

CITY OF SIERRA MADRE

**POLICE DEPARTMENT
ANNUAL REPORT
2009**

“Integrity

Innovation

Dedication

and Compassion”

SIERRA MADRE



POLICE DEPARTMENT

2 0 0 9 A n n u a l R e p o r t

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MESSAGE FROM THE CHIEF

This year has been filled with both accomplishments and challenges. In 2009 major crime decreased, except for a rise in residential burglary. The Police Department increased its staffing to better serve the community, created new community partnerships to increase public awareness, provided employees with training in ethics, use of force, civil liability, and safe field tactics, upgraded the police station workspace, completed the renovation of our evidence and property room, and created a secure office for records. Among the challenges were labor relations and litigation.

Sierra Madre remains a safe community. The City Council passed two ordinances to improve public safety and the quality of life—one to restrict sex offenders from living in sensitive areas of the community, and a loud party ordinance to hold hosts financially responsible for repeated police responses to loud parties that disrupt a neighborhood.

Most of all, I want to thank and acknowledge the tireless and dedicated men and women of the Sierra Madre Police Department, including volunteers, for the laudable achievements in 2009. They have truly made a difference and have shown that Sierra Madre can and does shine brightly.

The goal of the Sierra Madre Police Department is to deliver the highest quality of service to the community. I pledge to continue to lead your Police Department toward that goal. It is an honor and a privilege to serve as your Chief of Police in Sierra Madre.

Marilyn Diaz

Chief of Police

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Mission Statement

*Ensure Community Safety by Delivering the Highest Quality Service through
Our Dedication, Teamwork and Partnerships.*

Vision Statement

To be the 21st Century Model of Small Town Policing.

Values

Integrity, Innovation, Dedication, and Compassion

Department Motto

"Serving those we protect"

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PERSONNEL

Department Overview

Chief of Police Marilyn Diaz -The Chief reports directly to the City Manager, and is responsible for delivering a full range of police services to the community. This includes overseeing the full time and part-time employees, reserve officers, volunteers, and managing a yearly budget of \$2.8 million.

Captain Larry Giannone - The Captain manages daily operations, patrol, detectives, personnel, communications, property and evidence, and the jail.

Sergeants Keith Abbott and Ruben Enriquez; Temporary Sergeants Ed Delcoure and Chuck Kamchamnan - Sergeants work a 12½ hour/3 day workweek. They supervise corporals and patrol officers, serve as watch commanders, manage investigations, and ensure community safety.

Corporal Esther Doyle -. Corporals work a 12½ hour/3 day workweek and serve as watch commanders in the absence of a sergeant.

Detective Lorena Gonzalez and (Part-time Retired Det.) Gene Gray - Detectives work a 10 hour/4 day workweek, and are responsible for follow-up investigations, property and evidence management, and filing criminal cases with the District Attorney's Office.

Patrol Officers Henry Amos, Kyle Baas, Christopher Cannon, John Ellins, John Ford, Chris Krongchana, and Tony Williams work a 12½ hour/3 day workweek. Patrol officers investigate crime, walk foot beat, do bicycle patrol, traffic enforcement, and primarily handle service calls.

Traffic Officer Ken Berry is primarily responsible for traffic safety, including enforcement, public education, DUI and seatbelt grants, and pedestrian decoy programs to ensure community safety.

Court Liaison Officer Jesse Toribio is temporarily assigned as a court officer, responsible for filing arrest reports with the District Attorney's office, working in the Property Room, and taking evidence to the crime lab.

Code Enforcement Officer Lisa Volpe works à 10 hour/4 day workweek and is responsible for parking, code enforcement, and traffic control.

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Desk Officers/Dispatchers Jeannette Dabney, Hasmick Hartunian, Randal Nealy and Jim Wiggins greet the public at the front counter, answer telephone calls, including 911 calls, and dispatch police radio calls.

Administrative Assistant Cheryl Abdallah works part-time directly with Chief Diaz and performs administrative services.

Investigator Michael Kirkpatrick is a part-time background investigator and reviews reports and assists officers with investigative reports.

