

**SAN DIEGO POLICE DEPARTMENT'S
CONFLICT OF INTEREST CODE**

APPENDIX "A"

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Chief of Police	Plans, organizes, and directs all Police Department operations, including the specification development and requisitioning of equipment and services.	1, 2, 3
Executive Assistant Chief of Police	Plans, organizes, and directs all Police Department operations, including the specification development and requisitioning of equipment, with responsibility for formulation and administration of policies and programs and services as directed by the Chief of Police.	1, 2, 3
Assistant Police Chief	Plans and directs the work of several divisions, including the specification development and requisitioning of equipment and services, with responsibility for formulation and administration of policies and programs and services as directed by the Chief of Police.	1, 2, 3
Police Captain	Plans and directs the operations of a major division including the development of special programs, specification development, the processing of traffic citations, and the requisitioning of equipment, services, and special funds.	3
Administrative Services Program Manager (Civilian)	Plans and directs the operations of a major division including the development of special programs, specification development, and the requisitioning of equipment, services, supplies and special funds; reviewing and making recommendations on requests for proposals and administering contracts.	3
Program Coordinator, Administrative Services (Civilian)	Conducts coordination and oversight of the critical functions of the Division, including overseeing management of grants, special funds and task forces; preparing special reports and studies; and providing Department management with decision-making information on related financial issues.	3

Information Systems Manager (Civilian)	Plans and directs the operations of a major division, including the processing of all equipment requisitions; directs all administrative or operational crime analysis programs, provides analytic and research support for department management and directs the implementation of department-wide computer programs.	3
Program Coordinator, Crime Laboratory (Civilian)	Oversees supervisory personnel and special projects; acts as the laboratory's representatives at high level management meetings; provides support and advice on administrative policies, procedures, guidelines and practices to Department managers and supervisors; responsible for the day to day operations of the laboratory.	3
Police Records Administrator (Civilian)	Administers the personnel services operations of the Police Department, including reviewing and administering hiring, and promotional processes; management of all personnel records; assisting in the interpretation of personnel policies and regulations; administering the Department's Medical Assistance Program; administers personnel and police records related programs; and responsible for evaluating, developing, managing and incorporating operational projects, policies and procedures related to human resources and police records and supervising assigned staff.	3
Program Coordinator, Human Resources (Civilian)	Oversees supervisory personnel, provides mentoring; establishes unit oriented goals and priorities; oversees special projects and acts as the division representative at high level management meetings; provides support and advice on administrative policies, procedures, guidelines and practices to Records and Human Resources Analysts, Department managers and supervisors; responsible for the day to day operations of the Records Unit, including research and responses to requests for public records.	3

Information Systems Administrator (Civilian)	Administers operations of the Data Services Unit including requisitioning of computer equipment and supplies, reviewing and making recommendations on requests for proposals and administering contracts.	3
Licensing Detail Lieutenant (Vice Administration)	Oversees investigations of police-regulated business license applicants.	3
Consultants/New Positions	The Chief of Police may determine in writing that a particular consultant/new position, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant’s duties, and, based upon that description/new position’s, a statement of the extent of the disclosure requirements. The Chief of Police’s determination is a public record and shall be retained for public inspection in the same manner and located as this Conflict of Interest Code.	4
Program Manager (Homeland Security)	Manages, plans and directs the operations of the Office of Homeland Security, coordinates projects, and provides assistance and staff to management, committees and task forces	2
Program Coordinator (Homeland Security)	Supervises and oversees the various sections and programs of the Office of Homeland Security to include; Prevention, Protection, Response, Recovery, Mitigation, Regional Training, Grant Management, Financial Compliance and Administration. Coordinates projects and programs, interfaces with committees and task forces, recommends financial decisions, oversees grant program.	2
Supervising Homeland Security Coordinator	Supervises and oversees the various sections and programs of the Office of Homeland Security to include; Prevention, Protection, Response, Recovery, and Mitigation. Coordinates projects and programs and interfaces with committees and task forces.	2

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APPENDIX "B"

Category 1 Investments and business positions in any business entity located in or doing business in the jurisdiction.

Income and gifts from sources located in or doing business in the jurisdiction.

Interests in real property located in the jurisdiction, including property located within a two-mile radius of any property owned or used by the City. "Real property" does not include the home/primary residence of the filer.

Category 2 All investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego; that is a tenant of the City of San Diego; that is an adverse party to the City of San Diego in a legal proceeding; or is granted authority by the City of San Diego to use city facilities.

All interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego; that is a tenant of the City of San Diego; that is an adverse party to the City of San Diego in a legal proceeding; or is granted authority by the City of San Diego to use city facilities.

All income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego; that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding; or is granted authority by the City of San Diego to use city facilities.

Category 3 For purposes of this category, any person or business entity means one which reasonably foreseeably will be the subject of an investigation by City, is an adverse party to the City in a legal proceeding, or is contracting with, or selling goods or services to the City.

Investments or business positions in any business entity, income and gifts from any person or business entity, interests in real property held jointly or in common with any person or business entity.

Category 4 The Chief of Police may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's or new position's duties, and, based upon that description, a statement of the extent of the disclosure requirements. The Chief of Police's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.