

May 20, 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 OVERTIME ASSIGNMENTS*

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/ Jeremiah Hart

/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 Overtime Assignments. This agreement is in addition to Resolution 2024-08 and does not replace provisions of the existing Memorandum of Understanding (MOU). TPCA and City hereby agree to Overtime Assignments as follows:

OVERTIME ASSIGNMENTS

Lieutenants shall be compensated by pay at the rate of 1.5 times the employee's regular hourly rate, based on a 40-hour work week schedule, for overtime hours worked in excess of a regularly scheduled assignment, or on a regularly scheduled day off.

- a) Overtime shall be computed for actual time worked during scheduled overtime and hold over shifts for qualifying assignments.
- b) Qualifying assignments shall consist of the following:
 - a. Detective Division
 - b. Traffic Division
 - c. SWAT Team
 - d. CNT (Tactical Negotiations)
 - e. South Bay Platoon
 - f. PIO/Chief's Adjutant
 - g. Professional Standards Division
 - h. Special Investigations Division
- c) Overtime assignments not listed in subsection B, must receive approval from the Chief or the Chief's designee.

The modifications described above are effective May18, 2025

Signed this 20th day of May 2025

Management

Torrance Police Commanders Association (TPCA)

DocuSigned by:

Chief Jeremiah Hart

73AA8AD2C40C4B0...

Jeremiah Hart
Police Chief

Signed by:

02956FCC6C69428...

Daniel Moreno
President

Signed by:

JLe

B8C0DA7CF10B433...

Jamie Le
Assistant to the City Manager

Certificate Of Completion

Envelope Id: DE2B2CF9-24BA-4C08-BF65-55528AF39772
 Subject: Complete with Docusign: Side Letter Agreement - TPCA.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

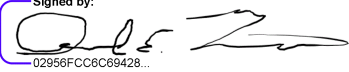
Record Tracking

Status: Original
 5/21/2025 8:18:28 AM
 Holder: Sonia Delgado
 SDelgado@torranceca.gov
 Location: DocuSign

Signer Events

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

Signature

Signed by:

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 Signature Adoption: Drawn on Device
 Using IP Address: 204.145.129.191

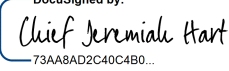
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 Signed: 5/21/2025 8:38:32 AM

Electronic Record and Signature Disclosure:

Accepted: 5/21/2025 8:25:11 AM
 ID: 195bf7e5-92bb-4473-ab36-edcddaea7e4b
 Company Name: City of Torrance CA

Chief Jeremiah Hart
 JHART@TorranceCA.gov
 Chief of Police
 Security Level: Email, Account Authentication
 (None)


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Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

Signed by:

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 Signature Adoption: Uploaded Signature Image
 Using IP Address: 204.145.129.190

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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

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: 5/21/2025 9:11:02 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

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Sent: 5/21/2025 9:11:03 AM

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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Signing Complete	Security Checked	5/21/2025 9:11:01 AM
Completed	Security Checked	5/21/2025 9:11:03 AM

Payment Events	Status	Timestamps
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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.

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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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
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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.