

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), Acting State Public Health Officer Erica Pan's Regional Stay at Home Order (issued December 3, 2020), and the County of Los Angeles Public Health Officer's Revised Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (issued December 30, 2020), members of the Torrance Civil Service Commission and staff will participate in this public meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/34grQR4>

Phone number: 1-669-900-9128

Meeting ID: 962 1061 2400

Passcode: 130924



## Civil Service Commission

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Civil Service Manager at 310.618.2915. Agendas are posted on the City of Torrance Home Page [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2915. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

### HOURS OF OPERATION

**Monday through Friday from  
7:30 a.m. to 5:30 p.m.**

**Offices are closed alternate Friday.**

*Brianne Cohen*

## TORRANCE CIVIL SERVICE COMMISSION MONDAY, JANUARY 25, 2021 REGULAR MEETING 6:00 P.M.

**VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

### AGENDA

1. **CALL TO ORDER**  
**ROLL CALL/MOTION FOR EXCUSED ABSENCE**
2. **FLAG SALUTE**
3. **REPORT FROM STAFF ON POSTING OF AGENDA**
4. **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**  
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
5. **CONSENT CALENDAR**  
5A. Approve the Examination for Police Chief
6. **ADMINISTRATIVE MATTERS**  
No business to consider
7. **APPEALS**  
No business to consider
8. **HEARING**  
8A. Appeal of discipline of a Torrance Police Officer (2). (Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957.
9. **ORAL COMMUNICATIONS #2**  
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
10. **ADJOURNMENT**  
10A. Adjournment of Civil Service Commission meeting to Monday, February 8, 2021.

**ROLL CALL: Adelsman, Dean, FoxWood, Herring, Shwarts, Wright, Lewis**

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE CHIEF**

**RECOMMENDATION:**

Recommendation of the City Manager that your Honorable Body recommend to the City Council to approve conducting the Police Chief examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$18,866 (Minimum) - \$22,639 (Reference) - \$26,035 (Maximum) per month.

**BACKGROUND/ANALYSIS:**

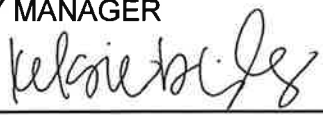
There is no current eligible list for the classification of Police Chief. The Police Chief retired in January 2021, creating a need to conduct an examination for Police Chief. On December 15, 2020, the City Council approved the appointment of an interim Police Chief for a period of six months to conduct the recruitment and selection process.

The City Manager is recommending an open examination to expand the pool of Police Chief candidates to provide the broadest range of candidates who best meet the needs of the City and the Police Department. Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Prior Police Chief examinations have been both open (2017, 1991) and promotional (2014, 2006, 1997). Both internal and external candidates will be encouraged to apply and participate in the examination process.

The class specification has been reviewed by the City Manager, and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and an Oral Interview (100%).

Respectfully submitted,  
ARAM CHAPARYAN  
CITY MANAGER

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Aram Chaparyan  
City Manager

  
Brianne Cohen  
Civil Service Manager



# POLICE CHIEF

Class Code:  
7319

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: May 1, 1991

## SALARY RANGE

\$18,866.00 - \$22,639.00 Monthly  
\$226,392.00 - \$271,668.00 Annually

### DEFINITION:

Under direction of the City Manager, plans, organizes and directs the activities and personnel of the Police Department in the preservation of law and order and the prevention of crime; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Police Chief is distinguished from other department heads by the specific areas of responsibility described above. Distinguished from a Police Captain in that the incumbent is responsible for managing the entire Police Department rather than a bureau and is directly responsible to the City Manager for the performance of duties.

### EXAMPLES OF ESSENTIAL DUTIES:

- Plans, organizes, directs and coordinates Police Department personnel and operations in the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records;
- Supervises, evaluates and disciplines Police Department personnel in accordance with City regulations and in conformance with State and Federal law;
- Develops and administers employee relations objectives for the Department;

- Formulates, implements and enforces Departmental rules, regulations, procedures, policies and programs to meet current and future needs of the City;
- Directs the preparation of the Department budget and monitors expenditures in accordance with the City Charter and City Ordinances;
- Meets with members of the community, school officials, business professionals, representatives of homeowner associations and political figures regarding law enforcement matters and community relations;
- Represents the Police Department to other City departments and at public functions;
- Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities;
- Attends City Council meetings to present and explain issues pertaining to the community, law enforcement problems, and departmental requirements, policies and procedures;
- Directs the implementation of systems automation in the Department;
- Responsibility for the development of the disaster preparedness plan for the City.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Bachelors degree or higher in administration of justice, public of business administration, political science, or closely related field; and possession of a Peace Officer Standards and Training (POST) Advanced Certificate.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or ten years of progressively responsible supervisory and administrative experience in a comparable sized police department, five years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

### **License and/or Certificates**

A valid Class C California Driver's License.

### **Knowledge of**

- Principles, practices and techniques of police administration;
- Technical and administrative aspects of crime investigation, juvenile welfare, traffic control, law enforcement record keeping, and the care and custody of persons and property;
- Methods, techniques, and equipment used in crime investigation and criminal detection;
- Federal, State and local laws and ordinances which are enforced by a municipal police department;
- Management and supervisory principles and practices including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters;
- Automated systems and applications to the police environment.

### **Ability to**

- Plan and coordinate the work of varied bureaus within the Police Department including: direction, assignment, and evaluation of work; and hiring, training, counseling and disciplining staff;
- Develop, implement and administer goals, objectives and long range plans for Police Department programs and services;
- Provide administrative and professional leadership and direction to the Department;
- Command the respect of subordinates and the public;

- Foster cooperative working relationships within the Department and with employee organizations in the City;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in accordance with proper City policy and procedures;
- Establish and maintain cooperative relations with City, State, and Federal officials, civic leaders, and others;
- Understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City;
- Evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems;
- Develop and administer departmental budget;
- Communicate effectively both orally and in writing;
- Make effective formal presentations at Council Meetings and public functions.

**ESTABLISHED/REVISED DATE:**

Revised Date: May 1991  
Department Review Date: January 2021