

**RESOLUTION NO. 2020-R**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, APPROVING AND ADOPTING A LETTER OF AGREEMENT WITH THE CULVER CITY EMPLOYEES ASSOCIATION.

WHEREAS, the Culver City Employees Association (CCEA) is the recognized bargaining unit for employees within the classifications of Jailer and Senior Jailer, and are authorized to negotiate matters affecting wages, hours, terms and conditions of employment for said employees; and

WHEREAS, representatives of the City and CCEA have met and conferred in good faith and have reached tentative agreement on a Letter of Agreement, attached hereto as Exhibit A and made a part hereof.

NOW, THEREFORE, the City Council of the City of Culver City, DOES HEREBY RESOLVE AS FOLLOWS:

1. The City Manager shall be authorized to execute and implement the terms and conditions of the Letter of Agreement attached hereto as Exhibit A and made a part hereof.

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2. The City Manager and Chief Financial Officer are authorized to adjust the budget and the records of employees necessary to pay the salaries and costs related to the terms of the Side Letter of Agreement.

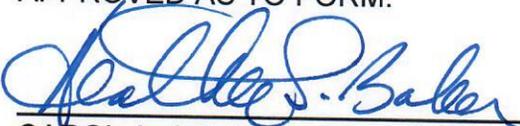
APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
GÖRAN ERIKSSON, Mayor  
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JEREMY GREEN, Deputy City Clerk

  
\_\_\_\_\_  
CAROL A. SCHWAB, City Attorney

A20-00291

*for*

## LETTER OF AGREEMENT

between

CITY OF CULVER CITY

and

CULVER CITY EMPLOYEES ASSOCIATION

Representatives of the City of Culver City ("City") and the Culver City Employees Association ("CCEA") (collectively "Parties") have met and conferred and reached agreement on the decision and impact of outsourcing the City's municipal jail services. This Letter of Agreement ("Agreement") is not intended to supersede any of the terms and conditions of employment contained in the CCEA 2017-2020 Memorandum of Understanding ("MOU") unless specifically mentioned herein. The Parties agree that this Agreement, including attachments referenced and attached herein, shall constitute the entire agreement between the Parties concerning the subject matter hereof. All prior agreements, discussions, and representations concerning the subject matter hereof are merged herein. There are no agreements, discussions, or representations, expressed or implied, between the Parties regarding the subject matter hereof, except those expressly set forth in this Agreement. Any amendments or modifications of this Agreement shall be in writing and executed by the contracting parties. The following provisions of this Agreement, including Attachment "A", represent the mutual understanding and consent of both parties.

1. The Parties agree to contract out the following services currently performed by City employees to G4S:
  - Intake and release of inmates
    - Fingerprint, photograph and search inmates
    - Book personal belongings
  - Prepare booking reports
  - Inventory, Order and Stock Supplies
  - Inventory and Order Inmate Meals
  - Maintain Jail Facilities
  - Coordinate with Cleaning/Laundry Service
  - Oversee day-to-day Jail Operations
  - Prepare Incident Reports
  - Prepare for Inspections
  - Supervise and care for Inmates
  - Perform Jail Checks
  
2. The Parties agree that employees in the classifications of Jailer and Senior Jailer shall be reclassified to Police Services Officer. The primary job duties as outlined on the draft classification specification (Attachment "A").

3. The pay range for Police Services Officer shall be set at the current range of Sr. Jailer (\$28.1451/hr - \$ 34.3516/hr). Employees shall be placed at the salary range step closest to their current compensation level, inclusive of special pays.
4. The work schedule is Monday – Friday, 7:00am – 4:00pm and 8:00am – 5:00pm, based on seniority. This schedule is subject to change at the Police department's discretion, in accordance with MOU. The Department shall not re-evaluate or amend the work schedule any sooner than 90 days from the date that employees are appointed to Police Services Officer.
5. Police Services Officer shall be authorized to carry department approved weapons. Weapons must be stored in the employee's assigned department locker when said employee is not on duty.
6. Police Services Officer shall be provided with training ammunition, not to exceed two boxes 50-rounds each per year and must be qualified by the rangemaster with approved department weapon on a quarterly basis.
7. One Jailer shall be transferred to the classification of Property Technician, contingent upon meeting minimum job qualifications. Said Jailer shall continue to receive his current base pay rate (Jailer/Y-Rate) until said pay rate meets or exceeds Step 5 of Property Technician. At such time, the employee shall assume the base pay rate of Property Technician/Step 5.
8. Police Services Officer classification shall be included in the final decision pertaining to PERB Case LA-CE-1247 – M.
9. City agrees that it will not eliminate the Police Services Officer classification for a minimum of 24 months after said classification has been established.
10. In the event that the Police Services Officer classification is eliminated after 24 months and current employees as of the date of this agreement ("Incumbents") are displaced into a lower classification, Incumbents shall have a one-time opportunity to transfer into a vacant position that is lower or equivalent to the Police Services Officer classification provided that Incumbent meets the minimum qualifications of the vacant position. In the event that other City employees are subject to displacement concurrent with the elimination of the Police Services Officer classification, City-wide seniority shall be used to determine displacement to other positions within the City for which the employee or Incumbent is qualified.

