



Agenda Item No. 8

Memorandum

Date: November 7, 2017

To: Civil Service Commission

From: Stacey Lewis, Director of Human Resources

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD- ROBERT BROTHERS,
PERMANENT FULL TIME SPECIAL SERVICES OFFICER III-ARMED**

The Harbor Department respectfully requests that the Commission grant a probationary extension to Robert Brothers, 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. Brothers was initially hired on September 19, 2016 as an SSO II- NC; he was promoted to SSO III-Armed on June 24, 2017. Presently, he is in the process of completing his Modular Peace Officer Academy training, which is scheduled to be completed on January 29, 2018. Following his graduation from the academy, he will undergo a four-month Field Training Program with a Harbor Patrol Field Training Officer.

The department has finalized Mr. Brothers' probationary performance evaluation, this probationary period will conclude on or around December 24, 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. Brothers' progress in completing the Academy and his subsequent transition to FTO training.

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.



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Memorandum

Date: November 3, 2017
To: Stacey Lewis, Director of Human Resources
From: Randy D. Parsons, Director of Security *R. Parsons*
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD

This memorandum is to request an extension of the probationary period for SSO III Robert Brothers, who was hired by the Port on September 19, 2016 as an SSO II-NC Officer. He was promoted to SSO III on June 24, 2017. SSO Brothers is in the process of completing his Modular Peace Officer Academy training and is expected to graduate on January 29, 2018. Upon his graduation from the academy, SSO Brothers will undergo a structured four-month Field Training Program with a Harbor Patrol Field Training Officer.

SSO Brothers' probationary period is currently scheduled to end on December 24, 2017. The extension of his employment probation for an additional 7 months is necessary, as the existing probationary period does not provide sufficient time to complete his academy training, and the required field training to assess his performance to standards.

SSO Brothers is anticipated to complete his required four-month Field Training Program on June 1, 2018.

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CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Sheryl Bender, Senior HR Business Partner- Harbor
Name/Title/Department

Date: November 7, 2017

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. Robert Brothers

DE

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

DE

The date the employee will complete probation. Date: December 24, 2017
Request must be submitted 30 days prior to completion of probation.

DE

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

DE

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

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 November 7, 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.

Robert Brothers was hired as Special Services Officer (SSO) II – Non Career on September 19, 2016. He was promoted and hired as a SSO III – Classified, on June 24, 2017. The position requires a Modular Certificate from the Commission on Peace Officer Standards and Training, followed by the completion of a four month Field Training Program with a Harbor Patrol Field Training Officer.

Mr. Brothers's probation period is scheduled to end on or around December 24, 2017. Therefore, the department is requesting an extension be granted for an additional three months (522 scheduled hours) to allow him to complete the Modular Certificate, which he is expected to graduate on January 29, 2018.

If the Commission grants this request, the Harbor Department will have to request a second additional three months (522 scheduled hours) next year, February 2018, to allow Mr. Brothers to also complete the four month Field Training Program, which he is expected to complete on June 1, 2018.

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

Staff recommends approval.



LONG BEACH HARBOR PATROL PATROL TRAINING OVERVIEW



FIELD TRAINING PROGRAM DESCRIPTION AND OVERVIEW

The Field Training Program 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, policies of the Security Division and Port, 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 Security Division 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, who has demonstrated he/she cannot achieve the minimum level of performance to standards or officer safety expectations. To do otherwise would be a 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 trained SSO III patrol officers who are strong contributors to accomplishing our continuing homeland security mission for the Port of Long Beach.

Long Beach Harbor Patrol Field Training Schedule

Week One: Program Overview and Critical Policy Review

- Orientation
- Mission and Function of the LBHP
- Locations and Addresses
- Beat assignments and locations
- Overview of the Long Beach Police Department
- Overview of the Terminal Security and Private Security in the Port
- Overview of Port employees, labor, contractors and vendors
- Introduction to Patrol in the Long Beach Harbor District
- Uniform and Duty Belt
- Firearms
- Basic patrol vehicle operation/shift pre-inspection
- Vehicle Refueling Safety
- Radio traffic, codes and usage
- In-Car Video/Audio Use
- Officer Safety protocols/considerations
- Use of Force Policy and legal considerations
- Deadly Force/Shooting Policy
- Use of Less Lethal Force
- Use of Taser
- Officer Involved Shooting
- Arrest and Control Techniques
- Control Tactics
- Contact and Cover
- Detentions, Arrests and Suspect Searches
- Vehicle Violations (moving)
- Disturbance Calls
- High-Risk (Felony) contacts
- Foot Pursuits (Policy and safety issues)
- Required Reports
- Officer Behavior/Conduct
- Important Port locations

