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Date: July 8, 2021  
To: Board of Directors  
From: Mike Gancasz, Chief of Police  
Marti Brown, General Manager  
Subject: Police Lieutenant Job Classification and Salary Schedule

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**Recommendation:**

Approve Resolution 2021-13 adopting the attached Police Lieutenant job classification and salary schedule.

**Rationale for Recommendation:**

Staff recommends establishing the new job classification of Police Lieutenant (“Lieutenant”), because the department needs one middle management position that is not a member of the Kensington Police Officers Association (KPOA) in order to:

- Fill a management gap between the Executive (Chief) and Sergeants (KPOA);
- Provide additional and a much needed layer of supervision, leadership, and oversight of operations;
- Conduct Internal Affairs investigations allowing the Chief to remain neutral;
- Act as Acting Chief of Police when needed; and
- Actively promote succession planning across the ranks.

In addition, this position is also considered to be part of an effective, proven structure across all of Law Enforcement, and is supported by the KPOA.

**Background:**

This past fiscal year, the KPPCSD employed a Police Captain (in addition to a Chief of Police) and did not employ a Lieutenant (which is a lower management rank than a Captain). Typically, a Captain position would be found in a much larger police department than the Kensington Police Department (KPD). Hence, the Captain position is not necessary for the KPD; however, a mid-management position is still needed for all of the reasons stated in the “Rationale for Recommendation.” As a result, the logical recommendation for a mid-management position for the KPD is Lieutenant.

**Discussion and Analysis:**

The Fiscal Year 2020-21 budgeted Kensington Police Department structure included the following positions:

- Chief of Police (Executive),
- Captain (supervisor and KPOA member),
- Two Sergeants (first line supervisors and KPOA members), and
- Six Patrol Officers (line staff and KPOA members).

Contemporary Police organizations employ a middle management rank between the Chief of Police and Sergeant. This rank is frequently occupied by a position titled Lieutenant, Commander or Captain. The title depends largely on the size and needs of an organization and can include multiple positions with the same title and a variety of ranks in combination with one another. In Contra Costa County, the most widely used rank and position is titled Lieutenant.

Under a structure that includes the Lieutenant position, the Chief of Police will give direction to the Lieutenant to develop a plan of action for sergeants and front-line officers. Responsibilities include completing Internal Affairs Investigations, reviewing matters of use of force, policy development and overseeing grants. The Lieutenant will select and assign staff ensuring equal employment opportunity in hiring and promotion and set work schedules and priority tasks for officers. The Lieutenant is responsible for evaluating sergeants and other staff in performance reviews and identifying development and training needs for the department. The Lieutenant position will also be responsible for initiating and executing community-based activities and other public safety programs throughout the District. On top of these precinct duties, the Lieutenant will work with other law enforcement agencies in the area and act as an ambassador of the police department in meetings, schools, and other community functions. Individuals promoted to this rank will have demonstrated experience, proven leadership skills and strong public relations abilities.

Although the lowest in the County, the following proposed salary schedule is consistent with Lieutenant pay scales in Contra Costa County and significantly less than that of a Police Captain.

Police Lieutenant Base Salary:

Kensington Police Protection & Community Services District					
Steps	Step 1	Step 2	Step 3	Step 4	Step 5
	Monthly	Monthly	Monthly	Monthly	Monthly
<b>Police Lieutenant</b>	\$ 10,106.25	\$ 10,409.44	\$ 10,721.72	\$ 11,043.37	\$ 11,374.67
<b>Incentives</b>	AA Degree or Intermediate POST Certificate is 5% per month				
	BA Degree or Advanced POST Certificate in addition is 5% per month				

**Fiscal Impact:**

By defunding the Police Captain position and funding the Police Lieutenant position, the Kensington Police Protection & Community Service District will save approximately \$22,472 per year.

**Attachment:**

1. Police Lieutenant Job Classification
2. Resolution No. 2021-13 - A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Police Lieutenant Job Classification And Salary Schedule

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Service District

Date: July 2020

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CLASS TITLE:	<b>Lieutenant</b>	FLSA STATUS:	Exempt
REPORTS TO:	Chief of Police	HIRING STATUS:	At Will

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### **JOB SUMMARY**

Reporting to and under the direction of the Chief of Police, plan, schedule, organize, supervise, review, and evaluate the work of field/investigative officers, traffic officers and records staff through a subordinate level of supervision; train staff and provide professional development; develop and implement departmental operational programs; provide complex administrative and budgetary support to the Chief of Police; act as Acting Chief of Police as needed and act in his/her capacity as assigned; and perform related work as required. Responsibilities include direct supervision of sworn and non-sworn personnel.

### **DISTINGUISHING CHARACTERISTICS**

This mid-management class is a sworn Peace Officer position responsible for planning patrol, investigative, public service activities, and assisting the Chief of Police with various budgetary, special program and administrative areas. This position will also be responsible for working closely with the Kensington Fire Protection District, Contra Costa County Office of Emergency Services, the El Cerrito Fire Department on emergency preparedness, response and evacuation planning. While the Lieutenant may also respond to calls for service, crime scene security and/or engage in investigations, the primary responsibilities are managerial, including the coordination of activities with those of surrounding first responder jurisdictions and law enforcement agencies.

### **EXAMPLES OF WORK\***

Plan, schedule, organize, assign, review, and evaluate the work of sworn and nonsworn staff; ensure coverage of staff for all shifts and assignments, including investigation; provide for the training of staff in work procedures and professional development. Execute selection, disciplinary and other personnel decisions; counsel employees; administer discipline as required; interpret laws, codes, policies, and procedures to staff; and ensure legality and consistency of application.

