

**MEMORANDUM OF UNDERSTANDING**  
*BETWEEN THE*  
**CITY OF VACAVILLE**  
*AND THE*  
**VACAVILLE POLICE OFFICERS ASSOCIATION**

*Ratified March 22, 2008*  
*Approved by Vacaville City Council: March 25, 2008*

**MEMORANDUM OF UNDERSTANDING**

*City of Vacaville and the Vacaville Police Officers Association*

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**MEMORANDUM OF UNDERSTANDING**  
between the  
**CITY OF VACAVILLE**  
and the  
**VACAVILLE POLICE OFFICERS ASSOCIATION**

This agreement is entered into this 25<sup>th</sup> day of March, 2008, between the City of Vacaville (the "City") and the Vacaville Police Officers Association (the "Association").

**WHEREAS**, the City, by ordinance, has voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with certain of its full-time employees insofar as such practices and procedures do not interfere with the City's right and obligation to operate effectively and efficiently in order to best serve the City and its residents, and to make clear all basic terms upon which such a relationship depends; and

**WHEREAS**, it is the intent and purpose of the parties to set forth herein their entire agreement covering rates of pay, wages, hours of employment and all other conditions of employment.

**NOW, THEREFORE**, in consideration of the mutual promises and agreements herein contained, the parties do mutually promise and agree as follows:

Section 1 - Term

This agreement is effective beginning July 1, 2007 and shall remain in effect until June 30, 2011.

Section 2 - Recognition

The City recognizes the Association as the sole and exclusive Bargaining Agent, for the purpose of establishing wages, hours and conditions of employment for all full-time employees in the Police Department who are in the following classifications:

- Police Officer (Sworn)
- Police Officer Trainee (Non-Sworn)
- Police Officer Academy Graduate (Sworn)
- Dispatcher (Non-Sworn)
- Lead Dispatcher (Non-Sworn)

Police Officer shall include but not be limited to sworn personnel assigned to the Academy or to Field Training.

### Section 3 - Normal Workday

The normal workday is ten (10) hours in a four (4) day workweek or eight (8) hours in a five (5) day workweek as presently assigned, including training assignments. The City will meet and confer with the Association prior to adjusting the normal workday for any employee. The workday shall include a one-half (1/2) hour lunch period to be taken as the workload permits. Employees assigned to the Basic Academy are excluded from this section.

### Section 4 – Overtime/Compensatory Time Off

Time and one-half (1-1/2) the employee's regular rate of pay will be paid for time worked in excess of the normal workday when such time is required to be worked by the City. The normal workday under this MOU for the purpose of computing overtime shall be based on a ten (10) hour or an eight (8) hour workday.

Paid time off shall be counted as hours worked for overtime calculation purposes.

Overtime or CTO will be paid pursuant to this MOU for hours worked in excess of the following: 10 hours in a day (for employees assigned to 4/10 schedule); 8 hours in a day (for employees assigned to a 5/8 schedule); or 40 hours in a seven day period.

Unit employees may accrue compensatory time off (CTO) under this MOU for approved overtime hours (as set forth above) at the rate of 1 ½ times the employee's regular rate of pay.

Prior to July 1, 2008, CTO balances for unit employees may not exceed 70 hours. Effective July 1, 2008 the maximum CTO balance shall be increased to 100 hours. The employee may, subject to City approval, elect to convert all or part of accrued CTO to cash.

Employees may, at the time overtime is earned, elect payment in cash or CTO, pursuant to forms prescribed by the City. Nothing in this MOU precludes the right of the City to designate specific overtime opportunities as "cash only" opportunities.

The City will not require VPOA covered employees to use CTO prior to use of vacation. An employee wishing to use his or her accrued CTO shall make the request to the employee's supervisor by submitting a written request at least 72 hours in advance of the time requested. The supervisor will authorize or deny the request and notify the employee of the decision within 48 hours of the supervisor receiving the request. Requests to use CTO may be denied if it would unduly disrupt City operations. Once CTO usage is approved, the City may rescind the request only in the case of an emergency.