Week Two: Handling Persons, Interviews, Booking, Evidence & Traffic Control

- Handling Female Suspects/Searches
- Mentally Ill Suspects
- Handicapped Suspects
- Pedestrian contacts
- Field Interviews
- Booking procedure

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- Chain of Custody – Evidence
- Evidence Booking Procedure
- Emergency Action Team
- Traffic Control Assignments
- Vehicle Checks/Inquiries
- Traffic/Parking Citations
- Voiding a Citation
- 72-hour Red Tag Procedure
- Traffic Collisions
- Damage to Port Property/Reports
- Public Intoxication
- Hazmat Incidents
- Patrol vehicle accountability
- Security Division Administrative Files
- Reference Materials
- Payroll/Personnel Issues
- Investigations of Misconduct
- Progressive Discipline
- Port Locks / Access to Port Facilities
- Squad room, locker room, and the IAO Building
- Review of Harbor Department and Division forms
- Report writing
- Computer Systems

Week Three: Crimes in Progress, Search/Seizure, Applicable Laws/Codes/Regulations

- Robbery
- Burglary
- Building and facility checks
- SWAT
- Search and seizure
- Criminal Law
- Laws of Arrest, and Policy
- Pertinent Penal Code Sections
- Pertinent Vehicle Code Sections
- Pertinent Long Beach Municipal Ordinances
- Pertinent Port Tariff Sections (Tariff Items)
- Port Traffic Operations and Parking

Week Four: Utilization of Resources and Court Affairs

- Police Department Resources
- Outside Agency Resources
- Emergency Call Out
- Port Emergency Notification Drills

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- Coordination
- Court Affairs
- Testing/Retraining on learning domains from three prior weeks

Week Five: Major Incidents

- Crime Scene and OIS
- Fire, Fuel Spill, or Hazardous Materials
- Traffic Accident / Incidents
- On-view crimes in progress outside of the Harbor District
- Natural Disasters (floods, earthquakes, etc.)
- Windshield Surveys

Week Six Emergencies at the JCCC/IAO

- Active Shooter in building
- Crimes within the building
- Protests on/near building property
- Emergency Evacuation Procedures
- Responses to the IAO Building from the Harbor District

Week Seven: Port Specific Knowledge

- Overview of various Pier venues
- Past Port issues, problems, concerns
- Commercial Dive Team Operations/Capabilities
- JCCC/MCC
- Coast Guard Operational Overview/Tour
- Police Department Headquarters and facilities
- City resources
- Outside Agencies
- Drone incidents/enforcement
- Maintenance Service Requests

Week Eight: Port Specific Knowledge

- Overview of various port venues
- Past Port issues, problems, security concerns
- Commercial Dive Team Operations/Capabilities
- JCCC/MCC
- Coast Guard Operational Overview/Tour
- Testing/Retraining on learning domains from Weeks 5, 6 and 7

Month Three: Skills Assessment

- Testing/Retraining on significant learning domains from weeks 1-7
- Skills Assessment at calls-for-service and scenario based training incidents
- Review of Reports and Patrol Logs
- Assessment of Radio Traffic

- Assessment of Self-Initiated Activity

Fourth Month: Shadow

- Introduction
- Preparation techniques
- Vehicle contact factors
- Pedestrian stops
- Crimes in Progress (Review)
- Field Interviews
- Shooting Policy Review
- Officer Involved Shooting
- Use of Force Review
- Less-Lethal Use of Force
- Use of a Taser
- Foot Pursuit Review (Policy and officer safety)
- Tactical coordination and communication review
- Assessment of Radio Traffic
- Assessment of Self-Initiated Activity
- Assessment of response to calls-for-service
- Assessment of Officer Safety Skills
- Assessment of Traffic Control Skills
- Assessment of Reports/Patrol Logs
- Assessment of Compliance with established policies