



STAFF REPORT

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4/9/2024

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**AGENDA ITEM**

**TO: HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: SHARON DEL ROSARIO  
ADMINISTRATIVE SERVICES OFFICER / FINANCE DIRECTOR**

**SUBJECT: CONTRACT AMENDMENT REGISTER DATED APRIL 9, 2024**

Summary:

The Contract Amendment Register is a listing of proposed contract amendments and project change orders eligible for streamlined processing based upon the following criteria as documented in the City's Purchasing Policy:

- Funds have been authorized as part of the adopted fiscal year Operating Budget;
- Staff are satisfied with the goods/services received to date; and
- The City Manager reviewed and approved each amendment for streamlined processing.

Staff is proposing one contract amendment for City Council consideration as follows:

RCS Investigations & Consulting, LLC. - Professional investigation services for the Police Department. The scope of work includes conducting investigations of misconduct and background investigations for sworn and non-sworn employees. The proposed Second Amendment would extend the term through June 30, 2024. The field of police investigations requires specialized training as well as a level of understanding and confidentiality. RCS Investigations & Consulting, LLC., provides timely and professional reports and is familiar with police-related policies and laws, as well as Signal Hill Police Department's policies and practices. The annual not-to-exceed contract amount has historically been set at \$50,000 to allow for the variability of the hiring process. This extension is for a term only through June 30, 2024.

Strategic Plan Goal(s):

Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.

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Recommendation:

Authorize the Contract Amendment Register dated April 9, 2024.

Fiscal Impact:

The City Council authorized funds as part of the adopted FY 2023-2024 Operating Budget.

Background and Analysis:

RCS Investigations & Consulting (RCS) has provided professional investigation services for the Signal Hill Police Department (Department) for over 20 years. The Department relies on applicant background investigations and Police Internal Affairs investigations, both highly specialized fields of work. As an integral point to note, it is important to recognize that RCS is comprised of retired law enforcement officers, whose knowledge and expertise are derived from training and years of experience within police departments. The extensive experience and expertise within the RCS team ensures thorough and reliable investigations that meet the stringent standards required by the Department.

RCS's other area of expertise is Applicant Background Investigations. RCS works closely with the hiring manager and provides updates on various background investigations they conduct for the Police Department. RCS proactively communicates to the hiring manager when the investigator believes the candidate is unsuitable for our agency. RCS's intimate knowledge of Department standards for new applicants is grounded in years of coordination and communication between RCS and the Signal Hill Police Department. RCS is also one of the only vendors that hires retired law enforcement officers as a minimum qualification.

The City is currently processing five applicants at different stages of the background process and five more vacancies for which the City is currently hiring. Since background and Internal Affairs investigations can span from six months to a year, ensuring service continuity is paramount. The proposed extension is through June 30, 2024.

Reviewed for Fiscal Impact:

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Sharon del Rosario

Attachments:

- A. Contract Amendment Register
- B. RCS Investigations & Consulting, LLC Amendment No. 2