

Council Meeting of  
August 18, 2009

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

**Members of the Council:**

**SUBJECT: City Manager - Adopt Supplemental Resolution to the 2009-11 Memorandum of Understanding for Torrance Police Officers Association (TPOA) implementing "Team Policing"**

**RECOMMENDATION**

Recommendation of the City Manager that City Council adopt a Resolution pursuant to a Memorandum of Understanding amending the Resolution setting forth hours, wages and working conditions for employees represented by the Torrance Police Officers Association (TPOA).

Funding

Not applicable.

**BACKGROUND/ANALYSIS**

During the negotiations for the 2009-11 Memorandum of Understanding, the City and Torrance Police Officers Association (TPOA) agreed to implement "Team Policing." This new model of policing entails staffing schedule changes to provide greater coverage of police operations based on actual criminal trends and City needs. Since the adoption of the MOU in February 2009, the Police Department and TPOA have been planning for the implementation of Team Policing effective January 17, 2010. Both parties have agreed to minor changes reflected in the attached supplemental Resolution. The changes impact days off and day trades. Also, due to the changes at the Del Amo Shopping Center, the police officers assigned to foot patrol will be transitioned to patrol duties. The Team Policing agreement is updated to reflect the agreed upon changes by TPOA and the Police Department.

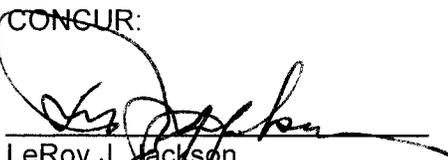
Per the provisions of the TPOA MOU, the City and TPOA agreed to revisit the Team Policing agreement during the term of the MOU with the intention of making improvements to respond to any operational challenges. The Police Department will continue to foster a close working relationship with TPOA while striving for efficiency and excellence in community policing.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By Aram Chaparyan  
Aram Chaparyan  
Assistant to the City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

Attachment: TPOA Supplemental #1



**MEMORANDUM OF UNDERSTANDING  
TORRANCE POLICE OFFICERS ASSOCIATION  
(TPOA)**

**2009 - 2011**

**SUPPLEMENTAL #1**

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE POLICE OFFICERS ASSOCIATION (TPOA)

An Agreement of the undersigned representatives of the Torrance Police Officers Association (TPOA) 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 effective August 17, 2009, and was reached through agreement of the undersigned parties.

Signed this \_\_\_\_\_ day of August, 2009.

Management

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TPOA

\_\_\_\_\_  
\_\_\_\_\_



## RESOLUTION NO. 2009-\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE  
AMENDING RESOLUTION NO. 2009-17 SETTING FORTH CHANGES  
REGARDING WAGES, HOURS AND WORKING CONDITIONS FOR  
EMPLOYEES REPRESENTED BY TORRANCE POLICE OFFICERS  
ASSOCIATION (TPOA)**

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

**SECTION I**

That Resolution No. 2009-17 is hereby amended.

**SECTION II**

The following agreement between representatives of Management and the representatives of the Torrance Police Officers Association (TPOA) is hereby amended as follows:

***Effective August 17, 2009***

**ARTICLE 13 – AMENDMENTS****SECTION 13.1 AMENDMENT TO EXHIBIT 4 – TEAM POLICING****EXHIBIT 4 – TEAM POLICING****DELETE****Patrol Teams/Shifts<sup>1</sup>**

- ~~Sergeants select their team by seniority absent documented Department needs of which the impacted sergeant(s) have received prior to team selection.~~
- ~~Collateral FTO supervisory assignments may be pre-assigned to a specific shift based on Department need.~~
- ~~Officers select their team by seniority absent documented Department needs of which the impacted officer(s) have received prior to team selection, after the sergeant selections have been posted.~~
  - ~~Officers assigned a time to make their team selection.~~
  - ~~After one “no-show”, the officers selection would be skipped and the next officer based on seniority would make a selection.~~

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<sup>1</sup> Either party may request to reopen this agreement to review Exhibit 4. The deadline to review is January 30, 2011.

