

July 8, 2025

TO: Rebecca Poirier, City Clerk

FROM: Jamie Le, Assistant to the City Manager

RE: ***MANAGEMENT and TORRANCE POLICE COMMANDERS ASSOCIATION (TPCA)
JOINT LETTER OF AGREEMENT REGARDING PROMOTIONAL EXAMS***

Management and Torrance Police Commanders 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 Commanders Association
(TPCA)**

/s/ Robert Dunn

/s/ Daniel Moreno

/s/ Jamie Le

Joint Agreement between the City of Torrance and TPCA

TPCA and representatives of Management ("City") have met and conferred regarding Police Sergeant and Police Lieutenant Promotional Exams

TPCA and City hereby agree to Promotional Exams as follows Effective July 1, 2025:

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.

Signed this 8th day of July 2025

Management

Torrance Police Officers Association (TPCA)

Signed by:
Robert Dunn

Robert Dunn
Assistant Police Chief

Signed by:
Daniel Moreno

Daniel Moreno
President

Signed by:
JLe

Jamie Le
Assistant to the City Manager

Certificate Of Completion

Envelope Id: 864947D7-56D6-4468-96BD-AB8B8C57CAB7
 Subject: Complete with Docusign: TPCA Side Letter Agreement - 07-08-25.pdf
 Source Envelope:
 Document Pages: 2
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld 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

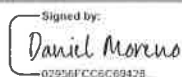
Record Tracking

Status: Original
 7/9/2025 3:37:18 PM
 Holder: Sonia Delgado
 SDelgado@torranceca.gov
 Location: DocuSign

Signer Events

Daniel Moreno
 DMoreno@TorranceCA.gov
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 02956fCC5C69428

Timestamp

Sent: 7/9/2025 3:39:11 PM
 Viewed: 7/10/2025 2:42:33 PM
 Signed: 7/10/2025 2:44:45 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 204.145.129.191

Electronic Record and Signature Disclosure:

Accepted: 7/10/2025 2:42:33 PM
 ID: dd0b837b-809b-4500-b36f-b91e18d04eb8
 Company Name: City of Torrance CA

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

Signed by:

 DC1C4F04FACD4E9

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Signature Adoption: Pre-selected Style
 Using IP Address: 204.145.129.191

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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:

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 Resent: 7/21/2025 8:54:51 AM
 Viewed: 7/21/2025 10:10:02 AM
 Signed: 7/21/2025 10:10:28 AM

Signature Adoption: Uploaded Signature Image
 Using IP Address: 204.145.129.190

Electronic Record and Signature Disclosure:

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 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
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Carbon Copy Events	Status	Timestamp
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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 10:10:29 AM
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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 10:10:30 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/21/2025 10:10:02 AM
Signing Complete	Security Checked	7/21/2025 10:10:28 AM
Completed	Security Checked	7/21/2025 10:10:30 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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 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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