Staffing Levels

Table of Police Department Positions for 2009

Full time positions	Authorized	Actual on 12-31-2009
Chief of Police	1	1
Captain	1	1
Sergeant	4	2
Corporal	2	2
Police Officer	10	11
Dispatcher/Desk Ofcr.	4	4
Code Enforcement Ofcr.	1	1
Total Full-time	22	22
Part-time positions		
Dispatcher/Desk Ofcr.	3	3
Admin. Assistant	1	1
Detective	1	1
Investigator	1	1
Total part-time	6	6

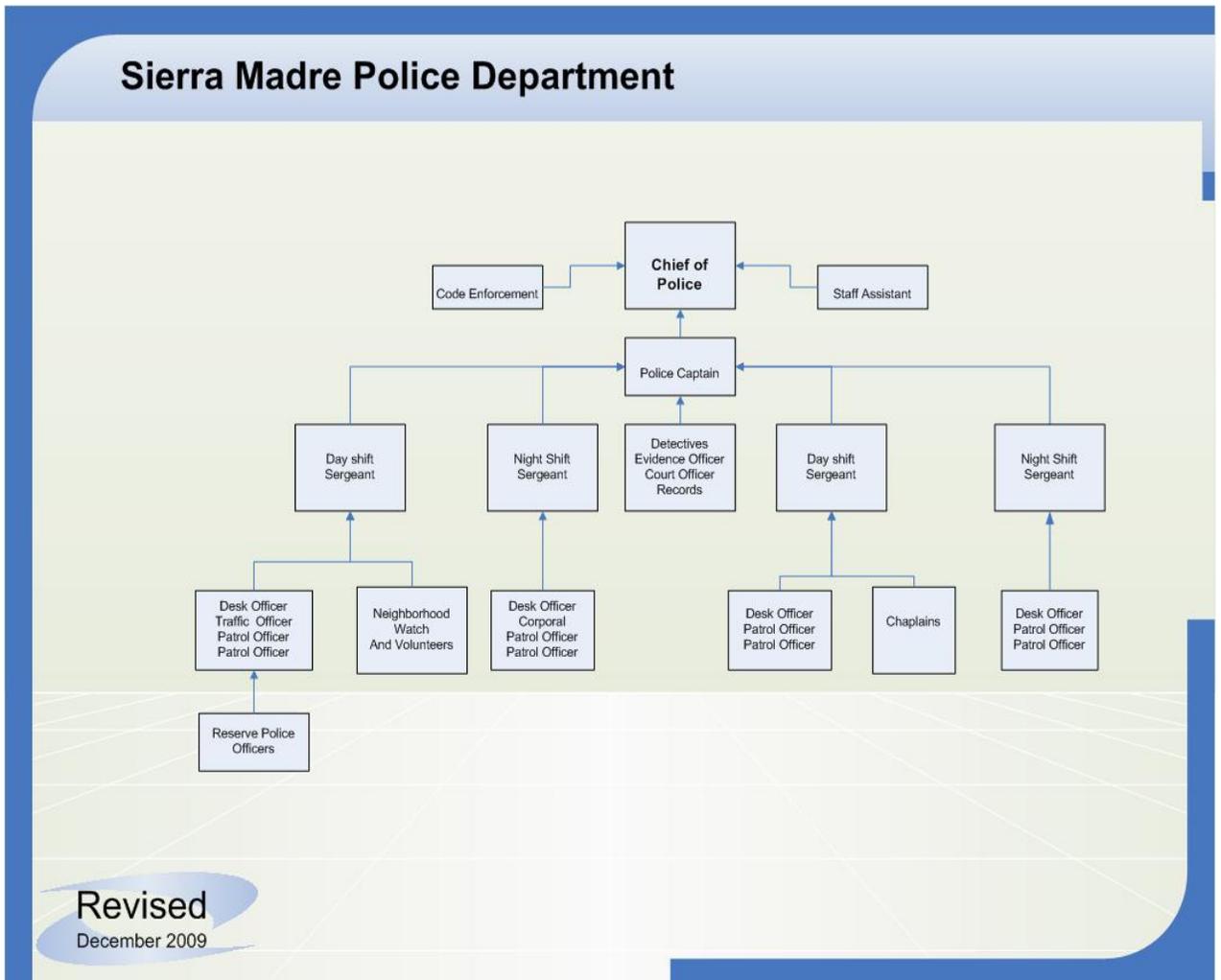
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Organizational Chart



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Reserve Police Officers

Commander Mitch Thomas - 24 years

Officer Manny Cruz - 7 years

Officer Ben Palmer - 6 years

Trainee Officer Jared Atkinson - 1 month

Trainee Officer Gordon Pfeiffer - 2 months (Arrest & Control Instructor)

Level III Reserve Officer Dave Nardoni (Forensic computer expert)

Technical Reserve Officer Don Fandry (Fingerprint expert) - 15 years

Reserve Coordinator - Officer Henry Amos

Reserve hours contributed in 2009: 1,465

The Reserve Corp is an invaluable component of the Police Department. The officers unselfishly devote countless hours to augment patrol. In 2009 their contribution represented a staffing savings of about \$20,000 for the City of Sierra Madre.

