

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****09-25-03****PORT POLICE OFFICER, 3221**

**Summary of Duties:** A Port Police Officer is a sworn peace officer, authorized to carry a firearm; enforces federal and state laws and regulation, City of Los Angeles ordinances, and security, traffic, and safety rules and regulations; engages in law enforcement activities, including uniformed foot, vehicle, boat, bicycle patrol and plainclothes assignments, arrest, and report writing at the Port of Los Angeles; provides information to the public regarding locations and operations of the Department; engages in hazardous materials enforcement; and does related work.

**Distinguishing Features:** Incumbents of this class are armed and uniformed or plainclothes employees who are peace officers of the State of California. They are responsible for patrolling areas under the jurisdiction of the Harbor Department for the protection of persons and property on such premises. The work requires tact and good judgment in resolving difficult enforcement problems and maintaining optimum relations with tenants and the public. Although unusually difficult law enforcement problems may require the assistance of the Los Angeles Police Department, incumbents of this class are responsible for responding to emergencies and taking immediate action to restore order. They may work special assignments such as undercover details or plainclothes investigations.

Assignments are received in general terms and supplemented by special instructions and the work is checked by observation in the field and through reports of activities and incidents. Much of the work is performed without direct supervision.

Incumbents of this class are required to work day, night, or morning shifts, including Sundays and holidays, in all weather conditions and are subject to recall to work as required in emergencies.

A Port Police Officer performs duties on an assigned watch as detailed by a Port Police Sergeant.

**Examples of Duties:**

- Enforces ordinances, laws and regulations pertaining to parking, traffic control, safety, and property protection in the use of Department installations and facilities by the public and tenants;
- Patrols Department property to prevent trespass and unauthorized or hazardous use;
- Prevents public entry into dangerous or restricted areas;
- Exercises authority to halt hazardous or unauthorized activities by tenants' employees or the public in violation of safety regulations and procedures;

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- Issues citations and warnings for violations of specific provisions of Department rules, vehicle code and regulations;
- Secures gates and locks and watches buildings and facilities for indications of fire, dangerous conditions, unauthorized entry, and vandalism;
- Responds to emergencies and takes immediate action to control crowds, direct traffic, assist the injured, turn in alarms, and fight fires;
- Responds to calls for police service;
- Participates in or makes arrests;
- Apprehends or assists members of other law enforcement agencies in apprehending law violators;
- Works plainclothes and other investigative assignments;
- Provides information to the public regarding locations and operations of the Department and directs visitors to points of interest in the area or to major streets, freeways, and other stated destinations;
- Prepares personal injury and property damage reports and general incident reports;
- Drives automotive equipment and operates two-way radios as required in the performance of duties;
- May act as watch commander, or lead person, as instructed, in the absence of the Port Police Sergeant;
- Provides field escorts for visiting dignitaries, security parties, and representatives of the press;
- Investigates complaints;
- May supervise and coordinate bomb threat procedures;
- Receives and releases lost and found articles;
- May operate a motorboat in patrolling the waters of the Port of Los Angeles;
- Reports or removes hazards to navigation and controls small boat traffic;
- Inspects marinas, bunkering, deballasting and transfer of cargo at marine terminals;
- Inspects and reports damaged wharves;
- Inspects all welding activities for safety precautions, or any vessel or on port property;
- Inspects ships and facilities after loading or unloading hazardous cargoes;
- Observes vessel dockings and reports damage;
- Maintains identification and records of transient vessels, checks vessels for proper tie-up and collects fee due;
- Notifies vessels to be moved from construction areas or because they are in sinking conditions;
- May resolve disputes among patrons arising out of access routes and preferred anchorages;
- May serve summons and other legal documents, investigate complaints against Department employees and handle evictions from Department owned property; and
- Enforces water pollution laws, regulations and rules.

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; and
- Laws of arrest and the elements of misdemeanor and felony offenses.

**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; and
- Analyze situations and adopt quick, effective, and reasonable courses of action.

**Minimum Requirements:**

- High school graduation or equivalent.
- Must be 18 years of age at the time of hire.
- Must have U.S. citizenship or have applied for U.S. citizenship before applying for Port Police Officer.

**Conditions of Employment:**

- Eighteen years of age at time of employment.
- Must possess a valid California driver's license.
- After appointment must satisfactorily complete a basic police recruit school approved by POST.
- Must complete a qualifying swimming test at the time of appointment.
- Must pass a yearly medical examination.

**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.**