

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA
MONDAY, JANUARY 12, 2026
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Hamada, Herring, Kartsonis, Kohus, Sasaki,
Chair Lohnes

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, January 7, 2026.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 30-minute period)

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 2 minute per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

No Business to Consider.

7. ADMINISTRATIVE MATTERS

7A. Consider Appeal of Removal from Eligible List for Mechanic.

Recommendation of Civil Service staff that your Honorable Body deny the appeal of the removal from the eligible list for Mechanic.

8. HEARINGS

8A. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Torrance Police Officer (14).

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, January 26, 2026 at 6:00 p.m. in the Council Chamber.



Honorable Chair and Members of
the Civil Service Commission
City Hall
Torrance, CA 90503

Honorable Members:

**SUBJECT: CONSIDER APPEAL OF REMOVAL FROM ELIGIBLE LIST FOR
MECHANIC**

RECOMMENDATION

Recommendation of Civil Service staff that your Honorable Body deny the appeal of the removal from the eligible list for Mechanic.

BACKGROUND / ANALYSIS

On August 2, 2025, the appellant applied for the position of Mechanic, providing a work history and responding “No” to Agency-Wide Question #4, which asks whether the applicant has ever been terminated or forced to resign from a position due to unsatisfactory performance or misconduct (Attachment A). The appellant participated in the testing process and was successfully placed on the eligible list.

The appellant was interviewed and, following a reference check, was provided with an offer of employment. Civil Service later discovered that the appellant had, in fact, been terminated from a prior employer. Verification confirmed that this prior employment ended in termination, and that the appellant’s application contained statements inconsistent with this fact. Accurate disclosure of prior terminations is a material requirement of the application process, and the inaccurate statements provided by the appellant constitute essential information that should have been disclosed at the time of application.

On December 3, 2025, a letter was sent to the appellant rescinding the offer of employment and removing the appellant from the eligible list (Attachment B), in accordance with Torrance Municipal Code Sections 14.17.7(a)(5) and 14.17.7(a)(6). These sections provide that an applicant may be removed from an eligible list if they have been dismissed, or resigned in lieu of dismissal, from a position in either public or private employment for cause, or if they have made a false statement of any material fact. The letter also included information regarding the appellant’s right to appeal the removal.

On December 17, 2025, Civil Service staff received the appellant’s appeal to the removal of their name from the Mechanic eligible list (Attachment C).

The Civil Service Commission’s authority is to determine whether the appellant should be reinstated to the Mechanic eligible list. Torrance Municipal Code Section 14.17.7 allows

names to be removed from the eligibility list and provides that such removals may be appealed to the Civil Service Commission for final determination (Attachment D).

Respectfully Submitted,



Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment A: Appellant's Employment Application for Mechanic, received August 2, 2025 (Commissioner Only)

Attachment B: Decision to Rescind Offer Letter, dated December 3, 2025 (Commissioner Only)

Attachment C: Appellant's Appeal to the Removal of Name from the Mechanic Eligible List, dated December 17, 2025 (Commissioner Only)

Attachment D: Torrance Municipal Code 14.17.7

14.17.7 DISQUALIFICATION OF APPLICANTS OR REMOVAL OF NAMES FROM ELIGIBLE LISTS.

(Added by O-3486)

a) The Civil Service Administrator may refuse to have an applicant examined, or after examination to certify an eligible, or may remove an eligible from the eligible list:

- 1) Who is found to lack any of the published preliminary requirements established by the Civil Service Commission for the examination for the position or employment for which he applies;
- 2) Who is physically or mentally so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment;
- 3) Who is addicted to the use of intoxicating liquors or use of drugs;
- 4) Who has been found guilty of any felony or a misdemeanor involving moral turpitude;
- 5) Who has been dismissed, or has resigned in lieu of dismissal, from a position in either public or private employment for cause;
- 6) Who has made a false statement of any material fact, or who practices or has attempted to practice any deception or fraud in his application, in his declarations or in securing his eligibility or appointment;
- 7) Who has been certified three (3) times for permanent employment and has not been offered an appointment;
- 8) Who is judged to have demonstrated unsuitability for City employment through past behavior which adversely affects work performance such as, but not limited to, theft from prior employers, poor attendance record, history of disciplinary problems, or poor driving record;

b) In determining disqualifications under this Section the Civil Service Administrator shall consider:

- 1) Evidence of rehabilitation; and,
- 2) The relationship of the disqualifying cause to the class of work for which the person has applied.

Decisions of the Civil Service Administrator shall be in writing and may, within fifteen (15) days of the date of written notice, be appealed to the Civil Service Commission for final determination. The burden of proof of good character in all cases shall be upon the applicant.

Honorable Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: CONDUCT HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On April 09, 2025, Civil Service staff received an appeal of discipline for Police Officer (14). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

Counsel for the employee confirmed the request for an open hearing at the pre-hearing conference on July 31, 2025.

The Civil Service Commission commenced the hearing on April 14, 2025, and continued the hearing to August 25, 2025, then November 3, 2025, though the matter was heard earlier on October 27, 2025, then continued to December 15, 2025. The hearing is scheduled to continue on January 12, February 9, February 23, March 2, March 9, and March 30, 2026, as needed.

Respectfully submitted,



Brianne Cohen
Civil Service Manager

Attachment A: Hearing Exhibits (Available via Electronic Link)

Hearing exhibits for the appeal of discipline of a Torrance Police Officer (14) are accessible via the following link: <https://bit.ly/PO14Exhibits>

ATTACHMENT A

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Police Officer (14).

Respectfully submitted,



Brianne Cohen
Civil Service Manager