Jared Atkinson and Gordon Pfeiffer were appointed as reserve officers in late 2009. Both contributed 300 hours to the Department as a requirement before assignment to the Field Training Officer Program in 2010.

In addition to patrol, reserve officers volunteer to staff Sierra Madre's special events such as the Wistaria Festival, 4th of July Parade, the Mt. Wilson Trail Race, and the Halloween Eve display, respond to crime scenes to perform fingerprint processing, and do forensic computer examinations. Reserve officers also respond during emergencies, such as fires, floods, and major crimes or special operations.

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Volunteers

Catherine Adde
Larry Bickel
Carol Canterbury
Barbara Cline
George Fawrup
Cheryl Galbraith
John Galbraith
Armen Khourdajian
Ted Saraf
Joan Spears
Dr. William White

The Sierra Madre Police Department has Volunteers are a vital component of our commitment to partner with the community. During 2008 volunteers donated over 1,500 hours of their time performing administrative duties and staffing community events.

This year Chief Diaz selected Barbara Cline for the Chief's Special Award at the Annual Honor's Banquet held at Alverno Villa in September. Mrs. Cline was recognized for her enthusiasm and initiative in organizing Neighborhood Watch meetings

The police volunteers and chaplains perform a variety of services for the Department and the community. Their duties include the following:

- Traffic speed surveys
- Assisting detectives in criminal investigations
- Processing evidence and property
- Assisting with crime scene investigations
- Performing clerical duties
- Collecting and preserving historical records of the PD
- Updating emergency business contact information
- Staffing community events

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Police Chaplains

The Department has two police chaplains, all of whom ride with patrol officers and help comfort and support traumatized victims. The Chaplains also assist in the following ways:

- Assisting with death notifications (Chaplains)
- Child care for minors in protective custody (Chaplains)
- Counseling and support for Police Department personnel

Our Chaplains are Jaye Curry and Steve Oosterhof.

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BUDGET

General Fund

The City of Sierra Madre General Fund allocation (FY 2008-2009) for the Police Department was as follows:

Police Personnel (includes benefits)	\$2,625,323
Police Supplies and Services	<u>\$ 147,679</u>
Total	\$2,894,521

The Police Department receives additional funding from the following:

- **Asset Forfeiture Fund.** This fund is derived from illegal drug-related assets seized in the course of narcotics investigations through the federal and state governments.
- **Citizens Option for Public Safety (COPS) Fund.** This fund is derived from a half-cent sales tax (Proposition 172) that California voters passed in 1993. The funds are designated for local public safety.
- **State Homeland Security Fund.** This is a federal Homeland Security Fund that passes through the State and on to the City. The funding is earmarked most recently to ensure radio interoperability for countywide public safety agencies.
- **Seat Belt Compliance Fund.** This fund comes from a State grant to reimburse police departments for citing motorists for seatbelt violations.
- **911 Fund.** This State grant provides reimbursement for some costs associated with the 911 emergency communications systems.
- **DUI (Driving Under Influence) Enforcement Fund.** This LA County fund provides reimbursement for overtime when officers are assigned for one night to a regional DUI task force.
- **Movie Details.** This fund provides overtime pay for officers assigned to filming jobs as mandated by the Sierra Madre Municipal Code.

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- **Police Donation Fund.** This fund consists of donations from groups and individuals to the Police Department. It is used primarily for youth-related activities.

