of 30.95% from 2014.*
- *Injury traffic collisions had a decrease of 7.14% from 2014*





PATROL

Sierra Madre Police Officer:

The job of a Sierra Madre Police officer is ever changing with a new adventure awaiting daily. The challenges that we face on any given day lead us to play the role of a social worker, psychologist, psychiatrist, therapist, counselor, paramedic, firefighter, brother, father or just a friend. Being versatile in all these fields allows us to provide the ultimate service to the people of the community we serve.

Daily duties:

- 1) We provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.*
- 2) We identify, pursue, and arrest suspects and perpetrators of criminal acts.*
- 3) We record facts to prepare reports that document incidents and activities.*
- 4) We render aid to accident victims and other persons requiring first aid for physical injuries.*
- 5) We testify in court to present evidence or act as a witness in traffic and criminal cases.*
- 6) We patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.*
- 7) We monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol areas.*
- 8) We investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.*
- 9) We photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.*
- 10) We monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.*
- 11) We relay complaint and emergency-request information to appropriate agency dispatchers.*
- 12) We issue citations or warnings to violators of motor vehicle ordinances.*
- 13) We direct traffic flow and reroute traffic in case of emergencies.*
- 14) We keep our citizens informed of services and recommend options to facilitate long-term problem resolution.*
- 15) We provide road information to assist motorists.*
- 16) We process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during the booking and pre-trial process.*
- 17) We inspect public establishments to ensure compliance with rules and regulations.*



Bicycle Patrol Division:

Bicycle patrol provides greater visibility in high crime areas. Officers have easier access to congested areas than officers in motor vehicles, and cover a larger area than officers on foot. Bicycles offer an effective approach to crime surveillance due to their decreased visibility.

Community and public relations have been improved through the use of bicycles. One major advantage to bicycle patrol is the ability to interact with the community more frequently than the officers do in patrol cars. The bicycle patrol is utilized during the 4th of July Parade and other special community events. Currently 4 officers with the Sierra Madre Police Department are trained to actively conduct bike patrol.

Most of the bicycles the Sierra Madre Police Officers ride are tactical. The bikes are equipped to handle the roughest terrain and weather. The officers are required to complete 40 hours of police patrol bike training.

Bike Patrol Duties:

- *Patrol support*
- *Response to calls for service*
- *Narcotics enforcement*
- *Community policing*
- *Special details*
- *Bicycle safety education*
- *Undercover surveillance*



Field Training Officer (FTO):

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Sierra Madre Police Department. It is the policy of this department to assign all new police officers to a structured Field Training Officer Program. This program is designed to prepare the new officer to perform in a patrol assignment and to ensure that the new officer possesses all the skills needed to operate in a safe, productive and professional manner.

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, teaching and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.



FTOs are selected based on the following requirements:

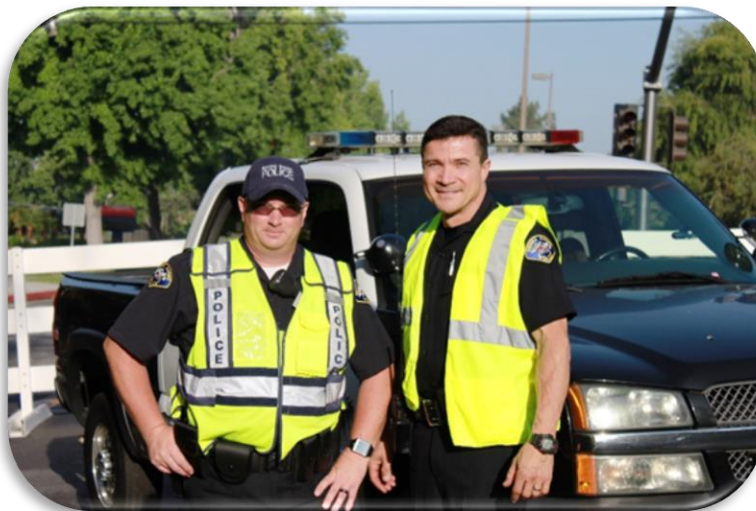
- (a) Desire to be an FTO*
- (b) Minimum of four years of patrol experience, two of which shall be with this department*
- (c) Demonstrated ability as a positive role model*
- (d) Participate and pass an internal oral interview selection process*
- (e) Evaluation by supervisors and current FTOs*
- (f) Possess a POST Basic certificate*