### Section 5 - Call-Back/Court Overtime

When an employee is called back to work after having completed his or her shift and left the police facility or is subpoenaed to appear in court on City business during off-duty hours, the employee shall be compensated at the rate of time and one-half (1-1/2) for four (4) hours, or the actual time spent on call-back or in court, whichever is greater.

Effective July 1, 2008 the call-back minimum shall be reduced from four (4) hours to two (2) hours; court overtime minimum shall remain at four (4) hours.

### Section 6 - Holiday Pay

Employees shall receive a monthly payment of 5% of base salary in lieu of additional holiday or vacation pay.

### Section 7 - Vacation

Vacation time shall accrue at the following rates:

0 thru 1 year of service	16 days (128 hours)
2 thru 5 years of service	21 days (168 hours)
6 thru 15 years of service	26 days (208 hours)
+15 years of service	27 days (216 hours)
Maximum accrual Sworn	336 hours
Maximum accrual Non-Sworn	320 hours
Upon completion of 5 and 15 years	5 days (40 hours) lump sum credit

If an employee has accumulated more vacation time than the maximum permitted by July 1 of each year of this agreement, the City will schedule vacation time off or reimburse the employee on a straight time basis for the difference. Time while on leave of absence shall not be counted toward the accrual of vacation time.

For the purpose of vacation leave accrual, a day is defined as eight (8) hours.

### Section 8 - Sick Leave

#### 8.1 Rate of Accrual

All represented employees will accrue sick leave at the rate of one (1) day per month with unlimited accumulation. The accrual rate will be eight (8) hours per month. The City will provide a lump sum cash payment of one-fourth (1/4) of the employee's sick leave upon a normal service retirement based on the employee's salary at retirement. Time while on leave of absence shall not be counted toward the accrual of sick leave.

## 8.2 Sick Leave Incentive

Employees who have a sick leave balance of at least thirty (30) days and use four (4) or fewer days of their annual sick leave accrual of twelve (12) days may elect to receive fifty percent (50%) of the remainder in cash at the employee's current base rate of pay of their annual sick leave accrual of twelve (12) days. The remaining fifty percent (50%) shall remain in the employee's sick leave balance.

## Section 9 – Salary

Wage adjustments and effective dates are recorded in Appendix A.

## Section 10 - Health Benefits

Effective for the duration of the Memorandum of Understanding, the City will contribute on behalf of each employee covered by this Memorandum of Understanding, a dollar amount sufficient to keep the health benefit amounts at a total that will cover the cost of the the City dental plan (or comparable plan), the basic life insurance, the survivor's benefit, and a vision care program.

The City and VPOA agree to reopen this agreement with respect to Section 10 (health benefits) during Fiscal Year 07/08 provided that all employee organizations agree to such a reopener.

## Section 11 - Clothing Allowance

Effective July 1, 2007, the annual clothing allowance shall be one-thousand fifty dollars (\$1050) for sworn employees and nine hundred and twenty five dollars (\$925) for non-sworn employees.

Effective July 1, 2008 and each July 1<sup>st</sup> thereafter for the term of this MOU, the amount will be increased by fifty dollars (\$50).

Effective July 1, 2008 for paydate July 15, 2008, clothing allowance shall be paid on a pay period basis.

## Section 12 - Retirement

- 12.1 All sworn employees shall receive the PERS Three Percent (3%) at Age 50 retirement benefits with nine percent (9%) employee contribution paid by the Employee and governed by IRC Code Section 414(h)2.

Sworn employees are covered under:

Section 20042 – One-Year Final Compensation  
Section 20903 – Two Years Additional Service Credit  
Section 21574 – Fourth Level of 1959 Survivor Benefits

Section 20965 – Credit for Unused Sick Leave  
Section 21024 – Military Service Credit as Public Service  
Section 21548 – Pre-Retirement Option 2W Death Benefit

Effective July 1, 2010 sworn employees shall be covered under:

Sections 21624, 21626 and 21628 – Post Retirement Survivor Allowance

- 12.2 All non-sworn miscellaneous employees shall receive the PERS Two Percent (2%) at Age 55 retirement benefits with seven percent (7%) employee contribution paid by the Employee and governed by IRC Section 414(h)2.

