

To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED & CHIEF OF STAFF	
DED & CHIEF FINANCIAL OFFICER	
CHIEF OF PUBLIC SAFETY & EMERG MGT	
DED - MKTG & CUSTOMER RELATIONS	
DED - DEVELOPMENT	
SR DIRECTOR, COMMUNICATIONS	
SR DIRECTOR, GOVERNMENT AFFAIRS	
ACCOUNTING	
CARGO/INDUSTRIAL REAL ESTATE	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	
EMERGENCY MANAGEMENT	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

September 14, 2020

To	From
ENGINEERING	
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GRAPHICS	
HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
LEGISLATIVE AFFAIRS	
MANAGEMENT AUDIT	
MEDIA RELATIONS	
PLANNING & STRATEGY	
PORT PILOTS	
PORT POLICE	XX
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	
WHARFINGERS	
XX	All Port Police Officers

SUBJECT: MARITIME OPERATIONAL PROFICIENCY PROGRAM – Lieutenants

The Port of Los Angeles is one of the world's largest and busiest Ports. It is a unique operating environment encompassing a myriad of commercial, industrial, and recreational uses on and around the waterfront. Waterborne incidents pose challenges that require current fluency with response equipment. It is vital that all lieutenants maintain operational readiness in the maritime field.

All Port Police Officers are required to maintain competence in both land and water operations. In order to maintain the requisite knowledge, skills, and abilities required of a Port Police Lieutenant, a proficiency qualification program will be required to refresh this knowledge. All Lieutenants will be scheduled for and complete a periodic field level equipment and capability refresher that will enhance and improve their capability of responding to, operating necessary equipment, and assuming command of any waterborne event or tactical situation.

Therefore, in order to maintain basic maritime response knowledge, the following procedure is in effect:

1. All Lieutenants who have attended the Maritime Law Enforcement Training Center -Basic Maritime Operators Course and received a certificate will be scheduled to complete no less than one four (4) hour shift with an on-duty Marine Unit each Deployment Period. This will coincide with the published deployment calendar. The assignment will be on a regularly scheduled workday.
2. In-service orientation or training will be conducted to ensure that maritime capabilities are maintained at a level of competency to respond to and command a maritime incident. Examples of in-service training for Lieutenants include, overview of equipment and capabilities, vessel launch and start-up procedures, maritime area orientation, electronic navigation, and underway procedures.

SCHEDULING AND DOCUMENTATION: The InTime scheduling system will be used for scheduling shifts and documenting that they were worked. It is the responsibility of each Division Commander to coordinate with MOD supervision to ensure that personnel under their command are scheduled for and complete this assignment, and that the InTime record is correctly tagged using the current InTime procedures. At this time the hours worked on this assignment shall use the “Marine Qualification” tag per the below instructions:

Instructions for entering “Marine Qualification” into InTime:

- All persons working “Marine Qualification” will work it on their normal workday. Therefore, leave the normal work shift in In Time. **Do not change it to a training day.**
- Change the **Location** to the Marine call sign (Marine 12, Marine 13, etc.)
- Change the **Activity** to “Marine Qualification”
- Change the **Unit** to the correct Marine unit for the day
- In the **Note** section add “Marine Qualification”

The assignments will generally be posted in InTime two weeks in advance in order to allow time to de-conflict other commitments. This does not change the expectation for supervisors to continue to direct any staff to perform a required assignment based on mission and deployment considerations, including minimum deployment.

There may be times when a Lieutenant is assigned to work on a boat as regular duty for some incident or event. This shift may be counted to fulfill this requirement.

Once the schedule is posted this assignment should be considered a primary duty.

Division Commanders are required to ensure that their personnel complete the assigned shifts. Division Commanders are allowed to modify the scheduled shifts to accommodate scheduling and deployment needs. They will be required to reschedule any officer who misses for any reason. Special allowances or extension of time to fulfill this requirement may be made for good cause on a case by case basis. Examples of good cause would include officers on long term IOD or light duty.

Any missed qualification shift should be completed during the current deployment period. A Division Commander may however grant a reasonable extension if they deem it necessary.

Any request to reschedule must be made through the Chain of Command.



THOMAS E. GAZSI
Chief of Police

TEG:KM:klm