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer Course prior to being assigned as an FTO. All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO. Currently the Sierra Madre Police Department has 4 full time FTO's assigned to the patrol division.

Reserve Officers and Part time Officers:

The Sierra Madre Police Department Reserve Unit and Supplemental Officers (Part-Time) were established to assist regular sworn police officers in their duties. These units provide professional, sworn volunteer reserve and part-time officers who can augment regular staffing levels.

Reserve Officers and Part-Time Officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of these officers will usually be to augment the Patrol Division but they may be assigned to other areas within the Department as needed. The Sierra Madre Police Department currently has 5 Part-Time Officers and 7 Reserve Officers assigned to the patrol division.





Foothill Air Support Team (FAST):

The Foothill Air Support Team, otherwise known as FAST, was developed in 1999 after several local cities expressed an interest in airborne law enforcement. Unfortunately, starting an airborne unit is very costly. These agencies chose to form a joint helicopter patrol operation that could enhance their ability to deter criminal activity and apprehend offenders.

The FAST program has proven to be very successful. It is made up of the following ten partner cities: Alhambra, Arcadia, Covina, Monrovia, Pasadena, San Marino, Sierra Madre, South Pasadena, and Pomona. Chief Giannone currently serves as President of FAST while Desiree Chandler serves as Secretary. In order to participate in this partnership, each agency has agreed to provide a qualified and motivated police officer to perform the role of Tactical Flight Officer (TFO). Following a rigorous training schedule, this new TFO works alongside a Pasadena Pilot to serve the FAST cities.

The TFO will monitor radio calls within the FAST cities and makes a determination whether to respond with the police helicopter. When it is determined that an airborne response would prove beneficial, the crew will respond and provide an aerial platform. This platform provides a tremendous level of intelligence, direction, and coordination to the Officers on the ground. When not responding to calls for service, the crew will constantly search out criminal activity and/or monitor problem locations.





DETECTIVES

NOTEWORTHY CASES

During 2015, the Detective Bureau wrote multiple search warrants, sent multiple types of evidence to the crime lab for DNA, computer, or latent print forensic processing. Below is a small sampling of the types of investigations and arrest the Sierra Madre Police Department officers were involved in during 2015:

On January 22, an officer was on patrol in the area of Acacia Street and Valle Vista Ave when he noticed a 2 suspicious vehicles one of the vehicle was occupied by a female. The officer contact the female, to see why she was in the area. While the officer was talking to the female, a local resident contacted the officer and advised him that he just observed a Hispanic male in the rear yard of a neighbor's residence. The resident told the officer that he yelled at the suspect and the suspect fled the area on foot. The officer detained the female, requested additional officer to the scene including the Pasadena helicopter unit to search the area of the Hispanic male. The search resulted in negative results.

The officer searched both vehicle and was able to locate a possible identification for the Hispanic male matching the resident's description. The Detective bureau authored a six pack photograph line-up. The line-up was shown to victims and witnesses of burglaries that occurred in the area. One of the witnesses pick the Hispanic male as the person the witness saw at the time of a neighbor's burglary. The detective bureau conducted follow-up investigation and learned that the male Hispanic was linked to over 30 burglaries in the cities of Long Beach and Huntington Beach. The detective bureau along with the Long Beach PD, Huntington Beach PD, Monrovia PD, and federal agencies obtained a search warrant and conducted a search of the Hispanic male's resident. Unfortunately, no stolen items were recovered from this city, but this department assisted with the closure of multiple burglaries that occurred in the surrounding cities.

