

## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Carries out police and security activities for the Lake Charles Harbor and Terminal District's (Port of Lake Charles) Harbor Police Department; Enforces Federal, State, and municipal laws as well as the rules and regulations of the District's Tariff; Enforces Federal maritime laws and regulations under the guidance of the United States Coast Guard as mandated by the U.S. Department of Homeland Security

This is a Career Progression Group allocated at the highest level (Police Officer 3 - A) and may be under filled at any point in the job group. The District shall define and set requirements for the criteria needed for advancement to the next level in the series. This may include specific education or work-related experience obtained at this agency or through former employment.

Physical abilities such as standing, stooping, bending, walking, running, pushing, pulling, (subduing persons who are resisting arrest), climbing (such as gangplanks; 5 to 10 flights of stairs to ships' control rooms), lifting 30 pounds or more (such as 110 pound bags of rice; removing an injured person from danger); work outdoors in all types of weather and work around waterfront are required in order to fulfill the duties of this position

### POLICE OFFICER 3 – A

A Police Officer at this level executes his/her duties independently.

- 20% Patrols assigned Port properties (other than City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards and damage to structures; conducts welfare checks on contract security personnel and assists when necessary; reports any issues to immediate supervisor.
- 20% Patrols main Port facility (City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards, and damage to structures; checks for proper storage of cargo and observes for any damage to cargo; conducts welfare checks on contract security personnel and assists when necessary; conducts vehicle searches randomly or as needed; reports any issues to immediate supervisor
- 15% Oversees docking, sailing, and shifting of vessels and barges: gathers information and completes paperwork for arrival and departure of vessels calling on the Port; explains security requirements to vessel captain and/or vessel security officer per U.S. Department of Homeland Security; gathers information and completes paperwork for arrival and departure of barges calling on the Port
- 15% Office administration: mans the patrol office as needed; conducts mandated training for Peace Officer Standards Training (P.O.S.T.), State Civil Service, and the U.S. Department of Homeland Security; checks port emails and other port-related correspondence; receives report from off-going shift and gives report to on-coming shift
- 20% Performs various security details: mans the railroad train gate as needed; provides security detail for port board meetings, etc.; investigates incidents of various natures; writes and submits reports concerning these incidents in a timely manner
- 10% Other duties as necessary: serves as field training officer for newly hired officers; manages the shift in absence of the shift supervisor; washes and refuels assigned patrol unit, etc.; Maintains P.O.S.T. certification to including annual P.O.S.T. in-service training and firearms qualifications; Maintains a valid Louisiana Driver's License

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### Police Officer 2 – A

A Police Officer at this level will have completed his/her training assignment with a Training Officer.

- 20% Patrols assigned Port properties (other than City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards and damage to structures; conducts welfare checks on contract security personnel and assists when necessary; reports any issues to immediate supervisor
- 20% Patrols main Port facility (City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards, and damage to structures; checks for proper storage of cargo and observes for any damage to cargo; conducts welfare checks on contract security personnel and assists when necessary; conducts vehicle searches randomly or as needed; reports any issues to immediate supervisor
- 15% Oversees docking, sailing, and shifting of vessels and barges: gathers information and completes paperwork for arrival and departure of vessels calling on the Port; explains security requirements to vessel captain and/or vessel security officer per U.S. Department of Homeland Security; gathers information and completes paperwork for arrival and departure of barges calling on the Port
- 15% Office administration: mans the patrol office as needed; conducts mandated training for Peace Officer Standards Training (P.O.S.T.), State Civil Service, and the U.S. Department of Homeland Security; check port emails and other port related correspondence; receives report from off-going shift and gives report to on-coming shift
- 20% Performs various security details: mans the railroad train gate as needed; provides security detail for port board meetings, etc.; investigates incidents of various natures and writes reports concerning these incidents in a timely manner
- 10% Other duties as necessary: serves as training officer for newly hired officers; manages the shift in absence of the shift supervisor; washes and refuels assigned patrol unit, etc.  
Maintains P.O.S.T. certification to including annual P.O.S.T. in-service training and firearms qualifications;  
Maintains a valid Louisiana Driver's License

*Basis for advancement to Police Officer 3 - A requires an employee to have attained permanent status, meet the minimum qualifications required, maintained satisfactory, safe job performance and satisfactory attendance. He/she must also have demonstrated cooperation, willingness to work and the ability to perform the duties. He/she must have received an overall evaluation of "Successful" or higher on his/her last Performance Evaluation (PES). The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).*

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### Police Officer 1 – A

A Police Officer in this category will initially be assigned to a Training Officer until determined that he/she has gained sufficient knowledge of the duties required and can independently execute them.

- 20% Continuously learns to patrol assigned Port properties (other than City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards and damage to structures; conducts welfare checks on contract security personnel and assists when necessary; reports any issues to immediate supervisor
- 20% Continuously learns to patrol main Port facility (City Docks): observes for fires; observes and enforces security and law enforcement related issues; observes for safety hazards, and damage to structures; checks for proper storage of

cargo and observes for any damage to cargo; conducts welfare checks on contract security personnel and assists when necessary; conducts vehicle searches randomly or as needed; reports any issues to immediate supervisor

- 15% Continuously learns procedures for docking, sailing, and shifting of vessels and barges: gathers information and completes paperwork for arrival and departure of vessels calling on the Port; explains security requirements to vessel captain and/or vessel security officer per U.S. Department of Homeland Security; gathers information and completes paperwork for arrival and departure of barges calling on the Port
- 15% Continuously learns office administration tasks: mans the patrol office as needed; conducts mandated training for Peace Officer Standards Training (P.O.S.T.), State Civil Service, and the U.S. Department of Homeland Security; check port emails and other port related correspondence; receives report from off-going shift and gives report to on-coming shift
- 20% Continuously learns to perform various security details: mans the railroad train gate as needed, provides security detail for port board meetings, etc.; learns to investigate incidents of various natures and writes reports concerning these incidents in a timely manner
- 10% Other duties as necessary: washes and refuels assigned patrol unit; etc.;  
Maintains P.O.S.T. certification to include annual P.O.S.T. in-service training and firearms qualifications;  
Maintains a valid Louisiana Driver's License

*Basis for advancement to Police Officer 2 – A requires an employee to have completed his/her training assignment with the Training Officer, attained permanent status, met the minimum requirements for the position, maintained satisfactory, safe job performance and satisfactory attendance. He/she must also have demonstrated cooperation, willingness to work and the ability to perform the duties. Officer must have obtained P.O.S.T. certification within one year of hire date, as required by Louisiana Statutory Law, to maintain power of arrest, maintain employment and be considered for advancement. He/she must have received an overall evaluation of "Successful" or higher on his/her last Performance Evaluation (PES). The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).*