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ACCOMPLISHMENTS 2009

Community

- **Created Police Chiefs Community Advisory Board (CAB).**
 - The 8-member CAB is designed to increase communication and community trust, to provide input and constructive feedback about police services, and to assist with developing a police department 3-year strategic plan. Members represent seniors, schools, business, youth, and others.
- **Police Department staff made over 40 community presentations.**
 - From Officer to Chief, PD staff addressed community service groups, schools, Girl Scouts, crime prevention meetings, seniors, and others throughout the year.
- **Held two Business Watch meetings.**
 - Business Watch meetings are designed to bring business owners together with police to identify and solve problems.
- **Presented 19 Neighborhood Watch meetings.**
 - The PD also held its first Neighborhood Block Captains' meeting to clarify role expectations and to share crime trends. The PD regularly sends crime alert notices to the Block Captains.
- **Hosted National Night Out Crime Prevention Event in Memorial Park.**
 - Desk Officer Hasmick Hartunian organized the event, partnering with the Fire Department, Search & Rescue, and the Pasadena Humane Society. She also secured a \$1,500 donation from the POA and donations from local stores for kids' gift bags and hamburgers for attendees. PD staff provided child fingerprinting and crime prevention materials.



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- **Intervened and collaborated with City staff, schools, and businesses to solve shoplifting and rowdy behavior by juveniles in downtown businesses.**
 - The problem has diminished, though we are continuing to meet regularly to monitor the situation and look for effective strategies.
- **Created police-school outreach.**
 - Veteran officers made presentations to elementary school children at elementary schools and the middle school to share the role of police and to create a bond with youth. The goal is to develop outreach at every school. All new police officers are being trained to participate.
- **Hosted a community wildlife presentation.**
 - The PD responded to many hillside residents' bear-related calls by organizing a wildlife presentation for the community. The attendees filled the Council Chambers to capacity and many praised the National Park Service presenter, a former Sierra Madre resident.
- **Proposed creating an ordinance to hold hosts responsible for the cost of police response to loud party complaints.**
 - City Council approved and enacted the ordinance.

Training

- **Hosted a regional training presentation on dealing with on-duty police officer deaths.**
- **Conducted workplace violence training for City staff.**
- **Arranged for a Superior Court Judge to train supervisors on court-mandated duty to thoroughly investigate crimes.**
 - Judge Fisher addressed the court rulings that police officers have a duty to investigate crimes, traffic collisions, and incidents which could cause a city liability.

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- **Trained a reserve police officer as a certified instructor in the use of police baton and arrest and control techniques.**
 - This is a cost-effective means to training personnel without incurring overtime because officers can train on duty at the police station.
- **Presented 4 hours of ethics training to entire Department.**
 - An instructor who regularly teaches ethics to police executives provided the training.
- **Trained sworn officers for 8 hours in use of force and safe tactical patrol techniques at the L.A. Sheriff's Department's Laser Village.**
 - The Sheriff's Department provided legal training in use of force, and safe tactics in making unknown and high risk traffic stops, and doing building searches.
- **Hosted a 3-hour Countywide use of force and civil liability training.**
 - Attorney Mildred O'Linn, of the law firm of Manning & Marder, a recognized expert in municipal and police officer use of force defense, graciously provided free training to 45 police officers.

Workplace Improvements

- **Completed renovation of property and evidence room.**
 - Sgt. Ed Delcoure, the project manager, researched and designed the new room, which is equipped with state-of-the-art storage for evidence, a tracking system, and security. Sgt. Delcoure received a Departmental Commendation for his excellent work.
- **Created four new workstations for officers.**
 - Officers formerly worked in cramped and crowded spaces. The redesigned areas made effective use of space and provide efficient computerized workstations.
- **Created a secure office and system for records management.**



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- Nearly all police departments have personnel devoted exclusively to maintaining the state-mandated police records security. The PD has no staff for that position. Desk Officers Jen Dabney and Hasmick Hartunian took this collateral duty and reorganized the records keeping process, helped create a new office with secure storage of police reports and records.
- **Completed first comprehensive Police Department policies and procedures manual update in 5 years.**
 - Captain Giannone updated all of the policies and procedures which are available online to employees.
- **Purchased a police motorcycle for traffic enforcement.**
 - In late 2009 the PD used COPS funds to buy a used BMW police motorcycle that was in excellent condition. The motorcycle is being outfitted and will be made available for a future traffic officer.

