

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

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

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.

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

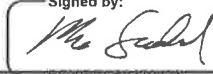
Signed this 8th day of July 2025

Management


Torrance Police Officers Association (TPOA)

Signed by:


Robert Dunn
Assistant Police Chief
DC1C4F04FACD4E9...

Signed by:


Marc Sandoval
President
BF00BEC6A379423...

Signed by:


Jamie Le
Assistant to the City Manager
BBC0DA7CF10B933...

Signed by:


James Kyle
Vice President
263D0B148AE5438...

Certificate Of Completion

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

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

Record Tracking

Status: Original
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 SDelgado@torranceca.gov
 Location: DocuSign

Signer Events

Marc Sandoval
 MSandoval@TorranceCA.gov
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

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 Company Name: City of Torrance CA

James Kyle
 JKyle@TorranceCA.gov
 Security Level: Email, Account Authentication
 (None)

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 Company Name: City of Torrance CA

Robert Dunn
 rdunn@TorranceCA.gov
 Assistant Chief of Police
 Security Level: Email, Account Authentication
 (None)

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 Company Name: City of Torrance CA

Jamie Le
 JLe@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)

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

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Torrance CA:

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:

To contact us by email send messages to: RPoirier@torranceca.gov

To advise City of Torrance CA of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at RPoirier@torranceca.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from City of Torrance CA

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Torrance CA

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

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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- Until or unless you notify City of Torrance CA as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Torrance CA during the course of your relationship with City of Torrance CA.