




Port of
LONG BEACH
The Green Port

Memorandum

Date: September 27, 2017
To: Civil Service Commission
From: Stacey Lewis, Director of Human Resources 
Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD-ANTHONY PACILEO,
PERMANENT FULL TIME SPECIAL SERVICES OFFICER III-ARMED**

The Harbor Department respectfully requests that the Commission grant a probationary extension to Anthony Pacileo, Special Services Officer III- Armed, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Pacileo was initially hired on October 15, 2011 as a Special Services Officer II-Non Career, promoted to Special Services Officer III on December 17, 2011, attained permanent status on June 17, 2012, and subsequently promoted to Special Services Officer III-Armed on August 11, 2012. He remained in good standing until his resignation on January 29, 2016. Following his departure, Mr. Pacileo requested and was granted a reappointment to his previous classification, which was made effective on May 15, 2017, when he was appointed as a Special Services Officer III-Armed. The training for a Special Services Officer III-Armed is extensive, and although Mr. Pacileo has previously held permanent status in the classification, a number of policy and procedure changes have been implemented in the Division between his departure and subsequent rehire. As such, rather than an abbreviated 'refresher' training, the Division has determined that it would be in the best interest of the employee to implement the full 4 month field training required of new employees, in order to ensure his familiarity with the Division's current operations.

The department has finalized Mr. Pacileo's probationary performance evaluation, this probationary period will conclude on or around November 10, 2017. It is requested that an extension be granted for an additional 90 days. This will allow the department sufficient time to continue to closely monitor Mr. Pacileo's progress in completing the Field Training Program, as well as evaluate his success according to the current Division standards.

Thank you for your consideration of this request. If you have any questions or require additional information, please contact Sheryl Bender, Senior HR Business Partner at (562) 283-7500.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations
Civil Service Commission Policy

Section 41 (2)
Section 1.01

Form completed by: Sheryl Bender, Senior HR Business Partner, Harbor Department Date: 9/27/2017
Name/Title/Department

Section 1: To be completed by requesting department.

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

DE

Is any other department impacted?

If yes, which department:

Yes No

DE

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

Yes No

DE

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Anthony Pacileo SSO III-Armed.

DE

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. (See attached memo).

DE

The date the employee will complete probation. Date: November 10, 2017
Request must be submitted 30 days prior to completion of probation. (See attached).

DE

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. (See attached)

DE

Which policy criteria is being utilized and how the request meets the criteria required in the policy. (See attached).

DE

Length of extension requested.

(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.) 3 months

DE

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The impacted employee's attendance is optional.

DE

Notes:

See attachment below

SUGGESTED ACTION:

REQUEST FOR EXTENSION OF PROBATION

On September 27 2017, the Civil Service Department received a Request for Extension of Probation from the Harbor Department, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Anthony Pacileo was reappointed as Special Services Officer (SSO) III on March 1, 2017, by this Commission, which was made effective on May 15, 2017 by the Harbor Department. Previously, Mr. Pacielo was hired on October 15, 2011 as a SSO and attained permanent status on June 17, 2012. He resigned on January 29, 2016 in good standing.

The training for a SSO III-Armed is extensive and although Mr. Pacileo previously held permanent status in this classification, the department indicated that there are a number of policy and procedure changes that have been implemented in the Division between his departure date and reappointment. The department has determined that a full four month field training required of new employees is in the best interest of Mr. Pacileo to ensure his familiarity with the Division's current operations.


Mr. Pacileo's probation period is scheduled to end on approximately November 10, 2017. Therefore, the department is requesting an extension be granted for an additional three months (522 scheduled hours) to allow him time to train and complete the Field Training Program needed for the position.

Stacey Lewis, Director of Human Resources, or her designee will be in attendance. Anthony Pacileo has been advised that his attendance is optional.

Staff has no recommendation at this time.



Memorandum

Date: September 26, 2017
To: Stacey Lewis, Director of Human Resources
From: Randy D. Parsons, Director of Security 
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD

This memorandum is to request an extension of the probationary period for SSO III-Armed Anthony Pacileo, who was rehired by the Port on May 15, 2017. SSO Pacileo is scheduled to complete probation on October 15, 2017; however, he is in the beginning phases of a four month Field Training Program for new Harbor Patrol Officers with a Field Training Officer. The extension of his employment probation for an additional four months is necessary to complete the required field training and allow the Security Division to assess his performance to standards. It is expected that he will complete the required four-month Field Training Program on January 18, 2018.

***November 10, 2017 - Correct Probationary End Date**



LONG BEACH HARBOR PATROL PATROL TRAINING OVERVIEW



FIELD TRAINING PROGRAM DESCRIPTION AND OVERVIEW

The Field Training Program that has been developed by the Long Beach Harbor Patrol is intended to facilitate a recruit officer's transition from new hire, or through promotion from the SSO II-NC position, to the performance of the specialized Port field patrol duties of a Harbor Patrol Officer in the SSO III job classification. Newly assigned SSO III Officers must receive structured training in the field where they can learn from Field Training Officers who have a great deal of general and advanced patrol experience.

The Field Training Program introduces a newly assigned SSO III Officer to the personnel, field procedures, Division and Port policies, along with the specialized Port Security mission of the Long Beach Harbor Patrol. This comprehensive field training program provides the initial formal and informal training specific to the Security Division, the Long Beach Harbor Patrol and the Port Police Division so they develop a strong understanding of their day-to-day duties and responsibilities.

