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July 8, 2025

TO: Rebecca Poirier, City Clerk

FROM: Jamie Le, Assistant to the City Manager

RE: ***MANAGEMENT and TORRANCE POLICE OFFICERS ASSOCIATION (TPOA) JOINT LETTER OF AGREEMENT REGARDING PROMOTIONAL EXAMS, CAREER DEVELOPMENT AND ROTATION POLICY***

Management and Torrance Police Officers Association met and have reached an agreement as noted on the attached document. Section 14.8.14.b of the Torrance Municipal Code reads:

> "If an agreement is reached by management and a recognized employee organization or recognized employee organization, on matters subject to approval by the City Council, they shall jointly prepare a written and signed memorandum of such understanding and present it to the City Council for determination. ***If an agreement is reached on matters not subject to approval by the City Council, those conferring shall jointly prepare a written and signed memorandum of such agreement which shall be filed with the City Clerk."***

Pursuant to the last sentence of the above paragraph, the City Manager's Office is filing the attached agreement with your office.

Management	**Torrance Police Officers Association (TPOA)**
/s/ Robert Dunn	/s/ Marc Sandoval
/s/ Jamie Le	/s/ James Kyle

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Joint Agreement between the City of Torrance and TPOA

TPOA and representatives of Management ("City") have met and conferred regarding Police Sergeant and Police Lieutenant Promotional Exams and the Torrance Police Department Career Development and Rotation Policy.

TPOA and City hereby agree to a Career Development Policy, Promotional Exams and Rotation Policy as follows Effective July 1, 2025:

CAREER DEVELOPMENT POLICY

Both the City and TPOA confirm their mutual agreement on the content and intent of the Career Development Policy and collaboration components outlined below. The Career Development Policy shall be implemented upon confirmation that the assignment "stacking" premiums are acceptable to PERS.

1. **Incentives and Premiums**
   Premiums shall be applied to base pay.
   a. Effective July 13, 2025
      i. 15% Master Field Training Officer (FTO) Pay Incentive Premium
         1. Any officer who has completed three (3) previous premium assignments shall be eligible to become a Master FTO.
         2. Premium assignments must be completed at Torrance Police Department.
            a. Assignments from former agencies will not count toward the Master FTO premium.
         3. FTO Premium designated to a maximum of 6 officers at any given time.
            a. Number of Master FTOs may be increased at the recommendation of the Police Chief with approval from the City Manager.
         4. Officers who have worked the three (3) required assignments and/or who have at least five (5) years of FTO experience are eligible for the Master FTO position.
      ii. Supervisory Incentive - 3% premium
      iii. 9% Special Assignment Pay Incentive ("stacking"), subject to PERS approval.
         1. Implementation shall be contingent upon two conditions
            a. Confirmation that the assignment "stacking" premiums are accepted by PERS as pensionable compensation; and
            b. Mutual agreement by the TPOA, the City, and the department on the specific framework language governing the policy's inception and implementation.
         2. Employees who successfully complete a designated rotational assignment shall be eligible to receive a premium of up to nine percent (9%) of their base salary.
         3. If the employee is in an assignment that provides a premium greater than 9%, the employee shall receive the higher assignment-based premium for the duration of that assignment.
         4. Upon transfer out of the higher-premium assignment the employee shall revert to receiving the up-to-9% post-rotational premium, provided all other eligibility criteria are met.
         5. Premium eligibility and amounts are subject to applicable organizational policies and CalPERS approval.
         6. The following assignments will be added to eligible special pays:
            a. DUI
            b. Commercial Enforcement

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POLICE SERGEANT AND POLICE LIEUTENANT PROMOTIONAL EXAMS

A. NEW EXAMINATION COMPONENTS AND WEIGHTINGS:

1. **Written (25%):** The Written, Multiple-Choice Exam will assess candidates' knowledge in relevant areas pertaining to the responsibilities of the respective position.

2. **Oral Exam (10%):** The Internal Oral Board will consist of a panel comprising Captain, Lieutenant, and Sergeant rank officers. This component is designed to evaluate candidates' communication skills, problem-solving abilities, and suitability for the promotion, without a pass/fail outcome. HR Representation present.

3. **Performance (65%):** The Performance and Job Simulations component will involve practical scenarios and simulations relevant to the daily duties and challenges faced by the Sergeants or Lieutenants. This component will assess candidates' ability to apply knowledge, skills, and judgment in real-time situations.

4. **Review Process:** Each component's scores will be evaluated according to the weights specified above to determine final rankings.

5. **Selection:** Qualified candidate names will be certified and provided to the Department as defined in Article 3 entitled "Police and Fire Generally" of Chapter 4 entitled: Civil Service and Personnel" of the Torrance Municipal Code.

6. **Implementation:** Exam changes are effective July 1, 2025.

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QUARTERLY ROUNDTABLE MEETINGS

1. **PURPOSE**
   The purpose is to formally establish a standing commitment by Management and TPOA to engage in regular dialogue and cooperative engagement through Quarterly Roundtable Meetings.

