

CONFIDENTIAL

PORT POLICE LIEUTENANT (3223)

TASK LIST

Management and Training

1. Under direction of the Port Wardens or Port Police Captains, manages Port Police Division activities including but not limited to law enforcement, security, traffic, pollution, training, and safety activities consistent with Port Police, Harbor Department, and City of Los Angeles policies.
2. Maintains discipline and integrity by investigating allegations against employees in compliance with State law, Department policy, and thereby maintaining public confidence while ensuring the rights of an accused employee are not violated.
3. Maintains general discipline and good order by enforcing policies, rules and regulations through formal discipline, performance evaluations, and other means.
4. Fosters a fair and equitable workplace in compliance with policies including but not limited to communicating equal employment opportunity information to employees; applying job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates to provide all employees equal access to career development and advancement.
5. Forecasts future operational or community needs and oversees planning of work schedules and assignment preparation by direct supervision of subordinate personnel in order to ensure adequate resources and personnel are available.
6. Mentors, develops and inspires subordinates to seek career development opportunities thereby empowering them for advancement and to provide all employees equal access to career development and advancement.
7. Makes recommendations for the adoption or modifications of policies, rules and regulations pertaining to law enforcement, security, traffic control, training, and safety in order to improve organizational effectiveness and efficiency.
8. Ensures personnel are deployed for unusual occurrences and special events to ensure that adequate staffing and appropriate training and resources are available to provide coverage for all normal activity, special events and occurrences.
9. Completes and reviews performance evaluations of subordinates to document work performance, productivity and accountability.

Administrative

10. Researches and prepares analytical reports in order to report in writing or by other means of presentation to command staff or other stakeholders on the status of crime trends and patterns; administrative and operational matters, oversight of law enforcement activities, issues related to security, and civilian employees.
11. Proficiently utilizes the various computerized and technical resources currently available at any given time including but not limited to the use of scheduling software, word processing and spreadsheets, presentation software such as Powerpoint, Computer Aided Dispatch and Records Management Systems, and associated reporting systems.
12. Conducts audits and field investigations of personnel, equipment and facilities in order to maintain the operational effectiveness and compliance with policies and procedures.
13. Reviews and approves reports and records, including crime and arrest reports, to ensure proper grammar, clarity, legality, completeness, accuracy and compliance with policy.
14. Participates in the budget process and purchases or makes recommendations for purchases on behalf of the department to ensure appropriate and adequate resources are available for the operation of the department.
15. Utilizes NIMS (National Incident Management System) and/or ICS (Incident Command System) in coordination of various situations with the Los Angeles Police Department, United States Coast Guard, Federal Bureau of Investigation, United States Customs Service, and other municipal, state, federal police agencies or other stakeholders and their resources to plan, prepare, respond to and resolve any given activity requiring multi-agency response.
16. Maintains and completes logs and other required reports of the Division's activities in a timely manner in order to provide an accurate record of the activities or events.

Field Operations

17. Disseminates and enforces policy and procedure information through various means including roll call in order to maintain POST compliance and ensure all officers receive the same information.
18. Acts as a member of the Command Staff during their absence to maintain accountability, ensure operational chain of command, and continuity of operations.

19. May assume on-scene command of law enforcement, security, public safety, traffic, and/or safety operations during special events or unusual occurrences to ensure that staffing, resources and safety issues are addressed.

Community Relations

20. Maintains a strong relationship with stakeholders and community contacts by attending community and industry meetings, keeping abreast of matters of local concern, and effective use of strategies such as area command assignments and the use of community relations opportunities.

21. Interacts regularly with members of the public including taking and documenting statements of citizens, victims, and witnesses in order to determine actions to be taken for criminal or administrative matters.