On January 23, a victim reported that her boyfriend threatened to kill her and attempted to force her into his vehicle. The Victim was able to get free and eventually told the police what had occurred. Officers from this department with the assistance of the LA County Sheriff Department responded to the boyfriend's house in the city of Rosemead and arrested the boyfriend without incident. The boyfriend was later booked for domestic violence, kidnapping, and criminal threats. The boyfriend is currently serving a 2 year prison sentence for his crimes.

On February 18, a victim reported that she observed a male stealing a package from her front porch. Officers quickly arrived in the area and located the suspect vehicle. Upon



contacting the two occupant, officers conducted a search of the vehicle and located the victim's stolen property. The officers conducted a field show-up with the victim and the victim positively identified one of the suspect's and the suspect vehicle. The suspects were later booked for theft, possession of stolen property, and possession of burglary tools.

On May 13, officers were dispatched to the 800 block of Woodland Dr. regarding a burglary in progress. On arrival, the officers observed a male inside the residence. A containment was established and eventually the male was arrested. The male was not the owner nor living at the residence. The male was later booked for burglary, vandalism, and trespassing.

On May 28, officers were dispatched to the 300 block of W Sierra Madre Blvd regarding an in progress physical fight between a female and male. The female was holding a baby at the time. On arrival, the officers conducted an area check and located all three subjects in the area. The male was pulling the female by the arm down the street. At the orders of the officers, the male released the female and eventually gave the baby back to the female. The officer's investigation revealed that the male had physically assaulted the female, forced to stay in their residence against her will, and put their four month baby in danger when he attacked the female as she was holding the baby. The male was later booked for domestic violence, false imprisonment, and child endangerment.

On May 29, an officer attempted to conduct a traffic enforcement stop on a possible DUI driver. The driver of the vehicle failed to yield and accelerated to evade the officer. A pursuit ensued where speeds reached at least 100 miles per hour on the freeway and at least 70 miles per hour on city streets. The suspect's vehicle was eventually disabled and the driver was taken into custody without incident. The driver was later booked for felony evading and driving a vehicle while under the influence of alcohol.

On July 3, officers were dispatched to the 100 block of W Sierra Madre Blvd regarding a criminal threats investigation. The victim stated her ex-boyfriend was calling and sending text messages to her stating that he was going to come to her work and kill her. Officers arrived and conducted an area check locating the ex-boyfriend on the complex of the victim's employment. The officer's investigation revealed that the ex-boyfriend assaulted the victims within the prior days over the loss of an unborn baby and he also threatened to kill the victim. The ex-boyfriend was booked for stalking and criminal threats.

On July 4, officers were dispatched to the 400 block of Fairview Ave regarding a disturbance. The victim stated he was in a verbal argument with his brother. During the argument, the brother displayed a syringe filled with an unknown liquid and verbally threaten to stab the victim with it. The victim signed a Private Person arrest form and the brother was arrested. The brother was later booked for brandishing a dangerous weapon.



On July 22, officers were dispatched to the 00 block of W. Sierra Madre Blvd regarding a forgery investigation. The victim stated a female suspect came into the business and cashed a check for money. The business was later informed that the check was a forgery.

On August 13, the same female suspect returned to the business and attempted to cash another check. The clerk recognized the female and called the police. Officer arrived and detained the female. The officer's investigation revealed that the female had entered the business on both occasions to cash fraudulent checks using a stolen identification cards. The female was later booked for burglary, identify theft, possession of fraudulent check, and false impersonation of a living person.

