



CLASS SPECIFICATION

02/08/07

PORT POLICE CAPTAIN, 3224

Summary of Duties: A Port Police Captain plans, organizes and directs or assists in directing law enforcement operations at the Port of Los Angeles; coordinates activities with tenants and with federal, state and local law enforcement agencies; assesses the Department's security needs and develops recommendations regarding policy and/or rule changes; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: A Port Police Captain plans and executes the internal and external law enforcement and security program at the Port of Los Angeles; exercises line authority over all subordinate sworn and civilian employees involved in a major function of the Port Police Division; and is responsible for the interpretation of department policies and the selection, training, assignment, and administration of law enforcement and security personnel as well as the coordination of law enforcement, civil defense problems, and emergency procedures with tenants and other departments and agencies. A Port Police Captain may act for the Port Warden in the latter's absence and is a member of the Port Warden's command staff.

Examples of Duties:

- Plans, organizes, and directs the work of a major section or unit of the Port Police in areas such as the enforcement of interior and exterior law enforcement, security, traffic, investigations, safety rules and regulations at the Port of Los Angeles;
- Studies security requirements and makes recommendations for the adoption or amendment of policies, rules, and regulations to improve such activities;
- Interprets Department policies and disseminates information regarding applicable regulations, laws, and ordinances;
- Selects, trains, and instructs law enforcement and security personnel and reviews their work to insure adequate performance;
- Provides security measures, details, and crowd control coordination in cooperation with other governmental agencies during the arrival, during the event, and departure of important dignitaries;
- Coordinates with the Los Angeles Police Department, United States Coast Guard, Federal Bureau of Investigations, United States Customs Service, and other municipal, state and federal agencies on law enforcement situations;
- Meets with organizations, constituent groups, and individuals in order to develop and improve relationships between the public and the Port Police Division;
- Maintains records and prepares reports of the Division's activities, work injuries, and property damage as well as directs the preparation of manuals, procedures, and correspondence;
- May act as Port Warden in the latter's absence;

- Prepares or coordinates the preparation of detailed reports, analysis, comments, or discussion documents relating to various law enforcement and port management topics; and
- Reviews, makes recommendations, prepares responses, or may oversee the preparation of fiscal issues at a divisional level including preparation and administration of the Port Police Division Annual Budget.

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

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

A knowledge of:

- Elements of crimes, rules of evidence, the law of search and seizure, the preparation and admissibility of evidence in court;
- Principles, practices, and techniques of police science, organization, administration, and operations;
- Report writing, reading comprehension, and English usage and spelling;
- Emergency Operations Command practices and policies;
- Maritime law as it applies to the Port of Los Angeles;
- Laws and regulations governing law enforcement;
- Safety principles and practices of fire hazards and fire prevention methods;
- Laws of arrest and the elements of misdemeanor and felony offenses;
- City personnel rules, policies and procedures;
- Patrol and investigation activities, traffic safety, and control;
- Sound supervisory and management principles and practices including, planning, delegating and controlling the work of subordinates and the Memoranda of Understanding as they relate to subordinate personnel;
- Care and custody of persons and property and other law enforcement functions within the Port of Los Angeles;
- Fiscal management process and budget administration;
- The organization of the Port of Los Angeles; the Los Angeles Police Department; the City of Los Angeles; local municipal, state and federal law enforcement agencies; and other regulatory, licensing, and human services agencies; and
- Complex project coordination and reporting procedures.

The ability to:

- Interpret and apply the Code of Federal Regulations (CFR) statutes regarding US Customs and border enforcement regulations to the Port of Los Angeles;
- Analyze and interpret crime data and other technical information;
- Deal tactfully and effectively with personnel, City officials, the public, and other agencies;
- Direct the work of employees engaged in the enforcement of law enforcement, security rules and regulations, preservation of law and order, and protection of life and property;
- Plan, organize, and direct the work of subordinate personnel within a major unit of a comprehensive law enforcement security program of a large department providing installations and facilities for the use of tenants and the public;

- Apply and fulfill sound supervisory principles and techniques;
- Apply sound fiscal practices in a municipal agency; and
- Prepare complex staff projects.

Minimum Requirements:

One year of full-time paid experience with the City of Los Angeles as a Port Police Lieutenant or in a class at least at the level providing necessary law enforcement, safety and police services.

Conditions of Employment:

- 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.
- Appointment to a position in this class is subject to a one year probationary period as provided by Charter Section 1011.
- Completion of a background investigation as required by California POST.
- Some positions may require "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 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.