Personnel

- **Honored two dispatchers for excellence at an annual Law Enforcement Awards dinner at Masonic Lodge.**
 - Desk Officers Jen Dabney and Hasmick Hartunian were recognized for their work to dramatically improve the records function, payroll, and for volunteering to coordinate the National Night Out event.
- **Mothers Against Drunk Drivers (MADD) recognized and honored Captain Larry Giannone for his work in DUI enforcement.**
 - Despite the inordinate amount of work Captain Giannone did, he still managed to make DUI arrests during 2009. MADD bestowed a special award for someone of Captain Giannone's rank.
- **Awarded Departmental Commendation to 13 employees and a volunteer for excellence in response to a death investigation.**
 - This tragic event involved the untimely death of a hiker in Bailey Canyon. The Department personnel that responded did an

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exceptional job, and were especially kind and compassionate to the family members.

- **Recruited two police officers.**
- **Recruited a police sergeant.**
- **Recruited two reserve police officers.**
- **Recruited two dispatcher/desk officers.**
- **Recruited a new police volunteer.**

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STATISTICS

The Sierra Madre Police Department reports criminal offenses in accordance with the F.B.I.'s Uniform Crime Reports standards.

- UCR Part I Violent Crimes are homicide, robbery, arson, and rape.
- UCR Part I Property Crimes are aggravated assault, burglary, larceny (theft over \$400), and motor vehicle theft.
- UCR Part II Crimes are forgery/fraud/embezzlement; vandalism, weapons offenses; offenses against family, driving under the Influence, liquor laws/drunkenness; and all other offenses.

Part I Crimes

2009 Part I Crime compared to same in 2008:

- Part I crimes that increased
 - Burglary 7% (46 vs 43)
 - Larceny/Theft 1% (89 vs 88)
- Part I crimes that decreased
 - Motor Vehicle Theft 11% (8 vs 9)
- Part I crimes with no change
 - Homicide (0 vs 0)
 - Robbery (0 vs 0)
 - Forcible Rape (0 vs 0)
 - Arson (0 vs 0)
- Total Part I crimes decreased 2% (164 vs 168)

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Part II Crimes

2009 Part II crime compared to same in 2008:

- Part II crimes that increased
 - Sex Offenses 400% (8 vs 2)
 - Forgery/Fraud/Embezzlement 20% (12 vs 10)
 - All Other Offenses 4% (804 vs 771)
- Part II crimes that decreased
 - Weapons 70% (3 vs 10)
 - Vandalism 46% (49 vs 91)
 - Liquor Laws/Drunkenness 45% (17 vs 31)
 - Offenses Against Family 29% (5 vs 7)
 - Driving Under Influence 28% (28 vs 45)
- Total Part II crimes decreased 4 % (967 vs 926)