2. **MEETING PARTICIPANTS**
   The following individuals or their designees shall participate in the Quarterly Roundtable Meetings:
   - TPOA Leadership
   - Chief of Police
   - City Manager

3. **MEETING FREQUENCY**
   The Parties agree to hold one meeting per calendar quarter, with dates mutually determined in advance.

4. **MEETING OBJECTIVES**
   The focus of each meeting will include, but is not limited to:
   - Operational collaboration and strategy
   - Updates on Department of Justice (DOJ) compliance initiatives
   - Personnel development, career growth, and training opportunities
   - Enhancing internal communication and transparency between leadership and membership

Signed this 8th day of July 2025

Management

Signed by:
Robert Dunn
DC1C4F04FACD4E9...

Robert Dunn
Assistant Police Chief

Signed by:
Jamie Le
B9C0DA7CF10B433...

Jamie Le
Assistant to the City Manager

Torrance Police Officers Association (TPOA)

Signed by:
Marc Sandoval
BF00BEC0A379423...

Marc Sandoval
President

Signed by:
James Kyle
263D0B148AE5438...

James Kyle
Vice President

docusign

Certificate Of Completion

Envelope Id: 740213CD-7442-4082-997D-D3B6DE59066A
Status: Completed
Subject: Complete with Docusign: TPOA Side Letter Agreement - 07-08-25.pdf
Source Envelope:
Document Pages: 4
Signatures: 4
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Sonia Delgado
3031 Torrance Blvd
Torrance, CA 90503
SDelgado@torranceca.gov
IP Address: 204.145.129.190

Record Tracking

Status: Original
7/9/2025 3:32:42 PM
Holder: Sonia Delgado
SDelgado@torranceca.gov
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Signer Events	Signature	Timestamp
Marc Sandoval MSandoval@TorranceCA.gov Security Level: Email, Account Authentication (None)	Signed by:  BF00BEC6A379423... Signature Adoption: Drawn on Device Using IP Address: 2603:8001:b002:b715:b99a:e984:1334:7587 Signed using mobile	Sent: 7/9/2025 3:36:38 PM Viewed: 7/10/2025 6:35:34 AM Signed: 7/11/2025 10:02:59 AM
Electronic Record and Signature Disclosure: Accepted: 7/10/2025 6:35:34 AM ID: 1ed656e8-2210-4693-af07-934851bcce4a Company Name: City of Torrance CA		
James Kyle JKyle@TorranceCA.gov Security Level: Email, Account Authentication (None)	Signed by:  263D0B148AE5438... Signature Adoption: Drawn on Device Using IP Address: 38.34.107.246 Signed using mobile	Sent: 7/11/2025 10:03:02 AM Viewed: 7/11/2025 11:56:08 AM Signed: 7/11/2025 11:57:38 AM
Electronic Record and Signature Disclosure: Accepted: 7/11/2025 11:56:08 AM ID: 057c0f4d-39eb-4b36-a92e-5446f3da31ba Company Name: City of Torrance CA		
Robert Dunn rdunn@TorranceCA.gov Assistant Chief of Police Security Level: Email, Account Authentication (None)	Signed by:  DC1C4F04FACD4E9... Signature Adoption: Pre-selected Style Using IP Address: 2a09:bac3:65cc:1232::1d0:8d	Sent: 7/11/2025 11:57:40 AM Viewed: 7/11/2025 12:32:41 PM Signed: 7/11/2025 12:32:59 PM
Electronic Record and Signature Disclosure: Accepted: 7/15/2025 7:59:49 PM ID: 3e255007-0d2a-4f08-bd73-7c1f2b1cad74 Company Name: City of Torrance CA		
Jamie Le JLe@TorranceCA.Gov Security Level: Email, Account Authentication (None)	Signed by:  B8C0DA7CF10B433... Signature Adoption: Uploaded Signature Image Using IP Address: 204.145.129.190	Sent: 7/11/2025 12:33:00 PM Resent: 7/16/2025 10:38:36 AM Resent: 7/18/2025 3:26:34 PM Resent: 7/21/2025 8:54:49 AM Viewed: 7/21/2025 10:08:50 AM Signed: 7/21/2025 10:09:29 AM

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Accepted: 7/21/2025 10:08:50 AM ID: 7af3baf3-ddcd-45bb-a964-19054a483ad3 Company Name: City of Torrance CA		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Theresa Yniguez tyniguez@TorranceCA.gov Deputy City Clerk I City of Torrance Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 7/21/2025 10:09:30 AM
Sonia Delgado sdelgado@torranceca.gov Deputy City Clerk City of Torrance Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 7/21/2025 10:09:32 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/9/2025 3:36:38 PM
Certified Delivered	Security Checked	7/21/2025 10:08:50 AM
Signing Complete	Security Checked	7/21/2025 10:09:29 AM
Completed	Security Checked	7/21/2025 10:09:32 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
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To advise City of Torrance CA of your new email address

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ii. send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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