



CLASS SPECIFICATION

02/22/07

PORT WARDEN, CLASS 0801

Summary of Duties: An employee in this class has complete responsibility for planning, coordinating, and directing law enforcement, security functions and operations of the Los Angeles Port Police. Incumbents in this class report directly to a Senior Manager, who has oversight of all law enforcement and security services, including those provided by outside agencies within the Port's jurisdiction.

Distinguishing Features: A Port Warden is distinguished from Port Police Captain by having direct responsibility for maritime law enforcement and security service provided to the Port of Los Angeles and its surrounding areas. The Port Warden develops policies and procedures specific to the Port of Los Angeles and ensures strict compliance with the Port's Security Program by all tenants, shipping/cruise lines, customers, and employees within the Port's service area. The Port Warden oversees the development of comprehensive security plans for the Port of Los Angeles complex.

A Port Warden coordinates and directs the activities of major sections within the Port Police Division, which may include uniformed field services involved in patrol, special operations, port security coordination or program management for counter terrorism and investigations, fiscal operations, and professional development. A Port Warden exercises the control of supervision and inspection principally through subordinate officers, to whom orders are issued and authority is delegated. A Port Warden is responsible for the implementation of programs and activities designed to increase the safety and security of the Port of Los Angeles.

A Port Warden may have direct responsibility for the functions of the Port of Los Angeles Port Police Division which includes developing programs to enhance the safety and security of the Port of Los Angeles, its employees, and the public; maintaining contact with managers, the Board of Harbor Commissioners, members of executive management from other City departments, directors, and managers of federal, state, local, and special jurisdiction agencies; and overseeing the development and implementation of the Port of Los Angeles security plan.

Examples of Duties:

- Develops policy and independently or with subordinate officers, plans, directs, coordinates, and manages operations of the Port Police Division to ensure compliance with the Port Security Program, Transportation Security Administration Mandates and Directives, applicable rules and regulations, international, federal, state, and local laws and ordinances which pertain to the Port operations and security;
- Issues policy directives and amends the Port Security Program for promulgation and execution;
- Conducts field investigations of personnel, equipment, facilities, and activities of all Port security units;

- Reviews operations and performance records and reports of employees to determine the efficiency and effectiveness of the Port Security Program;
- Works closely with other divisions and law enforcement and security entities operating in and around the Port of Los Angeles complex;
- Reviews recommendations on personnel problems and makes final determination whether to pursue disciplinary actions;
- Initiates and reviews the preparation of training programs and manuals of procedures for sworn and civilian employees;
- Works closely with Senior Management to develop appropriate policies, procedures, and staffing levels for purposes of providing protective services to the Port of Los Angeles;
- Appears, addresses, and responds to the Board of Harbor Commissioners, the City Council, and industry leaders to respond to safety and security concerns within the Port of Los Angeles and the maritime services to promote cooperation and adherence to law enforcement, safety, and security requirements;
- Serves as liaison with other agencies who have responsibilities within the Port of Los Angeles for emergency services;
- Reviews, evaluates information, reports, and other security-related documents to remain informed of current threats to the maritime industry and of available counter measures;
- Directs the preparation of annual and monthly reports of the Port Police Division;
- Determines, prepares, and presents the budgetary needs of the Port Police Division to the Board of Harbor Commissioners and appropriate levels within the Harbor Department and agencies as directed;
- Administers expenditures of the Port Police Division in accordance with budgeted allowances when requesting personnel, materials, equipment, and supplies to support the division operations;
- Dictates correspondence concerning a wide variety of law enforcement and maritime security activities; and
- Does related work as required.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Methods of patrolling and safeguarding critical infrastructure, including property, buildings, roadways, installations, and adjacent facilities;
- Joint or multi-agency federal, state, and local law enforcements operations;
- Emergency management planning processes for the maritime industry;
- Incident Command Systems;
- Laws and regulations governing law enforcement and security services;
- Federal, State, and Local ordinances applicable to sworn personnel;
- Sound supervisory and management principles;
- Principles of Law Enforcement Officer Safety practices;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- Public Relations principles and techniques;

- Grievance policies, investigations, and resolutions;
- City personnel rules, policies, and procedures;
- City Charter and Civil Service Commission Rules;
- Equal Employment Opportunity requirements; and
- Memorandum of Understanding for subordinate classifications.

The ability to:

- Develop and follow written and oral instructions;
- Apply complex policies and procedures;
- Interact effectively with employees, customers, law enforcement officials, public officials, and members of the general public;
- Work well with members of the domestic and international maritime community;
- Plan and effectively implement special operations addressing specific crime and security needs;
- Prepare and evaluate clear and concise reports;
- Read and comprehend technical and legal information;
- Adapt to rapid changes;
- Identify dangerous situations and potential acts of terrorism and develop a response to address the situation in a safe manner without jeopardizing the public.

Minimum Requirements: Two years of full-time paid experience at the level of Police Captain or above, or at a level equivalent to police commanding officer, managing the patrol, traffic, safety, investigation, intelligence and security activities or operations of a law enforcement agency; experience providing law enforcement in maritime environments is highly desirable.

Conditions of Employment:

- Completion of a California Peace Officers Standards and Training approved Executive Development Management course within one year of appointment.
- Must possess a valid California driver's license.
- Must pass a yearly medical examination administered by the City of Los Angeles Personnel Department Medical Services or authorized provider.
- Completion of a background investigation as required by California POST.
- May be required to obtain "Secret" level clearance.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.