- ~~FTO and probationary officer positions would be pre-designated on the schedule.~~
- ~~Patrol Bureau fixed shifts/days off and day trades do not apply to officers assigned to SCD and Gangs.~~
- ~~4/10 start times (Monday through Thursday)<sup>2</sup>
  - ~~06 Watch (0600-1530) (One CSI Officer)~~
  - ~~09 Watch (0900-1830) (One CSI Officer)~~
  - ~~15 Watch (1500-0030) (One CSI Officer)~~
  - ~~18 Watch (1800-0330) (One CSI Officer)~~
  - ~~22 Watch (2200-0700)~~~~
- ~~3/12 start times (Friday through Sunday)<sup>1</sup>
  - ~~06 Watch (0600-1830) (One CSI Officer)~~
  - ~~15 Watch (1500-0330) (One CSI Officer)~~
  - ~~19 Watch (1900-0700)~~~~
- ~~4/10 K-9 start times
  - ~~15 Watch (1500-0030)~~
    - ~~(Sunday through Wednesday) / (Wednesday through Saturday)~~~~
- ~~Officers and sergeants are allowed to stay on the same watch for two consecutive Deployment Cycles.
  - ~~Must move to another watch for one Deployment Cycle.~~~~
- ~~Once per Deployment cycle, officers or sergeants may request to switch shifts with the approval of the employees' watch commanders. If there is a conflict between the involved Watch Commander, the Patrol Bureau Commander will make the final decision.~~

### **Patrol Deployment Cycles**

- ~~One cycle per 13 deployment period year.~~
- ~~Officers and sergeants work together on a team for an entire Deployment Cycle.~~

### **Department Vacations**

- ~~All sworn personnel make vacation selections according to the Patrol Deployment Cycles, once per year by seniority preference.
  - ~~Selections are made in October for the Deployment Cycle that starts in January.~~
  - ~~Vacation selection will be completed in conjunction with selecting teams.~~~~
- ~~Priority vacation selections are always transferable to another division.
  - ~~Limit of three per deployment year.~~~~
- ~~Non-priority vacation selections are not always transferable to another division.
  - ~~Consists of picks made after priority vacations selections.~~~~

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<sup>2</sup> Schedule prior to the conversion of the positions.

- ~~Would have to conform to the guidelines of the bureau receiving the transferred employee.~~
- ~~Primary vacation selection is the first pick in a Deployment Cycle.~~
- ~~Vacation selection restrictions~~
  - ~~10% rule (only 10% of employees may be on vacation at one time) is applied independently to the 4/10 and 3/12 schedules.~~
  - ~~Maximum of two officers per team on vacation during the same period.~~
- ~~Traffic & Special Events and Communications Divisions and Patrol Bureau Specialty Details would continue to make their vacation selections according to their flexible schedules.~~
  - ~~Officers returning to Patrol from one of these divisions would maintain priority vacation periods selected.~~
  - ~~Would have to adjust their days off to coincide with the fixed days of the Patrol Watch schedule. This may necessitate the use of additional "V" and/or "X" days.~~

#### **Patrol Shift Trades\***

- ~~Shift trades must be voluntary between the involved employees.~~
- ~~Allowed between 4/10 and 3/12 schedules without overtime compensation or shift hour reduction.~~
- ~~Each officer would be allowed six self initiated shift trades per Deployment Cycle.~~
- ~~Shift trades to be approved by each officer's direct supervisor and a watch commander.~~
- ~~Approved shift trades to be logged and maintained in the Watch Commander's office.~~

#### **ADD**

### **EXHIBIT 4 TEAM POLICING**

#### **Patrol Teams/Shifts<sup>1</sup>**

- Sergeants select their team by seniority absent documented Department needs of which the impacted sergeant(s) have received prior to team selection.
- Collateral FTO supervisory assignments may be pre-assigned to a specific shift based on Department need.
- Officers select their team by seniority absent documented Department needs of which the impacted officer(s) have received prior to team selection, after the sergeant selections have been posted.