Non-sworn employees are covered under:

Section 21427 – Improved Non-industrial Disability Allowance  
Section 20042 – One-Year Final Compensation  
Section 20903 – Two Years Additional Service Credit  
Section 21574 – Fourth Level of 1959 Survivor Benefits  
Section 20965 – Credit for Unused Sick Leave  
Section 21024 – Military Service Credit as Public Service  
Section 21548 – Pre-Retirement Option 2W Death Benefit  
Section 21027 – Military Service Credit for Retired Persons

Non-sworn miscellaneous employees are covered by a supplemental retirement plan under the Public Agency Retirement System (PARS) with a 0.7% @ 55 Retirement Formula as detailed in the plan document. Non-sworn employees agree to participate and acknowledge that the employee contribution rate will be two percent (2%) and shall be paid by the employee.

### Section 13 – K9 / Motor / FTO / Dispatcher Training Assignments

#### 13.1 K-9 Officer Assignment

The City and VPOA agree that the amount of off-duty compensable working time attributable to all ordinary aspects of canine care (including without limitation handling, caring, feeding, exercising, grooming, kennel cleaning, cleaning of City vehicles and ordinary transport to the veterinarian) by employees assigned to canine (K-9) duty amounts to twenty minutes per day seven days a week. This amount is a good faith estimate, intended to be comprehensive, accurate and inclusive of all pertinent facts.

The rate of pay for all off-duty canine care performed by employees assigned to canine duty is 1 1/2 times the employee's regular rate of pay per hour.

If and when an employee assigned to K-9 duty performs any extraordinary work involving the animal, the employee shall report such work immediately to the employer in writing and in no event less than 24 hours. Extraordinary work includes, but is not limited to, unanticipated trips for emergency veterinarian care

and any work which causes a substantial increase in work time beyond what is compensated in the first paragraph of this agreement.

### 13.2 Motorcycle Officer Assignment

The City and VPOA agree that the amount of off-duty compensable working time attributable to all ordinary aspects of motorcycle care (including without limitation minor maintenance and inspection, monthly washing and waxing, daily cleaning, storage, and delivery to service and repair facilities) by employees assigned to duty as motorcycle officers amounts to twenty minutes per day four days in a seven day week. This amount is a good faith estimate, intended to be comprehensive, accurate and inclusive of all pertinent facts.

The rate of pay for all off-duty motorcycle care performed by employees assigned to motorcycle duty is 1 1/2 times the employee's regular rate of pay per hour.

If and when an employee assigned to motorcycle duty performs any extraordinary work involving the motorcycle, the employee shall report such work immediately to the employer in writing and in no event less than 24 hours. Extraordinary work includes, but is not limited to, any work which causes a substantial increase in work time beyond what is compensated in the first paragraph of this agreement.

### 13.3 Field Training Officer Assignment

An employee assigned to Field Training Officer responsibilities as set forth in the Police Department Field Training Officer Manual shall receive a five percent (5%) specialty pay adjustment for the term of the assignment. Such assignment shall be made in conformance with the applicable department procedures and policies.

### 13.4 Dispatcher Training Assignment

An employee assigned, in writing by the Chief of Police, to train and who does train an employee in the duties of a Dispatcher, will receive a five percent (5%) specialty pay adjustment for the term of the assignment. Such assignment shall be made in conformance with the applicable department procedures and policies.

## Section 14 - Supplemental Life Insurance

Effective July 1, 2007, the life insurance coverage for each employee in the bargaining unit for the basic plan is Fifty-One Thousand Two Hundred Thirty-Three dollars (\$51,233). An additional life insurance plan is available in the amount of Twenty Thousand dollars (\$20,000), the cost to be incurred by the employee.

## Section 15 - Physical Fitness Program

The City and the Association have implemented a Physical Fitness Program including regular physical examinations. Such examinations will be at the expense of the City. Physical examinations will be mandatory. Participation in any off-duty physical fitness training will be voluntary.

#### Section 16 - Educational Incentive

Sworn personnel hired prior to July 1, 1985 holding an A.A. degree shall receive a five percent (5%) incentive raise on base salary. Sworn personnel with a B.A. degree shall receive a ten percent (10%) incentive raise on base salary. This provision shall be applicable only to degrees earned from accredited junior colleges, state colleges or universities. These payments shall not be compounded.

