

2022 PORT POLICE SERGEANT (3222)

TASK LIST

SUPERVISORY DUTIES

1. Acts as field supervisor or watch commander for a group of Port Police Officers performing the assigned duties on an assigned watch in order to ensure compliance with Department and Division policies, laws, procedures and Memoranda of Understanding (MOUs), as well as EEO policies and procedures, and also to ensure that Department goals and objectives are met.
2. Conducts roll call of employees reporting for the watch in order to check attendance, readiness, make assignments, provide/update information on daily patrol functions, issue equipment, discuss legal updates, and provide on-going roll call training.
3. Plans and organizes training agendas for roll calls in order to keep officers updated and proficient in officer related skills, and documents training for record keeping purposes.
4. Inspects and deploys officers and other support personnel, makes assignments, issues instructions for special details, and may call in off-duty personnel for extra duty as required to ensure adequate coverage and resources to meet the needs of the Department.
5. Supervises field-training programs to ensure compliance with POST Training requirements.
6. Manages field situations, responds and assumes command, issues special instructions, including alterations in patrol areas and changes of assignments to address developing activities.
7. Provides relief as necessary to ensure adequate supervisory coverage including serving as a watch commander, field supervisor, or as specially assigned.
8. Provides supervisory oversight and assistance to Port Police Officers as required in situations of unusual difficulty or danger to ensure safety of officers and the public as well as proper handling of the situation.
9. Enforces standards, policies, answers questions, and provides feedback in handling incidents in order to clarify and comply with Department policies.
10. May act as an Officer-In-Charge of specialized units including but not limited to Area Command, Community Relations, Bicycle Team, Underwater Dive Team, Boating Enforcement, Hazmat Unit, Canine Unit, Field Training Program,

Commercial Enforcement Detail, Detective Unit, Range Staff or other specialized units in order to provide leadership and direction to specialized units.

11. Evaluates employee performance including preparation of comment cards, annual/probationary performance evaluations in order to provide direction, improve officer performance and determine training needs.
12. Directs and organizes Patrol Officers during tactical situations in order to mitigate the situation and ensure the safety of officers and the public.
13. Manages and plans the safety of operations including operations planning, injured on duty (IOD), worker's compensation, station cleanliness, and any other relative areas.
14. Utilizes and oversees the proper use and compliance with policies and work instructions related to various Port Police technologies including but not limited to Daily Training Bulletins, Computer Aide Dispatch, Records Management System, Racial and the Identify Profiling Act.

ADMINISTRATIVE DUTIES

15. Conducts audits and makes spot inspections of activities including by not limited to proper use of equipment (such as body worn cameras, mobile audio video, etc.) during the course of the watch to ensure Department goals and objectives are being met and to also ensure that officers are performing to Department standards.
16. Investigates and prepares reports of misconduct, policy violations, accidents, injuries, special investigations, and property damage to document the occurrence, determine liability and/or fault and recommend corrective action.
17. Documents required information in supervisory logs as assigned.
18. Compiles statistical reports and reviews/approves special reports submitted by Port Police Officers in order to document, evaluate, and make recommendations regarding workflow and assignments in order to ensure accuracy of content.
19. Conducts administrative and criminal investigations into employee actions stemming from various sources, which could include citizen complaints, media reports, or critical incidents such as officer involved shootings.
20. May be authorized to issue permits as a representative of the Department in the absence of the Division Head.
21. Effectively utilizes computer software programs (i.e., Microsoft Word, Excel, Powerpoint, and etc.) in order to present information and communicate data.

22. Utilizes available information such as crime statistics to identify trends and potential criminal activities, detects and prevents crimes, and also plans countermeasures against potential illegal activities in order to provide first-level supervision to officers performing law enforcement and security duties at the Port of Los Angeles (i.e., Harbor Department).

OTHER DUTIES

23. Collaborates with users of Port facilities including Facility Security Officers (FSO) and community in order to share and receive current information regarding crime terrorist, trends, tactics and practices as they relate to Port areas of responsibility.
24. Liasons with outside agents such as United States Coast Guard (U.S.C.G), Los Angeles Police Department (LAPD), FBI, Secret Service, U.S. Customs & Border Protection (CBP), foreign and government officials, and private security companies in order to coordinate activities, conduct meetings, exchange information, and ensure the safety of the public using Harbor Department facilities and services.
25. Performs training and follow-up duties as assigned to maintain officer proficiency as well as assignment accuracy, progress and/or completion.
26. Assists in planning security procedures to ensure safety of the public.
27. May perform other duties as assigned in order to ensure sufficient coverage and maintain work flow.