On July 23, officers were dispatched to the 500 block of Woodland Dr. regarding an in progress automobile burglary. The reporting party gave a description of the suspects and the suspect's vehicle. Responding officers soon located the suspect's vehicle and detained the occupants (2 Hispanic male adults and 3 Hispanic male juveniles). The officer's investigation, revealed that the suspect were in the area of the 500 block of Woodland Dr and walked through a parking lot looking for vehicles to burglarize. One of the suspect's was seen by the reporting party entering a vehicle and stealing property. The reporting party attempted to stop the suspect and a physical altercation occurred. The suspect entered a vehicle and then fled the area with the stolen property. A field show-up was conducted. One of the suspect and the suspect's vehicle was positivity identified. The adult suspects were later booked for theft and vehicle tampering. The juvenile suspects were released to their parents with a court date for theft and vehicle tampering.

On September 9, officers were dispatched to the 00 block of W. Orange Grove Ave regarding a person walking in the area acting suspiciously and a suspicious vehicle driven by another person following that person. On the officers' arrival, they contacted the person on foot and the vehicle. Their investigation revealed that both suspects were together. The suspect vehicle contained multiple fraudulent credit and bank cards, fraudulent and stolen identification cards, fraudulent personal checks, and computer equipment to make fraudulent credit cards. Both suspects provided conflicting statements to the reason why they were in the area. The suspects were later booked on multiple identity theft violations. The Detective Bureau conducted follow-up and contacted multiple victims of identity theft. A search warrant was obtained to search the computer equipment and it was later determine that there were multiple additional victims of identity theft. There was account and personal information on one of the suspect's cellular phone for other people. This case is still pending,



On September 17, an officer conducted a traffic enforcement stop for a vehicle violation. Upon further investigation, the driver had a suspended driver's license and was in possession of stolen property. The passenger had a replica Beretta handgun that was sitting underneath his seat and it was altered to appear real. Both suspects were later booked for possession of stolen property and possession of an altered replica handgun.

On September 23, an officer checked an occupied suspicious vehicle. The vehicle was occupied by a female who stated she was waiting for a friend, but could not provide where her friend was at. On further investigation, officers searched the female's vehicle. They located narcotics, multiple blank and issued debit cards, multiple blank checks not issued to the female, her friend, or the registered owner of the vehicle. The female was later booked for narcotics violations and possession of stolen property.

On September 29, an officer stopped a vehicle for a vehicle code violation. On further investigation, the driver was not in possession of a driver's license and the passenger was previously arrested by this department for possession of stolen property. The officer conducted a search of the vehicle and located fraudulent identification, fraudulent personal checks, fraudulent prescription forms, and narcotics. The passenger admitted to possession of the some of the items in the vehicle and stated the identification, checks, and prescription forms were given to her by the driver. The driver and passenger were later booked on narcotics violations, identity theft, forgery, and possession of stolen property. Follow-up investigation by the Detective Bureau revealed that the medication prescriptions forms and the personal checks were forged to be used for illegal means. Both subjects had a laptop computers and other electronic items in their possession that required a search warrant to search. A search warrant was obtained and the items were given to the Sheriff Department for forensic processing. The results of the processing is pending.

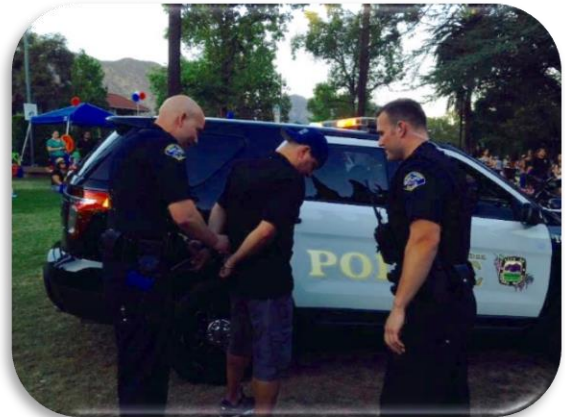
On October 6, an officer was on patrol working a burglary suppression detail and checked on occupied suspicious vehicle parked on a residential street. On making contact with the occupants, the officer noticed several packages sitting in the back seat with addresses to local homes. The officer eventually gained consent to search the vehicle and discovered multiple Amazon and other packages were stolen from different residences within the city. Both occupants were later booked for theft and possession of stolen property. Follow-up investigation by the Detective Bureau revealed that the occupants drove around the city and stole packages that were delivered to four different residences.