One and Five Year Crime Trends

See table next page

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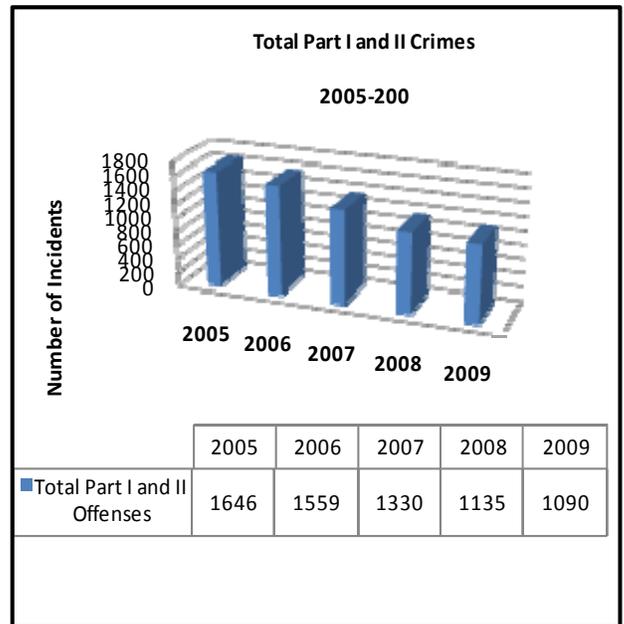
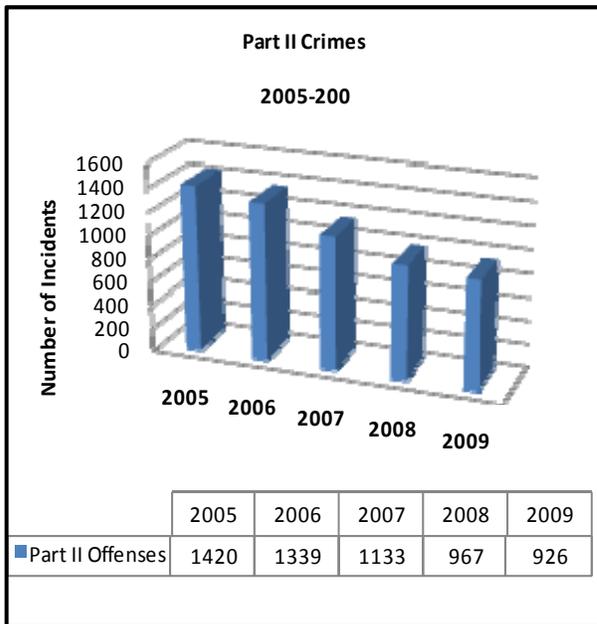
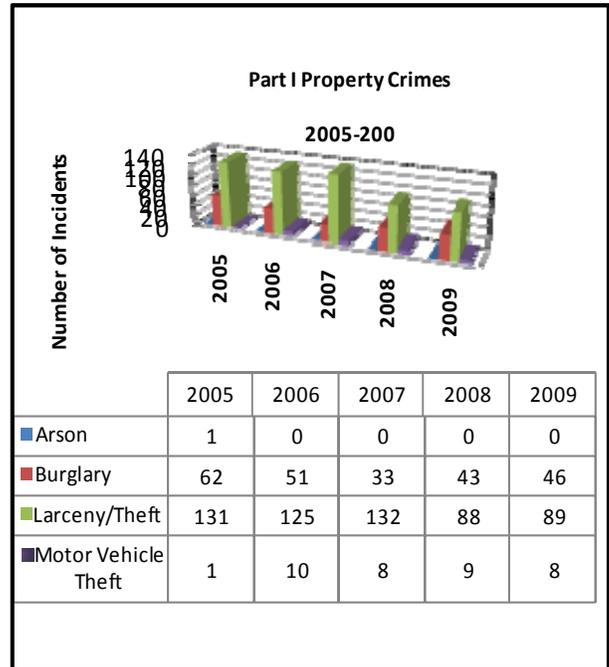
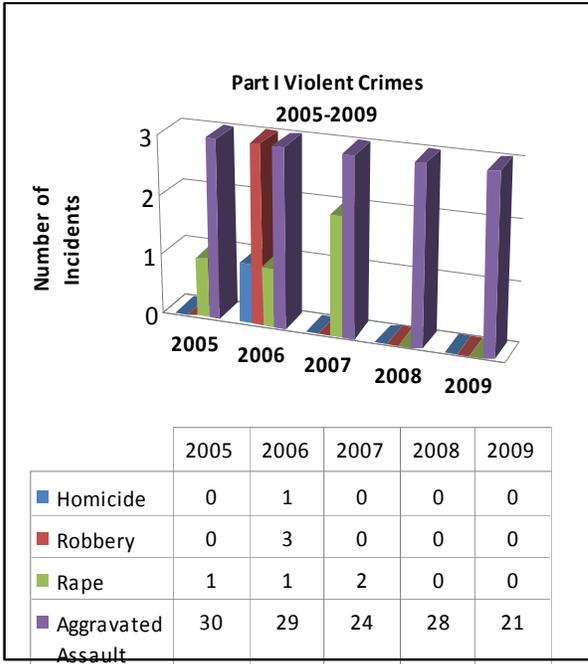
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Statistics and Trends						
	1 Year Trend			5 Year Trend		
	2009	2008	% Change	2009	2005	% Change
Part I Violent Offenses						
Homicide	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Forcible Rape	0	0	0	0	1	0
Aggravated Assault	21	28	-25	21	30	-30
<i>Subtotal</i>	<i>21</i>	<i>28</i>	<i>-25</i>	<i>21</i>	<i>31</i>	<i>-32</i>
Part I Property Offenses						
Arson	0	0	0	0	1	-100
Burglary	46	43	7	46	62	-26
Larceny/Theft	89	88	1	89	131	-32
Motor Vehicle Theft	8	9	-11	8	11	-27
<i>Subtotal</i>	<i>143</i>	<i>140</i>	<i>2</i>	<i>143</i>	<i>205</i>	<i>-35</i>
Total Part I Offenses	164	168	-2	164	236	-39
Part II Offenses						
Forgery/Fraud/Embezzlement	12	10	+20	12	29	-58
Vandalism	49	91	-46	49	75	-35
Weapons	3	10	-70	3	9	-67
Prostitution/Sex Offenses	8	2	+400	8	9	-11
Offenses Against Family	5	7	-29	5	29	-83
Driving Under Influence	28	45	-38	28	32	-13
Liquor Laws/Drunkenness	17	31	-45	17	16	+6
All Other Offenses	804	771	+4	804	1215	-34
Total Part II Offenses	926	967	-4	926	1414	-35
Total All Offenses	1090	1135	-4	1090	1650	-34



