

## EXHIBIT A TO POLICY 1035

### CONFLICT OF INTEREST CODE

of the

### Kensington Police Protection & Community Services District Designated Officials, Employees and Consultants

[Adopted December 10, 2020]

Designated positions shall file statements of economic interests with the District as provided below. In the event that the designated position manages investments for the District, such official shall file the original of the statement with the Fair Political Practices Commission and file a copy with the District; all other designated positions shall file their statements with the District. The District shall retain said documents for the period required by applicable records retention regulations. Statements of Economic Interests are public records available for public inspection.

**DESIGNATED POSITIONS:** The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District’s jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated Positions	Disclosure Category
Board Member	1
Finance Committee Member	1
General Manager	1
<u>Employees with limited decision-making authority, such as purchasing, contracting for services, and/or making recommendations to the District Board or General Manager:</u>	<u>2</u>
<ul style="list-style-type: none"> <li>• <u>Chief of Police</u></li> <li>• <u>Clerk of the Board</u></li> <li>• <u>Business and Finance Manager</u></li> </ul>	
<u>Consultant</u>	<u>3</u>

**DISCLOSURE CATEGORIES:**

**Disclosure Category 1:** Persons in this category shall disclose:

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from sources that provide, plan to provide, or have provided in the last two years’ facilities, goods,

software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

**Disclosure Category 2:** Persons in this category shall disclose:

- A. All investments, business positions in, and income (including gifts, loans, and travel payments) from sources that manufacture, sell or provide goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's designated department.

**Disclosure Category 3:**

- A. Consultants shall disclose pursuant to the broadest disclosure category in the conflict-of-interest code subject to the following limitation: the General Manager may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

**Form 700** includes Form Schedules A-1, A-2, B, C, D and E. The form schedules contain further details regarding information that must be disclosed and exemptions to the disclosure requirement, which information is incorporated herein by reference. *Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.*