On November 1, officers were dispatched to the 400 block of Canon Dr regarding a possible road rage incident. On their arrival, they determined that a burglary had occurred. The victim and a witness were following the suspect. The victim was able to get a photograph of the suspect and the suspect vehicle license plate number.



The Detective Bureau conducted follow-up investigation and entered the vehicle into a law enforcement database. The vehicle was later stopped by the Beverly Hills Police Department. An officer from this department responded to that agency and took custody of the vehicle's occupants. One of the occupant's admitted to being involved with the burglary and was able to provide the first name of the two other suspects. Through department means we were able to identify the two other suspects.

The victim and witness were shown a six pack photograph line up and they positively identified the suspect who burglarized the victim's residence. Charges were filed against the suspect.



On November 12, an officer took a report of a suspect that went into a business and exchanged three fraudulent \$100.00 bills for real currency. The suspect was seen on video and the store clerk recognized the suspect from a prior contact. The Detective Bureau conducted follow-up investigation and determined that the suspect was arrested the next day by a neighboring agency for a similar crime. The Detective attempted to obtain a statement from the suspect, who was not in custody, but it was met with negative results. The suspect provided a false home address to the neighboring agency when he was booked. The report was presented to the District Attorney's office and a warrant is currently issued for the suspect arrest in this case.

On December 6, officers were dispatched due to a noise complaint to the rear of a business in the city's business district. On their arrival, the officers interrupted a commercial burglary in progress. The suspects attempted to flee the area, but were eventually caught with the assistance of neighboring agencies. A search of the suspect's vehicle produced evidence that they had burglarized several other businesses. The suspects were later booked for attempted burglary and possession of burglary tools. The Detective Bureau conducted follow-up investigation and was able to link the suspects to the burglary of a medical marijuana dispensary in the city of Santa Ana and a commercial burglary in the southern part of Orange County. Charges have been filed against all suspects.



DISPATCH

The dispatchers of the Sierra Madre Police Department are assigned to handle many different tasks at once such as the radios, phones, front desk, and records. Currently we have one full-time dispatcher, one full-time dispatcher in training, and two part-time dispatchers who are assigned to work the dispatch center. All police officers are required to go through minimal training to cover the desk for relief purposes. A dispatcher must attend a P.O.S.T. certified training class either prior to employment or while employed with an agency. When hired, dispatchers go through a training program that lasts approximately 4-6 months in which they will learn the necessary tools needed. A trainee is trained by a Communication Training Officer (CTO) who attended a three day certification course. A variety of different trainings are also available to all dispatchers that range from handling school shootings to dealing with the stress of the job.

Dispatchers are responsible for monitoring the radio for radio traffic from officers out in the field, the airship, outside agencies, or any other supplemental personnel on duty. Dispatchers are also responsible for dispatching officers to calls, monitoring unit status and updating officer's comments into a call. Dispatchers answer emergency and non-emergency phone calls of different varieties that range from in progress crimes to parking questions. There are instances where calls are transferred to another agency to appropriately handle the call such as medical calls. Medical calls are transferred to Verdugo and Verdugo is responsible for dispatching the fire department. Dispatchers are required to enter calls for service in the Computer Aided Dispatch (CAD) system which can be viewed by officers in the field or at a later time. CAD performs as a records system. Dispatchers must use discretion when prioritizing calls and use provided resources appropriately while performing their duties.

Dispatchers handle the front desk where they assist the public with vehicle releases, bail bonds, parking permits, and other miscellaneous administrative duties. The dispatchers are required to perform basic record management duties such as entering vehicles, missing persons, and restraining orders.

The Sierra Madre Police Department dispatch center handled over 14,000 call for services in the year 2015.