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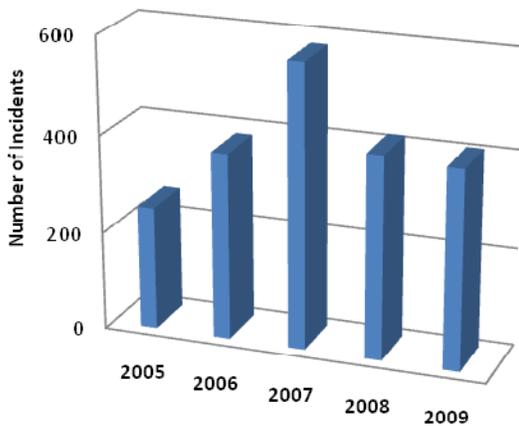


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Arrests and Prosecutions

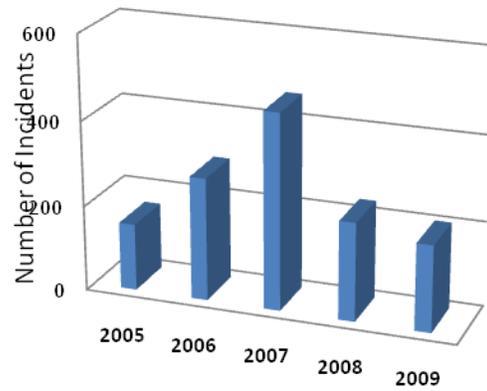
- Arrests in 2009 decreased 2% from same in 2008 (405 vs 414)
- Cases filed with District Attorney in 2009 decreased 12% from same in 2008 (203 vs 231)

Number of Arrests
2005-2009



	2005	2006	2007	2008	2009
■ Number of Arrests	252	381	578	414	405

Cases Filed with District Attorney
2005-2009



	2005	2006	2007	2008	2009
■ Number of Cases Filed DA	157	288	459	231	203

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TRAFFIC ENFORCEMENT

Citation Type	2005	2006	2007	2008	2009
Moving & Equipment	1269	826	1037	1454	1569
Parking	2372	1060	3124	3283	3514
Total	3641	1886	4161	4737	5083
Motor Vehicle Collisions	2005	2006	2007	2008	2009
Non Injury	50	64	53	43	39
Injury	12	22	17	16	13
Fatal	0	0	0	0	0
Total	62	86	70	59	52

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REPORTED STOLEN PROPERTY

PROPERTY TYPE	2005	2006	2007	2008	2009
Currency, Bank Notes, Etc.	\$75,124	\$126,817	\$30,223	\$29,755	\$123,108
Jewelry, Precious Metals	\$146,472	\$104,575	\$63,971	65,035	\$24,888
Clothing, Furs, Backpacks, Etc.	\$10,381	\$14,647	\$14,507	2,371	\$1,645
Locally Stolen Vehicles	\$90,500	\$152,080	\$20,750	32,460	\$40,825
Home/Office Equipment	\$38,253	\$21,028	\$20,320	8,016	\$17,970
TV, Radio, Camera, Etc.	\$26,277	\$19,469	\$17,099	16,993	\$23,834
Firearms	\$17,735	\$950	\$437	\$500	0
Household/Furniture	\$1,553	\$72,397	\$440	1,000	0
Consumable Goods	\$330	\$2,216	\$70	1,039	\$1,637
Livestock	-	-	-	0	-
Misc. All Other	\$150,737	\$55,778	*\$831,246	46,367	\$66,799
YEAR END TOTALS	\$557,362	\$569,957-	\$999,063	213,536	\$300,706