

**SIDE LETTER  
BETWEEN CITY OF CAPITOLA AND  
CAPITOLA POLICE OFFICERS ASSOCIATION**

**WHEREAS**, the City of Capitola (City) and Capitola Police Officers Association (CPOA), have met and conferred in good faith regarding incentive pay; and

**WHEREAS**, since 1988, the City has recognized and supported its Career Officer Program with incentive pay; and

**WHEREAS**, the City and the Union have previously agreed on an MOU with a term beginning on June 9, 2024, and expiring on June 30, 2027; and

**WHEREAS**, CalPERS recently conducted a compliance audit to make sure that current MOU's are compliant with CalPERS requirements related to computation of retirement compensation for individual retirees; and

**WHEREAS**, it was determined that the changes to the language will ensure Career Officer Program pay and Uniform Allowance for Classic Members is reportable for CalPERS; and

**WHEREAS**, all other provisions in the MOU shall remain unchanged and shall remain in effect.

**IT IS HEREBY AGREED AS FOLLOWS:** The following articles shall be added:

**10.03 UNIFORMS – SWORN MEMBERS**

Compensation paid for the monetary value of the purchase, rental, and/or maintenance of required uniforms will be reported to CalPERS in the amount of \$38 on a bi-weekly basis for active employees as of December 31, 2012.

**10.04 UNIFORMS – RECORDS MANAGER**

Compensation paid for the monetary value of the purchase, rental, and/or maintenance of required uniforms will be reported to CalPERS in the amount of \$24 on a bi-weekly basis.

**IT IS HEREBY FURTHER AGREED AS FOLLOWS:** The following articles shall be amended to read:

**14.05 CAREER OFFICER PROGRAM – POLICE OFFICERS ONLY**

In accordance with standards set by Police Department Policy 1028, the City agrees to compensate police officers qualifying under the Career Officer Program by increased pay rates outlined below; the percentages cannot be compounded. Qualifications and conditions of payment are outlined below:

Senior Officer 1 must meet the following qualifications and will be compensated an additional 2.5% of base pay, paid bi-weekly.

- *Years of service requirement:* 5 years sworn
- *Performance standards:* A "Satisfactory" rating or above on annual evaluation for the previous three years, with no checklist factors marked below "Satisfactory" for the previous year
- *Education:* High school diploma/equivalent and at least 30 college semester units
- *POST:* Possesses an Basic POST certification
- *Performance of a specialty assignment:* Such assignments include serving as: Police Liaison: Schools; Police Liaison: Homeless; Officer in Charge in the absence of Sergeant, Corporal, or Senior Officer 2; Drone Operator; Trespass Program Manager; Social Media Team member; Fleet Manager; Technology Team member; and performing Neighborhood Watch duty

Senior Officer 2 must meet the following qualifications and will be compensated an additional 5% of base pay, paid bi-weekly.

- *Years of service requirement:* 8 years sworn
- *Performance standards:* A "Satisfactory" rating or above on annual evaluation for the previous three years, with no checklist factors marked below "Satisfactory" for the previous year
- *Education:* high school diploma/equivalent and at least 30 college semester units
- *POST:* Possess an Intermediate POST Certificate
- *Performance of a specialty assignment:* Such assignments include serving as: Police Liaison: Schools; Police Liaison: Homeless; Officer in Charge in the absence of Sergeant, Corporal, or Senior Officer 2; Drone Operator; Trespass Program Manager; Social Media Team member; Fleet Manager; Technology Team member; and performing Neighborhood Watch duty

Corporal (Senior Officer 3) must meet the following qualifications and will be compensated an additional 7.5% of base pay, paid bi-weekly.

- *Years of service requirement:* 12 years sworn
- *Performance standards:* A "Satisfactory" annual evaluation with no checklist factors marked below "Satisfactory" for the previous five years
- *Education:* high school diploma/equivalent and at least 30 college semester units
- *POST:* Possesses an Advanced POST Certificate
- *Performance of a specialty assignment:* Such assignments include serving as: Police Liaison: Schools; Police Liaison: Homeless; Officer in Charge in the absence of Sergeant, Corporal, or Senior Officer 2; Drone Operator; Trespass Program Manager; Social Media Team member; Fleet Manager; Technology Team member; and performing Neighborhood Watch duty

An officer is eligible for either the Educational Incentive Program or, the Career Officer Program, but may not receive payment under both programs.

Signed:

Capitola Police Officers Association: \_\_\_\_\_

Name:                      Date:

City of Capitola: \_\_\_\_\_

Name:                      Date: