



STAFF REPORT

7/8/2025

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: BRAD KENNEALLY
POLICE CHIEF**

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH RCS INVESTIGATIONS & CONSULTING, LLC FOR POLICE DEPARTMENT BACKGROUND AND PERSONNEL INVESTIGATIONS

Summary:

In December 2024, the City approved a new service agreement with RCS Investigations & Consulting, LLC (RCS), for a two-year term beginning July 1, 2024, and ending June 30, 2026, with an annual not-to-exceed amount of \$50,000. The service agreement also allows for three one-year extensions. The Police Department relies on and maintains a working relationship with RCS for applicant backgrounds. The RCS team collaborates closely with the Police Department's hiring manager, providing regular updates regarding on-going investigations and backgrounds. RCS also proactively informs the hiring manager when they determine a candidate does not align with the Department's standards and requirements. RCS also conducts internal affairs investigations, which is an important component of any law enforcement agency. These investigations are necessary to review incidents for conformance with the Police Department's policies and practices, ensuring the Police Department continues operating at the highest professional and ethical standards. Due to increased recruitment needs and hiring activity, along with pending personnel investigations, staff is requesting the annual not-to-exceed amount be increased to \$100,000 to reflect the current level of effort and demand for these services.

Strategic Plan Goal(s):

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

Goal No. 5 High Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Authorize the City Manager to execute the First Amendment to the RCS Investigations & Consulting, LLC Contract Services Agreement.
2. Adopt a Resolution appropriating \$50,000 to Account No. 100-74-5400, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2025-26.

Fiscal Impact:

The budget for Investigation and Consulting services in Account 100-74-5400 for this fiscal year is \$50,000. The proposed amendment would increase the annual not-to-exceed amount to \$100,000, requiring an additional appropriation of \$50,000. While staff projected the initial annual allocation of \$50,000 based on historical service levels, current operational demands on the City and the Police Department necessitate temporarily increasing expenditures related to background investigations and internal affairs investigations, which are inherently unpredictable. This proposed supplementary funding would enable the Police Department to meet the expected demand for these services during the fiscal year.

Background:

The City and the Police Department remain jointly committed in their efforts to hire and retain staff. The City Council recently approved additional funding in the current operating budget to enhance the City's recruitment efforts and streamline processes to reduce the amount of time required to onboard new Police Officers. Over the past few years, the City has made progress to find opportunities to streamline the recruitment and onboarding process. For example, the Police Department was previously processing two applicants at different stages of the hiring process and is now processing up to four candidates for Police Officer positions. The City is hopeful to further increase the number of applicants being processed within the current hiring timelines and testing. The Police Department has been working closely with the City's Human Resources Department to increase the volume of testing and is now holding several concurrent recruitments as the hiring process can take approximately 6 months from the time of the application.

Analysis:

The Police Department relies on outside services to assist with matters related to background checks and internal investigations and contracted with RCS to provide these services. During this fiscal year, as the City works to accelerate its recruitment efforts, the Police Department will require RCS to provide more of its services as discussed further below.

Background Investigations

RCS is directly responsible for conducting background investigations for all Police Department applicants to determine whether candidates meet the necessary requirements. RCS works closely

with the Police Department Hiring Manager throughout the background investigation. RCS assigns an investigator to each candidate who works diligently to contact references, previous and current employers, co-workers, supervisors, and relatives. RCS will also obtain, evaluate, and certify any required documents for the position. Additionally, RCS coordinates field visits to the applicant's previous employers and a home visit for each candidate. This rigorous background investigation is vital to ensure the Police Department is hiring the most qualified and exceptional employees. There are several layers to a State mandated background investigation, RCS provides an organized and methodical approach to ensure all areas are handled and subsequently provides the agency with the opportunity to focus on recruitment efforts. At the conclusion of the investigation, RCS provides the Hiring Manager with a binder containing all documents, interviews, and a comprehensive report. This investigation provides the Police Department and Police Chief with the necessary information to determine if the candidate is the most suitable for the position.

Internal Affairs Investigations

The Police Department also relies on RCS for Police Internal Affairs investigations. The RCS team is comprised of retired law enforcement professionals and industry experts; the company's collective training and experience ensures thorough and reliable investigations, even in the most complex of situations. RCS works with the Operations Lieutenant to ensure that investigations are conducted with the required due process and in line with Police Department policies and procedures. Internal Affairs is a vital part of any law enforcement agency and works to ensure the Police Department continues operating at the highest professional and ethical standards.

Recommendation

RCS is committed to advancing the Police Department's hiring efforts; their team is responsive to all requests and understands the importance of conducting investigations in a timely manner to allow the Police Department the opportunity to fill vacancies. In an effort to maintain the continuity of services for the necessary recruitment efforts, and any potential Internal Affairs investigations, staff recommends amending the current contract and increase the not-to-exceed amount from \$50,000 to \$100,000. Staff worked with the City Attorney's Office to prepare the proposed First Amendment with RCS to increase the contract not-to-exceed amount.

Reviewed for Fiscal Impact:

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Attachments:

- A. First Amendment to RCS Agreement
- B. RCS Investigations & Consulting, LLC - Contract Services Agreement
- C. Budget Adjustment Resolution