

**CLASS SPECIFICATION****09-25-03****PORT POLICE SERGEANT, 3222**

Summary of Duties: A Port Police Sergeant works with, and assigns, reviews, and evaluates the work of a group of Port Police Officers performing their assigned duties on an assigned watch; applies sound supervisory principles and techniques in building and maintaining an effective work force, and fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features:

A Port Police Sergeant is distinguished from that of a Port Police Lieutenant in that the latter assists the Port Police Captain or the Port Warden in directing the security operations at the Port of Los Angeles, while the Port Police Sergeant may act as field supervisor and/or watch commander and is responsible for the deployment and functioning of the law enforcement and security personnel. While certain patrols and posts are well established, it is the responsibility of the Port Police Sergeant to provide for adequate control of special and unanticipated situations as they arise.

Examples of Duties:

- Acts as supervisor of a group of Port Police Officers performing their assigned duties on an assigned watch;
- Conducts roll call of employees reporting for the watch;
- Plans and organizes training agendas for roll calls;
- Inspects and deploys officers and other support personnel, makes assignments and issues instructions for special details, and may call in off-duty personnel for extra duty as required;
- Supervises field training programs;
- Makes spot inspections of activities during the course of the watch;
- Issues special instructions by radio or by direct contact, including alterations in patrol areas and changes of assignments;
- Provides for reliefs as necessary;
- Interprets policies, answers questions, and provides advice in handling incidents;
- Personally gives assistance to Port Police Officers as required in situations of unusual difficulty or danger;
- Investigates and prepares reports of accidents, special investigations, and property damage;
- Directs and organizes patrol officers during tactical situations;
- May act as Officer-In-Charge of the bicycle team, underwater dive team, boating enforcement, Sea Marshall program and commercial enforcement details;
- Maintains a log of activities during assigned watch;
- Compiles statistical reports and reviews and approves special reports submitted by Port Police Officers;

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- Performs training and follow-up duties as assigned;
- Prepares annual and/or probationary performance evaluations;
- May assist in planning security procedures;
- May be authorized to issue permits; and
- May be assigned as watch commander.

Employees in this class may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The incumbent must have the following knowledges and abilities:

A good knowledge of:

- Report writing, reading comprehension, and English usage and spelling;
- Methods of patrolling and safeguarding buildings, installations, and adjacent facilities;
- Laws and regulations governing Port Police Officers;
- Safety principles and practices;
- Fire hazards and fire prevention methods;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- City personnel rules, policies and procedures;
- Techniques in training, instructing and evaluation of subordinate or work performance;
- Sound supervisory principles and practices including, planning, delegating and controlling the work of subordinates; and
- Memoranda of understanding as they relate to subordinate personnel.

The ability to:

- Learn the locations of installations and facilities, policies and procedures, and security problems of the department to which assigned;
- Understand and follow written and oral directions;
- Deal courteously and effectively with employees, tenants, and the public;
- Analyze situations and adopt quick, effective, and reasonable courses of action;
- Direct the work of employees engaged in law enforcement and enforcement of security rules and regulations, and protection of life and property; and
- Apply and fulfill sound supervisory principles and techniques.

Minimum Requirements:

Two years of full-time paid experience as a Port Police Officer or in a class at least at the level patrolling areas for the protection of persons and property in the Port of Los Angeles.

Conditions of Employment:

- Must possess a valid California driver's license.
- Must complete a qualifying swimming test at the time of appointment.
- Must pass a yearly medical examination.
- Prior to appointment must possess a Basic certificate issued by POST.
- After appointment must complete a POST approved Supervisory course.

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 depend, 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 limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.