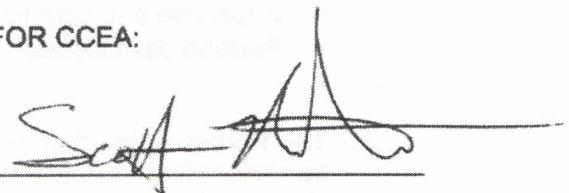
This Letter of Agreement is executed on June 3, 2020.

FOR THE CITY:



John M. Nachbar, City Manager

FOR CCEA:



Scott Newton, CCEA President

## **POLICE SERVICES OFFICER**

### **DEFINITION**

Occupants of this non-sworn classification are in the classified service. The positions assigned to this classification transports and escorts persons in custody to and from other locations; provides technical assistance to the public at the front desk and over the telephone; evaluates and processes disturbance calls, complaints, and requests for police services; gathers information, records complaints, and prepares routine crime reports; directs callers to other departmental personnel or other agencies as appropriate.

### **SUPERVISION RECEIVED AND EXERCISED**

The positions assigned to this classification report to the assigned Police Sergeant and/or Lieutenant.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Transports and escorts persons in custody to and from other locations such as courts or other incarceration facilities in a safe and secure manner.
2. Retrieves and transports arrestees in the field, as well as persons to and from the Culver City Police facility and other custodial facilities (commonly referred to as "warrant pick-ups"). This function may be performed individually or with a partner based on availability and/or at the discretion of the Watch Commander.
3. Answers inquires and take reports over the phone or at the front counter. Conduct live scan services for public and City employees.
4. Researches information for citizens and employees and assists with the completion of investigations and reports.
5. Drives a vehicle to and from accidents, crime scenes, the County jail, juvenile detention centers and Court facilities.
6. Prepares and processes a variety of reports, forms, citations, applications, and permits; types, compiles, and tabulates basic statistical and financial data; tracks status of cases and warrants; maintains related files and records.
7. May serve as a liaison between the Police Department and other law enforcement, judicial and corrections agencies.
8. May testify and present evidence in court proceedings and participate in depositions as necessary.

9. May be required to carry City authorized lethal and non-lethal weapons.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, ordinances, and regulations related to the area of assignment
- Research methods and report writing techniques
- Principles and procedures of record keeping and reporting
- Proper English usage, spelling, grammar and punctuation
- Basic accounting and arithmetic.

### **Skill and Ability to:**

- Proficiently and correctly operate the Live Scan system.
- Employ first aid techniques.
- Handle the physical requirements of the work.
- Safely transport and supervise persons in custody.
- Operate standard office equipment, including a personal computer and related word processing, spreadsheet, and database software
- Operate a motor vehicle safely under various conditions.
- Obtain, record, and retain complete and accurate information from diverse individuals, including those who are emotionally distraught, angry or difficult to understand
- Maintain professionalism, courtesy, and composure at all times, including emergency and high-stress situations.
- Prepare and maintain accurate and precise written documents such as technical reports, records, and correspondence that may serve as evidence in court
- Communicate clearly and concisely, both orally and in writing, including making public presentations and composing detailed written reports.
- Interpret, explain, and apply pertinent laws, codes, ordinances, and regulations.
- Establish and maintain courteous and effective working relationships with staff, management, law enforcement officials, the general public, and others encountered in the course of the work.
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines; maintain sensitive and confidential information.
- Demonstrate tact, respect, and empathy to gain the cooperation and compliance of individuals and defuse conflicts.
- Effectively monitor, prioritize, and execute multiple tasks in a high stress, fluid work environment with officer and public safety at stake.
- Work independently and efficiently with a minimum amount of on-site supervision.
- Proficiently use City authorized lethal and non-lethal weapons.

## **LICENSE AND CERTIFICATES**

Possession of a valid California Class C driver's license. Possession of P.C. 832 P.O.S.T. certification within one year of date of hire into classification. A valid California Law Enforcement Teletype Systems (CLETS) certificate is required within three (3) months of employment. First Aid/CPR Certificates within six months of appointment (hire).

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school graduation or equivalent, and one year of experience in work requiring public contact.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
  - Perform work which involves the frequent lifting, pushing, pulling or dragging of objects which may weigh approximately 75 pounds and may occasionally weigh up to 165 pounds.
- May be required to work around foul odors.
- May be required to work around loud noise.
- Is subject to office and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries.
- May be required to work evenings and/or weekends.