The Lieutenant position will also:

- Assist with the development of goals, objectives, policies, procedures, and work standards for the department;
- Assist with development and administration of the budget;

- coordinate sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators as well as medical and/or psychological screening professionals;
- develop cooperative working relationships and mutual aid agreements with representatives of other local public safety departments;
- monitor legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department;
- Recommend equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner;
- Investigate and resolve problems with requests for services or complaints regarding police functions;
- Prepare and review a variety of correspondence, reports, procedures, and other written materials;
- Maintain and direct the maintenance of departmental files, direct the release of records as well as property and evidence activities;
- Represent the District at cross-jurisdictional meetings with members of other public and private organizations, businesses, educational and community groups, as well as the public;
- Respond to emergency or unusual situations;
- Perform the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate;
- Oversee and coordinate the work of multi-agency task forces or committees as necessary;
- Provide and coordinate mutual aide to other law enforcement agencies in accordance with departmental policy; and
- Assume command in the absence of the Police Chief as needed.

\*Duties are illustrative only and not all inclusive, and may vary by individual assignment

## **QUALIFICATION REQUIREMENTS**

Required Entry Level Knowledge:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development, work review and evaluation.
- Functions, services, and funding sources of a full-service police department.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation.
- Protection of life and property, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.

- Courtroom procedures and techniques for testifying; applicable laws, codes, ordinances, and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

#### **EMPLOYMENT STANDARDS (Required at Appointment)**

- Must possess a valid California class C driver license and have a satisfactory driving record.
- Must possess a valid Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Must maintain firearms qualification.
- Must successfully complete a background investigation as a condition of initial employment with Kensington Police Department.

#### **KNOWLEDGE, SKILLS, ABILITIES (Required at Appointment)**

- **Knowledge of:** Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
  - A bachelor's degree from an accredited college, with preference although not required, in criminal justice, police science, public administration, or a closely related field; and two years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above; and a California Peace Officer Standards and Training (POST) Supervisory Certificate; or
  - An associate degree in criminal justice, police science, public administration, or a closely related field; and four years of full-time equivalent professional law enforcement experience equivalent to the level of Police Sergeant or above and a California Peace Officer Standards and Training (POST) Supervisory Certificate.
- **Skill in:** The work requires a combination of the following mental requirements depending upon a given task, on a given day:
  - interpreting, taking, comprehending, and following instructions;
  - standard problem-solving;
  - administrative and clerking;
  - detailed uninvolved instructions, including one or two-step instructions;
  - simple to complex - reading, writing, math skills, and spatial analysis;
  - formulating, synthesizing, coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking, signaling, serving, and helping;

- setting-up; precision work; operating; driving; manipulation; tending; handling; performing simple, repetitive tasks to varied, complex tasks;
  - influencing and/or relating to other people; and
  - analyzing, critiquing and evaluating.
- **Ability to:** The position requires the following abilities:
    - Plan, schedule, assign, supervise, review, and evaluate the work of sworn and nonsworn staff.
    - Train staff in work procedures and providing for their professional development.
    - Assist in performing departmental administrative duties, such as budget development and administration as well as policy and procedure development.
    - Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
    - Prepare clear, accurate and grammatically correct reports, records, and other written materials.
    - Make sound, independent decisions as a watch commander and in emergency situations.
    - Identify and be responsive to community issues, concerns and needs.
    - Enter information into a computer with sufficient ability and accuracy.
    - Establish and maintain effective working relationships.

## **PHYSICAL DEMANDS**

Must maintain P.O.S.T. physical standards. The work requires a combination of the following physical requirements depending upon a given task on a given day:

- 3 to 6 hours of sitting and walking;
- up to 3 hours of standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, running, twisting, turning, jumping, firm grasping, reaching forward or overhead, pinching, eye-hand-foot coordination, verbal contact and telephone conversations;
- up to 3 hours of lifting, carrying, pushing/pulling up to and over 100 lbs.;
- 3 to 6 hours of face-to-face talking, public speaking, conversations, finger dexterity, light grasping; and
- 3 to 8 hours of vision accuracy (far and near), depth perception, field of vision, accommodation, and color vision.

## **WORK ENVIRONMENT**

Work is performed under the following conditions:

- indoors and outdoors;
- extreme hot and cold temperatures;
- unprotected heights;
- moving machinery;

- change in temperature and humidity;
- dust/fumes/smoke/gases;
- toxic/caustic chemicals;
- excessive noise;
- radiation/electrical energy;
- solvents, grease, or oil;
- slippery and or uneven surfaces;
- using a computer and other office equipment;
- working alone;
- working around or with others; and
- protective clothing required.

**RESOLUTION NO. 2021-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT APPROVING THE POLICE LIEUTENANT JOB CLASSIFICATION AND SALARY SCHEDULE**

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

**WHEREAS**, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing the new Police Lieutenant job classification and salary schedule;

**WHEREAS**, the Police Lieutenant position will fill a management gap between the Chief of Police and Sergeant position; and

**WHEREAS**, the 5-step monthly salary schedule has been established as follows: Step 1 (\$10,106.25), Step 2 (\$10,409.44), Step 3 (\$10,721.72), Step 4 (\$11,043.37) and Step 5 (\$11,374.67); and

**WHEREAS**, CalPERS requires that the salary of all employees of a member agency be included in a publicly available pay schedule adopted by the governing board of the contracting agency.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

The Board of Directors hereby approves and adopts the Police Lieutenant Classification Specification attached to this resolution and incorporated by reference effective as of July 8, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 8<sup>th</sup> day of July 2021, by the following vote to with:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8<sup>th</sup> day of July, 2021.

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Lynelle M. Lewis  
District Clerk of the Board

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Marti Brown  
General Manager



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