

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**  
**RESOLUTION NO. 2017-06**

RESOLUTION OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT TO AMEND APPENDIX "A" OF POLICY #2000 OF THE DISTRICT'S POLICY AND PROCEDURES MANUAL TO CREATE TWO JOB DESCRIPTIONS FOR THE POSITION OF DISTRICT GENERAL MANAGER AND THE DISTRICT CHIEF OF POLICE

WHEREAS, California Special Districts are required to employ a General Manager pursuant to California Government Code Section 61050(a); and

WHEREAS, the training and professional skills required of General Manger and Chief of Police are distinctly different; and

WHEREAS, the General Manager's preferred background includes a degree in public administration and training in management, policy formation, accounting, budgeting, human resources, labor relations, and planning.

WHEREAS, the General Manager should have a broad understanding of all services provided to the community and should ensure those services are efficiently implemented and funded over time with policy guidance set by the Board of Directors; and

WHEREAS, a Chief of Police's primary focus is on public safety with requisite training and skills centered on the means to ensure that citizens have a safe environment via a well-trained police department; and

WHEREAS, the separation of the positions of General Manager and Chief of Police is the preferred organizational structure because it allows for an additional level of review and oversight of District affairs and enables an agency to focus on the needs of the District, which has not been possible with a position that combines the duties of both General Manager and Chief of Police.

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

1. The Board of Directors hereby approves the amendment of Appendix "A" of District Policy and Procedures Manual Policy #2000, the text of which is attached hereto as Attachment "1" to include two separate job descriptions, one for the position of District General Manager and one for the position of District Chief of Police and retain the existing combined job description of General Manager/Chief of Police. The Board of Directors shall have the authority to recruit for a candidate to fill either the combined role of General Manager/Chief of Police or candidates for the role of General Manager and the role of Chief of Police.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on Thursday, the 9<sup>th</sup> of March 2017 by the following vote:

AYES: 4

BOARD MEMBERS:

Sylvia Hacaj  
Tilman M. Vothel  
R. Harris Watt

NOES: 0

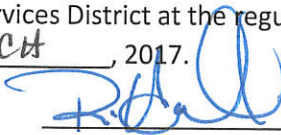
BOARD MEMBERS:

Zen Welch

ABSTAIN: 0

BOARD MEMBERS:

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 the Board held on THURSDAY, the 9<sup>TH</sup> day of MARCH, 2017.



Interim District General Manager/Chief of Police

## APPENDIX A

### JOB DESCRIPTION GENERAL MANAGER/CHIEF OF POLICE

#### GENERAL

The General Manager/Chief of Police (GM/COP) shall be responsible for all of the following:

- (a) The implementation of the policies established by the Board of Directors for the operation of the District.
- (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- (c) The supervision of the District's facilities and services.
- (d) The supervision of the District's finances.

The GM/COP is appointed by and serves under the direction of the Kensington Police Protection and Community Services District (KPPCSD) Board of Directors. The KPPCSD is responsible for providing police services and solid waste and recycling collection services within the Kensington community, and for managing the Kensington Park and its facilities. General responsibilities for managing District affairs and particular responsibilities for managing the different areas of District business are described separately.

#### DISTRICT AFFAIRS

The GM/COP shall be responsible for preparing the District Budget and for negotiating and maintaining all District records, District agreements, and District contracts.

The GM/COP shall be responsible for obtaining and preparing District Election material, as needed, and develop a working relationship with State and County legislators and be prepared to introduce or support legislation that affects the District's ability to serve the community. The GM/COP shall represent the District at State, County, and local public meetings.

The GM/COP shall prepare agendas for District Meetings, prepare and furnish Board Directors with all the appropriate information needed for Directors to conduct District meetings, and maintain a calendar of required events throughout the year.

The GM/COP shall prepare and submit all documents required by law and the Public Records Act, or other information in the public interest, to the public and/or appropriate agencies in a timely fashion.

#### POLICE DEPARTMENT

**Authority:** The GM/COP is the chief executive officer of the department and the final departmental authority in all matters of policy, operations and discipline. He/she exercises all lawful powers of his/her office and issues such lawful orders as are necessary to assure the effective performance of the department.

**Responsibilities:** Through the GM/COP the department is responsible for the enforcement of laws and ordinances coming within its legal jurisdiction. The GM/COP is responsible for planning, directing, coordinating, controlling, training, and staffing all activities of the department for its continued and efficient operation, for the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by competent authority and for the department's relations with Kensington citizens.

**Functions:** The GM/COP sets objectives for the department, makes plans, develops procedures, organizes and re-organizes, provides for staff and equipment, adopts rules and regulations for the administration of the department, sets policy, coordinates efforts and relationships, reports on departmental accomplishments, maintains public and employee relationships, develops the budget, directs departmental training activities, controls personnel files and investigates and properly disposes of citizen complaints regarding the actions of officers, performs annual performance evaluations of Sergeants, and provides direction to the department.

As circumstances require, the GM/COP shall also observe and investigate persons and situations which require attention that may affect enforcement of law or prevention of crime, perform miscellaneous services relative to public reports, testify in court, investigate crimes for the purpose of apprehension and prosecution of offenders and the recovery of stolen property.

