



LETTER OF AGREEMENT

BETWEEN

CITY OF PASADENA

AND

PASADENA POLICE OFFICERS ASSOCIATION

This Letter of Agreement ("Agreement") is intended to memorialize the discussion, on August 6, 2024, between the City of Pasadena (PASADENA) and the Pasadena Police Officers Association (PPOA) to reflect the agreed-upon amendment to the Memorandum of Understanding (MOU) Article 15 (COMPENSATION), dated April 1, 2022- June 30, 2026. All other terms and conditions of the existing MOU shall remain in full force and effect. The amendment to the MOU is as follows:

WHEREAS, the Parties aim to formally recognize the invaluable contributions made by the Pasadena Police mounted officers, and acknowledge the heightened duties and obligations entailed in the care and upkeep of police horses. In light of these added responsibilities and associated expenses, the Parties seek to establish fair and just compensation terms for the fulfillment of these duties, as delineated below:

Pasadena Police Department Mounted Enforcement Unit (MEU):

1. **Special Compensation:** Effective October 28, 2024, employees assigned as mounted officers will receive compensation of \$22.50 per hour for all off-duty time spent caring for the police horse. This compensation shall be provided for one hour per day, for a total of seven days per week. The parties agree that, to the extent permitted by law, this special compensation shall be reported as such pursuant to Title 2CCR, Section 571(a)(4) Special Assignment.
2. **Scope of Off-Duty Responsibilities:** In addition to regular duties, mounted officers shall be responsible for, but not limited to, the following tasks during off-duty hours:
 - a. Feeding and cleaning up after the horse.
 - b. Attending to the horse's physical health, welfare, and grooming.
 - c. Training and medicating the horse.
 - d. Arranging veterinary care as needed.
 - e. Performing daily and routine maintenance to the horse's equipment and vehicle.
3. **Fair Labor Standards Act Compliance:** The compensation for off-duty duties has been determined based on an inquiry of an officer with horses into the number of hours spent each week on these tasks, resulting in a provision for a minimum of 28 hours per month of off-duty time spent caring for the horse. Both parties affirm that this compensation meets the requirements of the Fair Labor Standards Act.


4. Operational Guidelines: The police mounted enforcement unit program shall be operated in accordance with department policy. Additionally, the City shall provide or cover expenses for the following:
- a. Provision of necessary equipment for the horse and the officer (i.e., department saddle, saddle blanket, saddle bag, badge).
 - b. Provision of comprehensive coverage for all veterinary expenses incurred if injury occurs while the horse is deemed "on-duty," with a limit of \$7,500 per injury.
 - c. If death of the horse occurs while performing police duties, the total payment for death benefits shall not exceed \$10,000.
 - d. Assignment of a horse trailer and towing vehicle.

Eligibility Criteria: To be eligible for compensation under this arrangement, mounted officers must adhere to all departmental policies and procedures related to the care and maintenance of police horses. Any deviation from these protocols may result in the withholding or adjustment of compensation at the discretion of the department.

5. Duration: This agreement shall remain in effect until further notice and may be subject to periodic review and revision as deemed necessary by the Pasadena Police Department.
6. Compliance: Both parties agree to abide by the terms and conditions outlined in this side letter and to promptly address any issues or concerns that may arise during its implementation.

This memorandum of understanding reflects the commitment of both parties to ensure the well-being of police horses and the equitable compensation of their handlers.

For PPOA



Michael Gligorijevic (Oct 23, 2024 17:23 PDT)


Dated: 10/23/2024

For the City:

Miguel Marquez, City Manager

Dated: _____

APPROVED AS TO FORM:

This 23rd day of Oct, 2024
By 
Assistant City Attorney