

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**02/08/07****PORT POLICE LIEUTENANT, 3223**

Summary of Duties: A Port Police Lieutenant assists the Port Police Captain or the Port Warden in directing the law enforcement and security operations at the Port of Los Angeles; plans, organizes and directs the work of sworn and civilian employees engaged in the operation of an assigned watch, investigation unit, or detail; 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:

Under the general supervision of the Port Police Captain or Port Warden, incumbents of Port Police Lieutenant are watch commanders of a work shift and are responsible for providing necessary law enforcement, safety and police services within the Port of Los Angeles. This position directly supervises Port Police Sergeants as assistant watch commanders or as field sergeants and is responsible for the activities of all personnel under their supervisory function in compliance with department policy. A Port Police Lieutenant may be assigned to command a team of investigative or uniform personnel involved in the investigation of various types of crime or providing auxiliary services. A Port Police Lieutenant may be assigned to serve as the Port Warden's adjutant.

Examples of Duties:

- Under direction of the Port Warden or Port Police Captain, supervises law enforcement, security, traffic, pollution, and safety activities;
- Makes recommendations for the adoption or modification of rules and regulations pertaining to law enforcement, security, traffic control, and safety;
- Plans work schedules and prepares assignments;
- Conducts roll call and provides roll call training for all sworn subordinates;
- Deploys personnel in accordance with special needs and conditions;
- Makes field inspections of personnel, equipment and facilities, and resolves difficult traffic or enforcement problems;
- Investigates allegations against employees;
- May interview members of the public, citizens, victims, and witnesses to determine actions to be taken, reviews and approves reports and records, including crime and arrest reports;
- Investigates and makes recommendations on requests for parking privileges, movie-making, movement of dangerous cargo, welding, and other activities;
- Provides information by telephone and in person concerning permit conditions, use of Department facilities and Department rules, regulations, and procedures;
- Occasionally takes charge of law enforcement, security, traffic, and safety operations at a special event;

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- Assists in the coordination with the Los Angeles Police Department, United States Coast Guard, Federal Bureau of Investigation, United States Customs Service, and other municipal, state, and federal police agencies on law enforcement situations;
- Reviews performance evaluations on subordinates;
- Maintains records and makes reports of the Division's activities, work, injuries, and property damage;
- Communicates equal employment opportunity information to employees and applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- May act as Port Warden's adjutant which includes researching, compiling, and analyzing crime trends and patterns; providing administrative and operational oversight to law enforcement, security, and civilian employees of the Los Angeles Port Police; disseminating information related to criminal activity; and directing personnel complaint investigations and submitting information to the patrol commander and Port Police Captain/Port Warden for adjudication; and
- Acts for the Port Police Captain or Port Warden in their absence.

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:

- Elements of crimes, rules of evidence, the law of search and seizure, the preparation and admissibility of evidence in court;
- Techniques and procedures of police record keeping and the kinds of crime data which are available;
- Report writing, reading comprehension, and English usage and spelling;
- 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 work performance;
- Sound supervisory principles and practices including, planning, delegating and controlling the work of subordinates, as well as counseling, discipline, grievance handling, and motivating personnel;
- Memoranda of Understanding as they relate to subordinate personnel; and
- Equal Employment Opportunity principles.

The ability to:

- Analyze and interpret crime data and other technical information;
- Communicate effectively both orally and in writing;
- Write clear and concise reports;
- Learn the locations of installations and facilities, policies and procedures, and security problems of the unit to which assigned;
- Understand and follow written and oral directions;

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- 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 the enforcement of security rules and regulations, preservation of law and order, and protection of life and property;
- Plan, organize, and direct a comprehensive security program of a large organization providing installations and facilities for the use of tenants and the public;
- Supervise, instruct, and advise police officers in all pertinent phases of law, police work, and crime detection; and
- Apply and fulfill sound supervisory principles and techniques.

Minimum Requirements:

Two years of full-time paid experience with the City of Los Angeles as a Port Police Sergeant or in a class at least at the level responsible for deployment and functioning of law enforcement and security personnel.

Conditions of Employment:

- Must possess a valid California driver's license and a good driving record.
- 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.
- Prior to appointment must complete a POST approved Supervisory course.
- After appointment must complete a POST approved Middle Management 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.