## **SOLID WASTE HANDLING AND DISPOSAL**

The KPPCSD provides services within the Kensington community to collect, transfer, and dispose of solid waste, and provide additional solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities. The GM/COP shall supervise the solid waste handling programs within Kensington by working with the solid waste hauler, county staff, community members, and designated Board Directors on the implementation of the Solid Waste Contract. In addition, the GM/COP shall be responsible for providing information to the Board of Directors regarding possible rate changes and for ensuring the District meets State and local mandates regarding waste reduction and recycling.

## **PARK AND RECREATIONAL SERVICES**

The KPPCSD is responsible for providing recreational services to the community through the ownership of the Kensington Park and its facilities. The Kensington Community Council (KCC), a non-profit volunteer organization, provides and manages recreation programs in the park.

The GM/COP shall be responsible for managing the Kensington Park and its facilities with the assistance of the Park Administrator and oversee park development, maintenance and repair of recreation facilities, coordinating with the KCC and its staff when necessary. The GM/COP shall work with designated members of the Board of Directors to negotiate the agreement between the KCC and the KPPCSD as needed and work with designated members of the Board of Directors to negotiate lease or rental agreements for KPPCSD facilities and property.

## QUALIFICATIONS

The GM/COP shall be a sworn police officer under section 832 of the Penal Code and have at least a Bachelor's degree from an accredited college or university. A Master's degree is preferred. The GM/COP shall have at least five to seven years of progressive supervisory, command experience in a law enforcement agency and a California POST Supervisory Certificate or higher. If the GM/COP does not have the required California POST certifications at the time of hire, they shall be obtained within two years. The GM/COP shall have demonstrated managerial and community involvement experience.

**POLICY TITLE: Annual Goal Setting and Performance Appraisal –  
General Manager / Chief of Police**

**POLICY NUMBER: 2000.25**

**2000.25.1** The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

**2000.25.2** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The President of the Board shall, annually, establish a time line for the performance appraisal process and the District Board Secretary shall maintain a notification system that tracks process dates, specifically, when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

**2000.25.3** The Board of Directors will agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Directors shall be encouraged to prepare input on the form (worksheet) prior to the Board of Directors meeting.

**2000.25.4** During the scheduled closed session(s) the Board should offer opportunity to meet as a group with the General Manager to verbally discuss the components of the performance evaluation. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following input of the General Manager and the Board by way of the Performance Appraisal Worksheet, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and by way of the Board's designated committee provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

**2000.25.5** The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. They can be a combination of personal, professional, and District goals reflective of District priorities.



---

## Kensington Police Protection and Community Services District

---

The Kensington Police Protection and Community Services District (KPPCSD) is seeking to create two positions serving under the direction the KPPCSD Board, that of a General Manager and a Chief of Police. These are at-will positions.

### General Manager

Appoints, supervises, disciplines and dismisses the District's employees. This is to be consistent with directives established by the Board of Directors.

Supervises the District's facilities, services, and oversees maintenance of capital assets.

Prepares the yearly operating budget and supervises the District's finances.

Maintains all District agreements and contracts.

Supervises preparation and distribution of all agendas. Prepare and furnish Board Directors with the appropriate meeting information needed to conduct District meetings.

Obtains and prepares District election material. Represents the District (as needed) at state, county and local public meetings.

Supervises maintenance of a yearly operating calendar.

Maintains and updates District website.

Furnishes Board Directors with appropriate information need to conduct District meetings and execute their role in the KPPCSD.

Maintains excellent relationships with KPPCSD Attorneys and the KFPD General Manager and KFPD Chief.

Maintains professionalism, diplomacy, sensitivity and tact to communicate with community members, the media, Board and staff.

Prepares and submits all documents required by law and the Public Records Act, or other information in the public interest, to the public and/or appropriate agencies in the time required.

Oversees Kensington Park, its development, maintenance and repair of recreation facilities.

Coordinates with Kensington Community Council, as needed, and negotiates lease or rental agreements for KPPCSD facilities and property.

Supervises the implementation of the Solid Waste Contract. Responsible for communicating changes in rates and ensuring that the District meets State and local mandates regarding waste reduction and recycling.

Works with the Board to improve professional relationships, build morale and increase productivity and retention with sworn and non-sworn staff.

## **Chief of Police**

Enforces laws and ordinances that come within the legal jurisdiction of the Kensington Police Department (KPD).

Directs, controls, coordinates and staffs all activities of the KPD for its continued and efficient operation.

Enforces the rules and regulations within the department, setting a standard of excellence.

Ensures the completion, maintenance and forwarding of reports and records as may be required by competent authority, local, state and federal law.

Sets objectives for the KPD, developing and administering procedures, rules and regulations for the successful function of the department.

Directs departmental training activities.

Controls personnel files, overseeing that they are secured and updated as mandated.

Completes annual performance evaluations of subordinates.

Keeps abreast of the state of the art police standards and brings them into policy, as deemed appropriate.

Manages staff resources with the confines of the collective bargaining agreement and budgetary restraints.

Patrols the service area of the KPD and other local agencies as needed.

Maintains cordial and mutually beneficial relationships with other public safety agencies.