

To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
CHIEF OF STAFF	
DED - FINANCE & ADMIN, CFO	
DED - PUB SAFETY & EMERG MGT, CHIEF	
DED - MKTG & CUSTOMER RELATIONS	
DED - DEVELOPMENT	
DED - STAKEHOLDER ENGAGEMENT	
SR DIR COMM & STAKEHOLDER ENGAGE	
ACCOUNTING	
CARGO INDUST REAL ESTATE (WHARF)	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

April 13, 2023

To	From
EMERGENCY MANAGEMENT	
ENGINEERING	
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GRAPHIC SERVICES	
Cc HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
INTERNAL AUDIT	
LABOR RELATIONS & GOV AFFAIRS	
MEDIA REL & STRATEGIC COMM	
PLANNING & STRATEGY	
PORT PILOTS	
X PORT POLICE	X
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	

SPECIAL ORDER 23-03

TO: All Non-Sworn Port Police Personnel

SUBJECT: POLICY MANUAL ISSUANCE

Effective immediately, the Los Angeles Port Police Policy Manual will be electronically issued to all non-sworn Port Police personnel including Security Officers, Dispatchers, and Civilian staff. All personnel will be required to electronically acknowledge the policies issued to them and will be added to the Policy Acknowledgement Compliance Report submitted to the Office of the Chief of Police on or around the first of each month.

In the next couple of days, you will receive an email notification from KMS Notifications granting you access to Lexipol, the on-line platform Port Police utilizes to issue, update, and distribute all Port Police policies.

Per Policy Manual Section 106, this serves as the 14-day notice prior to the policy going into effect. See Policy Manual Section 106.7 for the hierarchy of controlling documents for all Port Police personnel. All staff are directed to read, acknowledge, and become familiar with the policy manual. Compliance for policy acknowledgement will be reported to the Office of the Chief of Police on May 1, 2023 and the first of the month following any revisions to existing policies.

If you are having any problems accessing Lexipol, contact Amber Leslie with Research and Discovery Section at ext. 3964 or by email. If you need any clarification regarding a specific policy, it should be discuss with your immediate supervisor and/or your chain of command.

Employees may access the manual on the "G" drive or via Lexipol. Screen shots included for your use.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:arl

Attachments: Instructions for Logging-on to Lexipol