It is the responsibility of the FTO to thoroughly review the field training guide materials with the officer in training and to demonstrate proper patrol procedures. These training demonstrations occur within scenario-based training incidents, actual field incidents, and during debriefing sessions in the aftermath of a significant field situation. Patrol trainees are required to perform various enforcement, security and public safety duties under the direct supervision of their assigned FTO. The Harbor Patrol and Port Police Division Training Supervisors are also closely involved in monitoring and mentoring the patrol trainees with the FTO.

The patrol trainee's performance is evaluated daily by the FTO and monitored by the Field LBHP Training Sergeant through daily reviews that are documented on a Daily Observation Report (DOR). This one-on-one style of training, coupled with the fact that the FTOs and Training Supervisors must guide the training in real enforcement and public safety situations, sets it apart from any prior academic endeavor.

Field patrol training has a significant impact on the individual trainee in terms of imprinting attitudes, discipline, style, values, and ethics in carrying out the duties of enforcement and public safety that will remain throughout a career. The Field Training Program introduces officers to the necessary technical and officer safety skills, while remaining a true reflection of the policing philosophy of the Security Division and the Port community that it serves.

The Field Training Staff has the monumental responsibility of building the future of the Long Beach Harbor Patrol through the people they train. To assure success in this task, the Field Training Program must have a training philosophy that ensures that every trainee is given the maximum opportunity to show that he or she can do the job.

To accomplish this, the program will create a positive environment in which learning is maximized and in which trainees are able to perform to the best of their ability. The approach will be fair, firm, friendly, and above all, professional. The example set will be beyond reproach. Evaluations of a trainee's performance will be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time will trainees be demeaned or ridiculed. Every effort will be made to ensure that the stress felt by the trainee is caused by the job and not from the words or actions of the field trainers.

The Security Division Manager of Security Operations has the ability to take the necessary action in the case of an underperforming trainee, to recommend an extension of the patrol training program, initiating a Performance Improvement Plan to address specific areas of mandated training, or the dismissal of an officer in training that cannot achieve the minimum level of performance or officer safety expectations. To do otherwise would be an disservice to the Security Division, the Long Beach Harbor Patrol, the Port Police Division Officers, the Port community we serve, and to the patrol trainee.

To accomplish the delivery of a dynamic and highly structured field training program for newly assigned Harbor Patrol Officers, it requires supreme dedication and patience of the FTO, the training supervisors, the management team and the patrol trainee. The overarching goal of the field training program, is to develop and maintain a cadre of highly training SSO III patrol officers who are strong contributors to accomplishing our continuing homeland security mission for the Port of Long Beach.

TABLE OF CONTENTS

TRAINING MANUAL

WEEK ONE: WELCOME TO THE LONG BEACH HARBOR PATROL

- Orientation
- Mission and Function of the LBCC College Unit
- Locations and Addresses
- Beat assignments and locations
- Overview of the Police Department
- Overview of the Campus Police, Faculty, and Students
- Overview of LBCC, employees, and Project Manager
- Introduction to Patrol
- Uniform and Duty Belt
- Firearms
- Basic Bicycle Operation
- Radio traffic and usage
- Use of Force Law and Policy
- Shooting Policy
- Officer Involved Shooting
- Arrest and Control
- Tactics
- Contact and Cover
- Suspect Searches
- Pedestrian contacts
- Vehicle Contacts
- High-Risk (Felony) contacts
- Foot Pursuits

WEEK TWO: BOOKING PROCEDURE, REPORTS, DOCUMENTATION

- Booking procedure
- Emergency Action Team
- Patrol vehicle accountability
- LBCC Patrol Database
- Reference Materials
- Payroll/Personnel Issues
- Investigations of Misconduct
- Progressive Discipline
- Locks and Unlocks
- Squad room, locker room, and facilities shared with College

- Introduction to Harbor Department and Division documents
- Report writing
- Computer Systems

WEEK THREE: CRIMES IN PROGRESS, SEARCH/SEIZURE, LAWS, VEHICLE CODE

- Robbery
- Building and facility Searches
- SWAT
- Search and seizure
- Criminal Law
- Laws of Arrest, and Policy
- Port Traffic Operations and Parking

WEEK FOUR: UTILIZATION OF RESOURCES, COURT PROCEDURES

- Police Department Resources
- Outside Agency Resources
- Emergency Call Out
- Coordination
- Court Affairs

WEEK FIVE: MAJOR INCIDENTS

- Crime Scene or OIS
- Fire, Fuel Spill, or Hazardous Materials
- Traffic Accident
- On-view crimes in progress outside of college areas

WEEK SIX: EMERGENCIES AT JCCC OR IAO BUILDINGS

- Active Shooter in building
- Crimes within the building
- Protests on/near building property

WEEK SEVEN: PORT SPECIFIC KNOWLEDGE

- Overview of various Pier venues
- Past Port issues, problems, concerns
- Dive Team Operations/Capabilities
- JCCC/MCC
- Coast Guard Operational Overview/Tour

- **Police Department Headquarters and facilities**
- **City resources**
- **Outside Agencies**

FINAL WEEK: SINGLE OFFICER PATROL

- **Introduction**
- **Preparation techniques**
- **Vehicle contact factors**
- **Pedestrian stops**
- **Crimes in Progress**
- **Shooting Policy Review**
- **Officer Involved Shooting**
- **Use of Force Review**
- **Foot/Vehicle Pursuit Review**
- **Tactical coordination and communication review**