Effective July 1, 2001, sworn personnel hired after July 1, 1985, possessing an A.A. Degree shall receive 2.5% of base rate as an incentive for that degree and sworn personnel with a B. A. Degree shall receive 5.0% of base rate. These payments shall not be compounded.

A police officer who is assigned to an academy or to field training, who holds one or both of the above-mentioned degrees, shall be eligible for educational incentive raises upon completing the basic academy and/or field training.

#### Section 17 - Longevity Pay

Longevity pay is based on original hire date and the bargaining unit the employee was originally hired into. Employees hired prior to July 1, 1985 are eligible to receive longevity pay as described below:

Employees shall receive five percent (5%) over base pay after ten (10) years of service, ten percent (10%) after fifteen (15) years, and fifteen percent (15%) after twenty (20) years. Percentage amounts shall not be compounded.

Employees who voluntarily elect to receive Senior Officer Program Pay under the Agreement are ineligible to receive Longevity Pay under this Section.

#### Section 18 - Fair Labor Standards Act

The City and the Association agree to implement changes which may be required by the application of the F.L.S.A.

The City and the Association agree that prior to the implementation of changes, they will meet to discuss possible alternative proposals and the minimizing of the impact of changes on the employees and the City.

#### Section 19 - Probationary Period

The Police Officer classification probationary period shall be twelve (12) months.

The Police Officer Trainee classification probationary period shall be eighteen (18) months.

The Police Officer Academy Graduate classification shall be eighteen (18) months.

The Dispatcher classification probationary period shall be twelve (12) months.

#### Section 20 - Grievance Procedure

It is understood and agreed that the Peace Officers Procedural Bill of Rights, California Government Code Sections 3300-3311, is incorporated herein by reference and will apply equally to all employees represented by the Vacaville Police Officers Association bargaining unit.

#### Section 21 - Payroll Deductions

The City shall maintain payroll deductions for normal and regular association membership dues and insurance premiums for plans sponsored by the City or the Association. The City will remit to the Association, a check for all deductions on a monthly basis.

#### Section 22 - Bereavement Leave

When death in the employee's immediate family requires the employee's presence, an employee may use up to, but not exceed three (3) days to make arrangements for the funeral and attend same within the State of California, and up to but not exceed five (5) days outside the State of California.

For the purposes of this section, "immediate family" shall include spouse, children, parent, brother, sister, grandparents, mother-in-law, father-in-law, or anyone residing in a household who is a dependent or a relative. This provision does not apply if the death occurs during the employee's paid vacation or while the employee is on leave of absence, layoff, or sick leave.

#### Section 23 - Discipline Appeal Process

The following is an amendment to Section 5.80 of the Personnel Policies and Procedures:

In the case of suspension without pay, demotion, or dismissal, the employee may appeal the decision of the Department Head to the City Manager. An employee shall have ten (10) calendar days from the date of the Department Head's decision to notify the City Manager in writing of the appeal. If the employee fails to appeal the Department Head's decision, the intended discipline shall be imposed on the day specified therein. If the employee appeals within the specified time, the Department Head will determine if the employee can remain on his or her normal work schedule or be placed on leave with pay until the appeal to the City Manager has been completed.

### Appeal of suspension without pay up to maximum of 40 hours

In the case of suspension without pay up to a maximum of 40 hours, the decision of the City Manager shall be final.

### Appeal of demotion or suspension without pay exceeding 40 hours, and dismissal

In the case of demotion, suspension without pay exceeding 40 hours, and dismissal, the employee may appeal the decision of the City Manager to an arbitrator. A written notice of appeal must be received by the City Manager no later than five (5) calendar days following the date of the City Manager's decision.

Upon receipt of the appeal, the City Manager shall contact the State Mediation and Conciliation Service (SMCS) to provide, in accordance with its normal and customary procedures, a list of names of neutral parties who may serve as an arbitrator. Upon receipt of the list from SMCS, the City and the Association shall meet and alternately strike names from the list until the name of one individual remains, who shall serve as the arbitrator.