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<sup>1</sup> Either party may request to reopen this agreement to review Exhibit 4. The deadline to review is January 30, 2011.

- Officers assigned a time to make their team selection.
- After one “no-show”, the officers selection would be skipped and the next officer based on seniority would make a selection.
- FTO and probationary officer positions would be pre-designated on the schedule.
- Patrol Bureau fixed shifts/days off and day trades do not apply to officers assigned to the Gang Detail.
- 4/10 start times (Monday through Thursday)<sup>2</sup>
  - 06-Watch (0600-1530) (One CSI Officer)
  - 15-Watch (1500-0030) (One CSI Officer)
  - 18-Watch (1800-0330) (One CSI Officer)
- 3/12 start times (Friday through Sunday)<sup>2</sup>
  - 06-Watch (0600-1830) (One CSI Officer)
  - 15-Watch (1500-0330) (One CSI Officer)
- 4/10 K-9 start times
  - 15-Watch (1500-0030)
    - (Sunday through Wednesday) / (Wednesday through Saturday)
- Officers and sergeants are allowed to stay on the same watch for four consecutive Deployment Cycles.
  - Must move to another watch for one Deployment Cycle.
- Once per Deployment cycle, officers or sergeants may request to switch shifts with the approval of the employees’ watch commanders. If there is a conflict between the involved Watch Commander, the Patrol Bureau Commander will make the final decision.

### **Patrol Deployment Cycles**

- Two per 13-deployment period year
- First Deployment Cycle is seven Deployment Periods starting in the first complete Deployment period after the New Year
- Second Deployment Cycle is the remaining six Deployment Periods
- Officers and sergeants work together on a team for an entire Deployment Cycle.

### **Department Vacations**

- All sworn personnel make vacation selections according to the Patrol Deployment Cycles, twice per year by seniority preference.
  - Selections are made in October for the first Deployment Cycle that starts in January.
  - Selections are made in May for the second Deployment Cycle that starts in August.
  - Vacation selection will be completed in conjunction with selecting teams.
- Priority vacation selections are always transferable to another division.
  - Limit of three per deployment year.

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<sup>2</sup> Schedule prior to the conversion of the positions.

- Non-priority vacation selections are not always transferable to another division.
  - Consists of picks made after priority vacations selections.
  - Would have to conform to the guidelines of the bureau receiving the transferred employee.
- Primary vacation selection is the first pick in a Deployment Cycle.
- Vacation selection restrictions
  - 10% rule (only 10% of employees may be on vacation at one time) is applied independently to the 4/10 and 3/12 schedules.
  - Maximum of two officers per team on vacation during the same period.
- Traffic & Special Events and Communications Divisions and Patrol Bureau Specialty Details would continue to make their vacation selections according to their flexible schedules.
  - Officers returning to Patrol from one of these divisions would maintain priority vacation periods selected.
  - Would have to adjust their days-off to coincide with the fixed-days of the Patrol Watch schedule. This may necessitate the use of additional "V" and/or "X" days.

#### **Patrol Shift Trades\***

- Shift trades must be voluntary between the involved employees.
- Allowed between 4/10 and 3/12 schedules without overtime compensation or shift-hour reduction.
- Each officer would be allowed three self initiated shift trades per Deployment Cycle.
- Shift trades to be approved by each officer's direct supervisor and a watch commander.
- Approved shift trades to be logged and maintained in the Watch Commander's office.

**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 August 2009.

\_\_\_\_\_  
Mayor Frank Scotto

APPROVED AS TO FORM:  
JOHN L. FELLOWS III, City Attorney

ATTEST:

by \_\_\_\_\_  
Ronald T. Pohl, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, CMC  
City Clerk