

Council Meeting of  
October 18, 2011

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: City Manager – Adopt RESOLUTION amending the Torrance Professional and Supervisory Association (TPSA) Memorandum of Understanding. Expenditure: \$23,500**

**RECOMMENDATION**

Recommendation of the City Manager that City Council adopt a **RESOLUTION** pursuant to a Memorandum of Understanding amending Resolution No. 2011-79 setting forth hours, wages, and working conditions for employees represented by the Torrance Professional and Supervisory Association (TPSA) adding Forensic Unit Stand-by pay.

Funding

Funding is available in the Police Department Operating Budget.

**BACKGROUND/ANALYSIS**

As part of the 2009-10 two-year operating budget, the Police Chief recommended the conversion of forensic duties from sworn personnel to non-sworn personnel. The Forensic Unit was established in 2010 with total staffing of seven employees: one Forensic Supervisor, two Senior Forensic Identification Specialists and four Forensic Identification Specialists. Since the establishment of the civilian forensic team, the Police Department has utilized the Forensic Unit employees in critical evidence collection, DNA processing, crime scene response and evidence processing. These team members are highly trained professionals that are expected to respond to after-hour emergencies on a frequent basis.

The City received a request from the Torrance Professional and Supervisory Association to address the after-hour response of Forensic Unit employees by establishing a stand-by pay. This level of frequent response is typical in law enforcement; however, the TPSA MOU did not provide a provision to address such instances. With the approval of the attached Resolution, the City will establish a Forensic Unit Stand-By Pay which will commit one employee for after-hour response for one week. The Police Department will establish guidelines consistent with existing guidelines, industry standards and in compliance with the pay provisions of the TPSA MOU. The stand-by pay will ensure a guaranteed response for after-hour emergencies and streamline the call out canvassing process for the Watch Commander on duty. The reduction of response time will enhance operations and improve crime scene management.

The expenditure is based on the average hourly rate for all impacted employees for a 52-week duration. Police Department management will monitor the program and make adjustments as necessary.

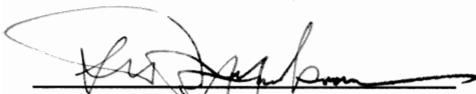
The City has met and conferred with the Torrance Professional and Supervisory Association (TPSA) and received concurrence from the employee organization regarding the new stand-by pay.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Aram Chaparyan  
Assistant to the City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

Attachment: TPSA Supplemental #1

**MEMORANDUM OF UNDERSTANDING**

**TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION  
(TPSA)**

**2011 - 2012**

**SUPPLEMENTAL #1**

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA)

An agreement of the undersigned representatives of the Torrance Professional and Supervisory Association (TPSA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period of October 23, 2011, to June 30, 2012, and was reached through agreement of the undersigned parties.

Signed this \_\_\_ day of October, 2011.

Management

TPSA

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**RESOLUTION NO. 2011-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE  
AMENDING RESOLUTION NO. 2011-79 SETTING FORTH CHANGES  
REGARDING HOURS, WAGES AND WORKING CONDITIONS FOR  
EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND  
SUPERVISORY ASSOCIATION (TPSA)**

The City Council of the City of Torrance does hereby resolve as follows:

**SECTION I**

That Resolution No. 2011-79 is hereby amended.

**SECTION II**

The following agreement between representatives of Management and the representatives of the Torrance Professional and Supervisory Association (TPSA) is hereby amended as follows:

***Effective October, 23, 2011***

**ARTICLE 13 – AMENDMENTS**

**SECTION 13.1 AMENDMENT TO ARTICLE 5 - SPECIAL COMPENSATION PROVISIONS**

**ADD:**

**SECTION 5.7 FORENSIC UNIT STAND-BY PAY**

Employees assigned to the Forensic Unit Stand-By shall receive pay equal to two hours of straight time per day while so assigned. Stand-by will normally be scheduled for one (1) week duration. This pay shall be guaranteed regardless of the scheduling of the employee during the period. Employees assigned to the Forensic Unit Stand-By must be available during the week assigned to respond to after regular work hour assignments. The actual hours worked will be compensated at time and one-half. Management will provide a mobile phone to the employee while assigned to Forensic Unit Stand-By. The operation of this program is subject to the direction and control of Police Department management. Any changes within the duration of the assignment must be approved by Police Department management.

**SECTION III SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this \_\_\_\_ day of October, 2011.

\_\_\_\_\_  
Mayor of the City of Torrance

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

ATTEST:

By \_\_\_\_\_  
Patrick Q. Sullivan, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers  
City Clerk