The employee and the City shall share the fees and expenses of the arbitrator equally. A court reporter may be included in the proceedings upon mutual agreement of the parties, the cost of which shall be shared equally between the parties. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the cost or expenses of witnesses called by the other party. A party requesting a transcript of the arbitration shall bear the cost thereof.

The decision rendered by the arbitrator shall be final and binding and not appealable to the City Council or a court of law.

### Section 24 – Acting Pay

An employee assigned in writing by that employee's supervisor to assume the full duties, and works in that higher paid position, will receive acting pay in that higher paid position, with the pay commencing at the start of the written assignment. For the purposes of this section, acting pay is five percent (5%) of the employee's current classification rate of pay.

### Section 25 – New Programs

#### 25.1 Tuition Reimbursement

Effective March 25, 2008, the City shall provide up to One Thousand Five Hundred dollars (\$1,500) per year per employee to reimburse registration/tuition/book costs for job-related college course work taken with prior City approval if the employee earns a "pass" (pass/fail) or "B" grade or better.

## 25.2 Bilingual Skills Pay

When required and assigned by the Chief to utilize bi-lingual skills as a condition of his/her employment, employees shall receive an additional 2.5% of base rate, providing he/she has passed a City approved bilingual exam for the language required. The exam shall evaluate oral and/or basic reading/writing skills. The City will administer the exam two (2) times per year when there are candidates to be tested. The test may be given in conjunction with the certification of applicants for any recruitment requiring or giving preference to persons with bilingual skills. Skills pay for those who pass the exam shall begin the following pay period. An employee who does not pass a bilingual exam may be re-tested within six (6) months at their request and with the approval of the Chief.

## 25.3 Senior Officer I/II Program

A Senior Officer I/II Program is established as specified in Appendix B. Compensation shall be 5.0% of base rate for Senior Officer I, and 10.0% of base rate for Senior Officer II. These payments shall not be compounded.

## 25.4 Dispatcher POST Certificate Pay

Effective July 1, 2008 Dispatchers who possess a California Peace Officer Standards and Training (POST) Public Dispatcher Certificate – Intermediate shall be eligible for additional pay of 2.5% of base rate.

## Entire Agreement

This agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its term. This agreement supersedes and cancels all prior practices and agreements whether written or oral, unless expressly stated in this agreement.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. On the request of either party, both sides shall meet and confer regarding any proposed changes in personnel practices or working conditions.

**IN WITNESS WHEREOF**, the parties hereby executed this Memorandum of Understanding this 19th day of January 2009.

VACAVILLE POLICE OFFICERS

CITY OF VACAVILLE

ASSOCIATION

By David Topaz

By Dawn M. Villarreal

By Kevin O'Connell

By Jeff Higby

By Joe McElligott

By Gary Anderson

By Leslie Tatum

**APPENDIX A**

**SALARY SCHEDULE**  
**Vacaville Police Officers Association**

**WAGE ADJUSTMENT**  
**Effective: March 25, 2008**

- **Police Officer, Police Officer Academy Graduate and Police Officer Trainee (4.9637%<sup>1</sup>)**
- **Public Safety Dispatcher I, II and Lead Dispatcher (8.1924%<sup>2</sup>)**

<b>POSITION TITLE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>POLICE OFFICER</b>	<b>5,845.41</b>	<b>6,136.78</b>	<b>6,442.61</b>	<b>6,763.73</b>	<b>7,100.94</b>
<b>POLICE OFFICER ACADEMY GRADUATE</b>	<b>5,109.70</b>				
<b>POLICE OFFICER TRAINEE</b>	<b>4,640.15</b>				
<b>PUBLIC SAFETY DISPATCHER I</b>	<b>4,264.49</b>	<b>4,477.71</b>	<b>4,701.60</b>	<b>4,936.66</b>	<b>5,183.50</b>
<b>PUBLIC SAFETY DISPATCHER II</b>	<b>4,695.76</b>	<b>4,390.56</b>	<b>5,177.13</b>	<b>5,436.02</b>	<b>5,707.81</b>
<b>LEAD DISPATCHER</b>	<b>5,177.72</b>	<b>5,439.33</b>	<b>5,708.85</b>	<b>5,994.28</b>	<b>6,282.17</b>