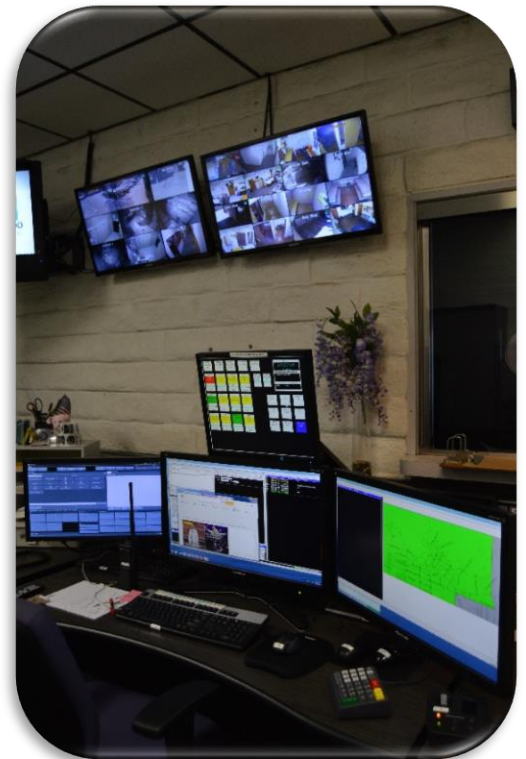
COMPLETED PROJECTS AND UPGRADES TO THE DISPATCH/COMMUNICATION CENTER

Upgrade #1

The Regional Integrated Next Generation (RING) 9-1-1 group consists of 21 Public Safety Answering Points (PSAPs) in the Los Angeles County and Pasadena Area. The California 9-1-1 Emergency Communication Branch (CA 9-1-1 Branch) agreed to fund the RING group, (at no cost to the individual cities). The PSAPs involved in the first phase were: Alhambra Police Department, Beverley Hills Police Department, Burbank Police Department, Glendale Police Department, Pasadena Police Department, San Fernando Police Department, Sierra Madre Police Department, and Verdugo Fire Department. The RING group selected an AT&T turnkey NG9-1-1 Emergency Services IP Network (ESInet) solution. The upgrade was recently completed, establishing geographic diversity for redundancy and network survivability for NG9-1-1 ESInet solutions to allow the PSAPs the ability for a call taker to take 9-1-1 calls at any workstation within the eight PSAPs involved in the project. This project is a turnkey end to end NG9-1-1 solution.

Upgrade #2

Our current Dispatching center was operating with console furniture that was broken and inoperable. The police department applied and obtained a grant through the California 9-1-1 Emergency Communications Office. This grant fully funded the purchase and new installation of console furniture for the department.



Upgrade #3

The department was currently using an outdated version of software for our Computer Aided Dispatch (CAD) and Law Enforcement Records Management System (RMS). In May 2015, the department upgraded CAD and RMS. This upgrade required individual training of all dispatchers, officers and supervisors for the department. This upgrade was partially funded through a grant obtained from the State of California.



JAIL

The Sierra Madre jail is identified by the California Board of Corrections as a “Temporary Holding Facility.” This classification means that inmates can be held for 24 hours or less, pending their release, transfer to another facility (Pasadena Jail, Los Angeles County Jail, or a medical facility), or appear in court. Minors cannot be detained for longer than six hours. The policy of the Sierra Madre Police Department is to hold all inmates for six hours or less. Whenever there is an inmate(s) in the jail, there will be at least one trained employee on duty in the facility. The employee will be immediately available and accessible to the inmate(s) in the event of an emergency.

The jail facility consists of a jail cell, a pre-booking cell, a live scan machine, and a pre-booking room. The jail cell has four beds and a toilet/sink combination. The jail cell has a capacity of four inmates. The pre-booking cell is where the inmate is placed while the police officer gathers all the information needed for booking. The pre-booking room has all the necessary forms needed for booking and also houses the breathalyzer. The breathalyzer is a device used to determine blood alcohol content from a breath sample. The live scan machine is used for the booking of inmates and for general live scan services for the public.



