

PORT POLICE CAPTAIN (3224)

TASKS (2025)

1. Leads, plans, organizes, and directs the work of a Division level and above of the Port Police in areas such as the enforcement of Maritime and local law enforcement, security, traffic, investigations, safety rules and regulations at the Port of Los Angeles.
2. Studies and has knowledge of security requirements and makes recommendations for the adoption or amendment of policies, rules and regulations to improve such activities.
3. Initiates, plans, directs, and supervises the preparation of administrative studies, reports, and special research projects relative to the development of programs, policies, and procedures affecting Division operations by delegating and assigning to the appropriate personnel, monitoring progress, discussing issues with subordinates, reviewing drafts of reports, and providing guidance and direction and formulates policy and program recommendations as a result of these studies.
4. Interprets Department policies and disseminates information regarding applicable regulations, laws and ordinances to applicable staff.
5. Assesses training needs of law enforcement, security personnel, civilian personnel, and plans, develops, implements and evaluates the Division's effectiveness and training activities.
6. Evaluates the performance of immediate subordinates by using standard written evaluation form, presents and discusses evaluation with employee in order to inform employee of the quality of his/her work and to discuss any corrective action.
7. Assigns, places, transfers, details and schedules sworn and civilian personnel to provide for effective operations, career development, and equal employment opportunity requirements.
8. Plans and supervises Department operations in support of unusual occurrences, community events, and dignitary visits.
9. Coordinates and effectively partners with the Los Angeles Police Department, United States Coast Guard, Federal Bureau of Investigations, United States Customs Service, Homeland Security, and other municipal, state and federal agencies on law enforcement situations.
10. Meets with organizations, stakeholders, and individuals in order to develop and improve relationships between the public and the Port Police Division.
11. Plans, directs, and supervises the inspection of Department facilities and equipment to ensure proper mission readiness.

12. Communicates effectively both orally and in writing.
13. Approves reports forwarded through the change of command and takes appropriate action.
14. Prepares or coordinates the preparation of detailed reports, analysis, comments, or discussion documents relating to various law enforcement and/or port management subjects .
15. 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.
16. Plans, prepares, holds meetings, or coordinates the preparation of detailed reports, analysis, comments, or discussion documents relating to various law enforcement, community, harbor department, and port management subjects .
17. Assumes the responsibilities of a Port Warden in that person's absence.
18. Encourages innovation, creativity, initiative, shared responsibility, and accountability by practicing effective leadership principles to improve the quality of service and community needs.
19. Conducts on and off hour inspections of command, monitors field activities, exchanges information at roll calls, and conducts divisional meetings to ensure the proper management oversight of the command and to ensure a working environment free of gender, ethnic, and sexual orientation bias and discrimination.
20. Audits reports, reviews work, and analyzes results of projects to ensure compliance with Department policies and procedures, legislatively required mandates, and to ensure Department compliance and efficiency .
21. Responds to major incidents, assume command as needed and ensures proper supervision through interaction with the officer in charge, provides insight, employs and understanding of incident command as structured under the National Incident Management System (N.I.M.S.).
22. Meets with supervisory staff and subordinates to discuss divisional goals, efficiency, and productivity
23. Communicates effectively with subordinate personnel.
24. Ensures compliancy with Department rules, regulations, policies, and appropriate implementation of the employees' Memoranda of Understanding (MOUs).

25. Provides leadership and effectively demonstrates a commitment to the Department Mission Statement and Core Values by setting an appropriate example.
26. Attends special and contemporary training sessions to enhance and ensure professional development of personnel.
27. Prepares and presents at an executive level professional presentations and briefings.
28. Responds effectively and timely to all communications (calls, texts, emails, request to meet) and emerging events in the Port and City of Los Angeles (or as directed) which may include a prompt physical response to risk management issues, injuries, unusual occurrences, threats, or other Department or city needs.
29. Responds promptly and effectively to mutual aid and/or other requests in the capacity of a Captain or commanding officer functioning in unified command with any outside agency.