**RETROACTIVE PAYMENT FOR THE PERIOD**  
**July 1, 2007 through December 31, 2007**

Employees in the classifications above shall receive retroactive payment in an amount equivalent to the March 25<sup>th</sup> Wage Adjustment (adjustments of 4.9637% or 8.1924%, based on classification) calculated on an employee's actual compensation between July 1, 2007 and December 31, 2007, including regular work hours and overtime, less any applicable deductions, withholdings and taxes. Retroactive Payments will be provided to all employees that were in represented positions at the time of ratification (March 23, 2008) and Council adoption (March 25, 2008) of this MOU. Employees that have retired, promoted or transferred to non-POA positions, or terminated services with the City shall not be eligible for this Retroactive Payment.

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<sup>1</sup> Reflects an adjustment to median (2.4637%) and a 2.5% internal equity adjustment, for a total wage adjustment of 4.9637%.

<sup>2</sup> Reflects an adjustment to median (5.6924%) and a 2.5% market adjustment, for a total wage adjustment of 8.1924%.

## **WAGE ADJUSTMENTS**

**All Classifications: July 1, 2008 – 3.5%**

**All Classifications: July 1, 2010 – 3.5%**

## **MARKET SURVEY\***

**All Classifications: July 1, 2009**

\*The “market survey” shall be conducted as follows:

The city agencies of Antioch, Fairfield, Napa, Richmond, Sacramento, and Vallejo comprise the “market” for comparison purposes. These agencies will be surveyed no later than July 20, **2009**.

Top step Police Officer and Dispatcher (journey level) salaries from these agencies, and POST/Education Incentive, and any offset related to payment of employees’ PERS share pick-up, shall be the components surveyed.

When 50% plus one of the Peace Officers in the unit qualify for the Senior Police Officer Program at any level, the 2.5% compensation available from level I of the program will be included in any subsequent market survey, however, when 50% plus one of the Peace Officers in the unit qualify for the Senior Police Officer Program level II, the 5.0% compensation available from level II of the program will be then included in any subsequent market survey. When either threshold is reached, any somewhat similar programs in the other survey agencies (e.g., Fairfield’s “Proficiency Pay”) will also be considered in the comparison.

Effective July 1, 2009, the top step salary for the Vacaville Police Officer and Dispatcher classifications shall be adjusted to equal the median Police Officer and Dispatcher (journey level) compensation as calculated from the survey. The Police Officer Trainee classification shall be adjusted to maintain the current spacing below the Police Officer classification. The Lead Dispatcher classification shall be adjusted to maintain the current spacing above the Dispatcher classification.

In the event one or more of the survey agencies consolidate dispatch operations, the parties agree to meet and confer over the impact related to the survey process.

## APPENDIX B

### SENIOR POLICE OFFICER PROGRAM

The purpose of the Senior Police Officer Program (SPOP) is to provide compensation and recognition for Police officers who have acquired special skills and demonstrated their worth to the organization through years of service, academic achievement and by developing a breadth of knowledge through assignment to specialties within the Department. **The Senior Police Officer Program is applicable to all employees in the classification of Police Officer.**

The Department recognizes that a Police officer increases their relative value to the organization through a consistent effort to enhance their formal education and professional training, and by seeking assignment to one or more of the specialty assignments available to all police officers. The Department also recognizes that police officers who dedicate a number of years to the service of the City of Vacaville acquire knowledge of the local community, crime trends and related issues that provides an added value to their work as an officer. The SPOP is being implemented to provide a visible means of recognizing such officers, as well as compensating them for their persistent work to professionally develop their expertise.

#### **Requirements for Participation**

The requirements and compensation of the two levels of the SPOP are summarized as follows:

##### Senior Police Officer I

Minimum service of eight (8) years as a Police officer with the City of Vacaville (a lateral officer may substitute up to three years of full-time CA police service with another police agency to fulfill this requirement).