LIVE SCAN MACHINE



PRE-BOOKING ROOM/BREATHALYZER



PRE-BOOKING CELL



JAIL CELL



COMMUNITY SERVICE OFFICERS

Under general supervision the Community Service Officer (CSO) performs a variety of non-hazardous duties in support of sworn personnel, including report preparation, investigation and public education; may be assigned to uniformed and non-uniformed positions in Patrol, Crime Prevention, Evidence, Administration, Investigation, or other duty within the Police Department, as designated by the Police Chief; most positions require shift work; new incumbents are typically assigned to uniformed field duty and permitted transfer to other assignments as vacancies arise.

Community Service Officers are non-sworn (civilian) positions without powers of arrest and do not carry firearms due to liability issues. Some CSOs are authorized to carry less-lethal weapons such as batons or pepper spray, and do receive training in self-defense tactics. Many departments authorize their CSOs to issue traffic and civil infraction citations in the course of accident investigations. At some agencies, the first year of the job is primarily clerical, with little field work. The amount of training a CSO receives will vary by state, and even by local jurisdiction within a state.



The current climate within larger police agencies is that they are becoming increasingly constrained because of budgetary concerns and the need to serve a larger or growing community.

In this environment, the position of the CSO is considered a blessing for both the departments and communities they serve in. CSOs typically are paid significantly less than sworn officers, allowing departments to field more people for the same amount of money. This has the effect of providing quicker response times to citizen requests for police services. Further, CSOs usually handle lower priority calls which do not require an armed police officer with arrest powers freeing sworn officers to concentrate on those incidents requiring their specific skill set. Even a few CSOs can have a significant impact on the efficiency and effectiveness of police services that departments provide.

The hiring process for CSO's is similar to the process of a sworn officer in most departments. CSO's must undergo oral board reviews, polygraph tests, medical and psychological exams, writing skills tests, and background investigations. The City of Sierra Madre currently has two Community Service Officers (CSO).



RECORDS

The records section is responsible for the maintenance and release of all documents within the Sierra Madre Police Department. One of the core assignments is the retention of all reports and scanned attachments of all crimes and arrests made by the Department as well as facilitating the dissemination of information to citizens and government agencies. The records section responds to all citizens' requests for copies of reports or general information regarding crimes which occur in the city of Sierra Madre following the guidelines mandated by the California Department of Justice. Outside government agencies will request information for purposes of investigations or employment. Following CORI (Criminal Offender Record Information) the record section supplies the allowed documentation. Records also supplies the LA County District Attorney's office with the court filing packages and discovery requests during the trial period. In addition to these duties, the records section has been tasked with the duties of maintaining and auditing the different County and State databases utilized by the officers and dispatchers in the Department.





CADETS

The Police Cadet position is a trainee program for college students between the ages of 18 and 25 designed for career development into the profession of law enforcement.

Cadets perform non-hazardous duties throughout the Police Department. They work in various assignments including the traffic bureau, records bureau, investigations and administration. Cadets work the department's front desk by answering telephone calls and assisting citizens that come into the lobby area. Additional duties include serving subpoenas, traffic control during special events, taking minor police reports, signing off tickets and conduct station tours. Our cadets are also responsible for conducting follow up on criminal cases at Pasadena Superior Court, along with assisting in the processing and transportation of evidence to and from the LASD crime labs.

Numerous cadets have gone on to become police officers, jailers and community service officers, including Officer Patricia Gonzalez (Glendale PD), Jailer Crystal Case (Santa Monica PD), and Crime Analyst Brian Ho (LAPD).





VOLUNTEERS

The Sierra Madre Police Department Civilian Volunteers are an integral part of the police department's work force. The volunteers augment the department by conducting special assignments and details, so that police officers can increase their availability in the field. The volunteers perform a wide range of non-enforcement duties and provide many services for the department and the community such as: assisting with traffic control, radar surveys and performing vacation checks.

