

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
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS
XX	All Port Police Officers

SUBJECT: MARITIME OPERATIONAL PROFICIENCY PROGRAM – Officers and Sergeants

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 Port Police Officers and Sergeants maintain operational readiness in the maritime field.

All Port Police Officers and Sergeants are required to maintain competence in both land and water operations. In order to maintain the requisite knowledge, skills, a proficiency qualification program will be required to refresh this knowledge. All Port Police Officers and Sergeants 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, to respond to a waterborne event or tactical situation.

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

1. All Sergeants, not currently assigned to the Maritime Operations Division (MOD), who have completed the Maritime Law Enforcement Training Center - Basic Maritime Operators Course will be scheduled to complete no less than one eight (8) hour shift assigned to a primary MOD patrol boat once each deployment period. This will coincide with the published deployment calendar. The assignment will be on a regularly scheduled workday and will generally be the first eight (8) hours of the shift to ensure that launching and getting underway capabilities are reviewed. In-service training will be conducted to ensure maritime capabilities are maintained at an operator level.
2. All Officers, not currently assigned to MOD, who have completed the Maritime Law Enforcement Training Center - Basic Maritime Operators Course will be scheduled to complete no less than one regularly scheduled work shift assigned to a primary MOD patrol boat once a deployment period. This will be on a regularly scheduled workday. In-service training will be conducted to ensure maritime capabilities are maintained at an operator level.

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 where an Officer or Sergeant is scheduled to work a boat as regular duty. 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