Must have been selected and assigned to a specialty assignment as noted below. The period of assignment shall be for a minimum period of one year. If an officer is transferred temporarily to Patrol due to staffing considerations, or is transferred to a second specialty without a break in specialty assignment time of at least six months, the requirement for the one-year minimum time will be waived. Specialty assignments include:

- Investigative Services Section
- Narcotics Enforcement Team
- Street Enforcement team
- Family Investigative Response Services Team
- Youth Services Section
- Traffic - Motors and Traffic Officers
- K9 Program
- Field Training Officer
- Special Weapons and Tactics Team (requires 3 years)

Crisis Incident Negotiation Team (requires 3 years)  
Firearms Instructor (requires 3 years)  
Defensive Tactics Instructor (requires 3 years)  
**Mobile Field Force (requires 3 years, cannot be counted if on SWAT team)**  
**EVOC Instructor (requires 3 years)**  
**CVSA Examiner (requires 3 years)**  
**Armorer (requires 3 years, cannot be counted if Firearms Instructor)**  
**Honor Guard (requires 3 years)**

Must have completed a minimum of 30 college semester units and have obtained an Intermediate POST Certificate. An officer who has been awarded an Associate (or more advanced) degree from an accredited college or university will be eligible for participation as an SPO I at the completion of six (6) year's service if all other requirements have been met (a lateral officer may substitute up to three years service of as described above).

The SPO I will wear a single chevron on each sleeve in recognition of being advanced to SPO status. Police Officers who were hired prior to 1985 who have fulfilled the specialty service requirement who are not eligible for this program will also wear a single chevron on each sleeve of the uniform in recognition of their service to the department.

### Senior Police Officer II

Minimum service of twelve (12) years as a Police Officer with the City of Vacaville (a lateral officer may substitute up to three years of full-time CA police service with another police agency to fulfill this requirement ).

Must have been assigned for a minimum of one year in two distinct specialty assignments (including qualifications in specialties as described in the preceding section). The exception to a full year's service in a specialty as described in the SPO I guidelines shall also apply for SPO II consideration of specialty service.

Must have returned to Field Services as a patrol officer for a minimum of six months between specialty assignments outside of the Field Services Division, unless the Department allows a transfer to a second specialty in accordance with General Orders. In the case of specialty service without an interim transfer to Field Services, the officer will be eligible for credit for two specialties as required for participation in the SPOP program.

Must have completed a minimum of 60 college semester units and have obtained an Advanced POST Certificate. Officers who have been awarded a Bachelor's degree from an accredited college or university in criminal justice, the social sciences, or a related field, will be eligible for elevation to SPO II upon completing nine (9) year's service with the Vacaville Police Department (a lateral officer may substitute up to three years service of as described above).

The SPO II will wear two chevrons on each sleeve of the police uniform in recognition for being advanced to SPO II status. Officers who were hired prior to 1985 who are not eligible for participation in this program will also wear two chevrons on each sleeve of the uniform in recognition of their service to the agency.

### Duties

The SPO will work duties similar to those of other incumbents in his or her particular job assignment. If assigned as an OIC or acting watch commander, the SPO will not be eligible for an increase in pay for the time he or she is working as an OIC or acting watch commander in a line or specialty assignment, except as described in the "Compensation" section of this document.

Utilization of SPO's in an OIC capacity shall not be used as a substitute for filling of vacancies or long-term absences at the Police Sergeant rank in lieu of permanent or temporary promotion pursuant to current practice.

The unit, team or shift supervisor may task the SPO with adjunct duties as desired in recognition of the SPO's experience and value to the organization. The SPO is not eligible for added compensation to fulfill requirements in this capacity beyond that paid through regular or overtime compensation. Such adjunct duties shall not include compensated Patrol specialties (e.g., FTO), which will continue to be compensated pursuant to the applicable MOU provisions.

### Compensation

SPO I/II's will be compensated pursuant to MOU Section 25.3 starting with the pay period immediately after the officer provides the appropriate supporting documentation in application for the position (the individual police officer is responsible for providing the application to the Office of the Chief at the time of eligibility).

An SPO I or II serving as a Field Training Officer in the Field Services Division shall be compensated as described above in conjunction with the pay provisions of MOU Section 13.3 (FTO). An SPO I or II serving as an FTO shall not qualify for any OIC compensation pursuant to the preceding paragraph nor any other provision (i.e., no compounding).