The volunteers wear designated Sierra Madre Police Department Volunteer uniforms, and are equipped with other safety gear. They drive a designated white volunteer patrol vehicle and receive specialized training to perform their duties. They are also equipped with radios and are in constant contact with police officers in the field as an extra set of eyes and ears.

Other duties and assignments include:

- *Wisteria Festival*
- *Mount Wilson Trail Race*
- *4th of July Parade*
- *Halloween Parade*
- *Halloween Activities on Alegria*
- *Wine, Rhythm & Blues*
- *Winter Festival*
- *Candlelight Walk*
- *Escort the Rose Float*



The Sierra Madre Police Department Volunteers provide an invaluable source of experience, energy and time to make their community a safer place to live. The department has approximately 18 volunteers and in 2015 they collectively volunteered 1,669.00 hours of service to the department and community.

The Independent Sector Organization conducted a study on the National value of volunteer time. This estimate helps acknowledge the millions of individuals nationwide who dedicated their time, talents, and energy to make a difference. For California the value of volunteer time is estimated at \$26.87 per hour. In 2015, Sierra Madre Police Department Volunteers volunteered a totaled 1,669.00 hours of service. These hours are equivalent to \$44,846.00 of value to the City of Sierra Madre.



SOCIAL MEDIA



City of Sierra Madre @CitySierraMadre Jan 5
Follow up: Due to weather, Bailey Canyon will also be closed until further notice. [fb.me/60eJv1Tkd](https://www.facebook.com/60eJv1Tkd)

City of Sierra Madre @CitySierraMadre 19 Dec 2015
Mail thefts occurred in the North East portion of Sierra Madre during the early morning hours. [fb.me/1TOjosMVK](https://www.facebook.com/1TOjosMVK)

Russell Walker We heard "help" shouts around 5:30 PM and called SMPD. The dispatcher quickly directed an officer to our house within two minutes. A concerned officer heard the help cries and immediately started the search process. Although LA County Fire unquestionably did a fine job, it is always nice to know the SMPD is at the ready during emergencies. Many thanks SMPD for a job well done.
Like · Reply · Message · 27 · January 30 at 2:55am

At the beginning of 2015, Sierra Madre Police Department expanded into the world of social media. The department had originally planned to utilize social media to stay informed, however it quickly turned into a great opportunity to connect with the community and other departments. Throughout the year, Sierra Madre has successfully built a strong foundation within the social media world by utilizing various applications such as Facebook, Instagram, Twitter, and Nixle. Through such applications, the department is now able to relay up to date information to thousands of people in cases such as; warning of trail closures, active investigations in a certain area, crime alerts and trends, or simply to inform followers of an upcoming community event. In return, we have witnessed the positive effects of choosing to be active in social media. Our residents have responded with encouraging feedback and appreciation. As our efforts continue, our goal is to establish a growing audience of online followers which will serve as another tool in investigations, locating suspects or a crucial tip to help lead to arrests.





PUBLIC SAFETY COMMITTEE

In 2015, the City of Sierra Madre formed a committee to act as an advisory panel for all aspects of Public Safety within the community. This includes Law Enforcement, Code Enforcement, Fire Safety, Humane Services, and any other area where the public's safety can be addressed. Serving on the Committee allows community members and residents to be a voice for public safety. The current Public Safety Committee Members are:

- *Rosemary Burnett*
- *Bill Coburn*
- *Donald Handley*
- *Glen Lambdin*
- *Joseph Widman*



The Public Safety Committee meets the 2nd Thursday of the month at 6:00 PM in the City Hall Conference Room.

Council Liaison: Gene Goss, Mayor Pro-Tem

Council Alternate: Rachelle Arizmendi, City Council Member

Staff Liaison: Larry Giannone, Public Safety Director