

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.814
	STATE OF HAWAII	8.815
.		8.816
		8.817

Class Specifications
for the Classes:

HARBOR ENFORCEMENT OFFICER I, II, III & IV

Series Definition:

This series includes positions responsible for providing and/or supervising law enforcement, protective, and security services within the commercial harbors and waterfront improvements under the jurisdiction of the State of Hawaii, Department of Transportation. The responsibility involves the protection, security, and safety of all persons and property and extends to all vessels and shipping activities within the commercial harbors and roadsteads.

The work involves detecting and preventing illegal actions and exercising regular police powers in detaining or arresting individuals engaged in or suspected to be involved in illegal activities. The exercise of police powers is restricted to the performance of duties and responsibilities within the assigned patrol area. Incumbents of positions in this series are required to use good judgment in anticipating and responding to emergency situations, and in taking appropriate action. In making arrests, incumbents of these positions must apply a good knowledge of the laws, procedures and techniques relative to search, seizure, arrest and evidence, which is typically gained through special training at police or other law enforcement training institutions.

In addition, positions are also responsible for performing harbor operations duties and responsibilities (e.g., directing the movement of cargo to ensure that fire and traffic lanes are not blocked; or responding to and investigating reports of oil spillage and other pollution) as necessary for public safety or related to the security and protection of persons and property. Positions may also coordinate law enforcement, protective and/or security services with all other local, State and federal agencies responsible for law enforcement services in matters of mutual concern or whenever assistance is needed.

Level Distinctions:

LEVEL I: This is the entry level class in the series. A position in this class receives formal classroom instruction and field training in the fundamentals of law enforcement and the general duties of a Harbor Enforcement Officer (HEO). Classroom training involves instruction in the laws,

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rules, regulations, principles, practices, procedures and techniques of law enforcement; use and operation of firearms and other equipment; operation of a marine patrol vessel; agency policies and procedures, etc. Field training involves the performance of selected duties under close supervision, usually as assistant to a higher level HEO, who provides detailed instructions as to the practices to be followed, objectives, etc. Field assignments are designed to provide incumbents with experience and training leading to the independent performance of duties characteristic of the independent worker level. Following completion of training, incumbents are authorized to exercise regular police powers in the performance of their duties and responsibilities.

LEVEL II: This is the fully competent, independent worker level in the series. Positions in this class exercise regular police powers in maintaining law and order, and protecting individuals and property within the commercial harbors and waterfront improvements under the jurisdiction of the Department of Transportation of the State of Hawaii. Positions in this class are required to use good judgment in anticipating and responding to emergency situations, in evaluating probable cause and in taking appropriate action in a variety of problem situations.

LEVEL III: This class reflects a first level working supervisor on an assigned watch, with continuing responsibility for planning, assigning and reviewing the work of a group of Harbor Enforcement Officers, in addition to participating in law enforcement and harbor operations activities.

LEVEL IV: This class reflects the full supervisory level in the series. A position in this class is responsible for supervising, through subordinate supervisors, groups of Harbor Enforcement Officers who are responsible for providing the full range of law enforcement, protective, and security services within the commercial harbors and waterfront improvements under the jurisdiction of the Department of Transportation of the State of Hawaii.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of:

LEVELS I and II: Federal, State, and county laws, rules and

regulations pertinent to law enforcement, protective, and security services; law enforcement principles, practices, procedures, methods, and techniques relative to search seizure, arrest and the gathering and presuming of evidence, etc.; departmental policies, rules and regulations; methods and procedures involved in the operation of protection systems and equipment; use of firearms, mace, handcuffs, and other related equipment; first aid; court writs, processes, and procedures; effective report writing techniques; and for some positions, safety equipment, operations and regulations pertaining to small sea-going craft.

LEVELS III & IV: In addition to the knowledge required for Levels I and II, positions at these levels must have knowledge of principles and practices of supervision; and departmental administrative policies (e.g., the budget process, personnel rules and regulations, and purchasing procedures).

Ability to:

LEVELS I and II: Read, understand and apply laws, rules and regulations; techniques, methods and procedures used in performing the duties of a Harbors Enforcement Officer; exercise courtesy, diplomacy and firmness in enforcing regulations, maintaining order, questioning individuals, quelling group disturbances and in other personal contacts; use judgment and initiative in meeting new and unexpected problems; analyze situations rapidly and take appropriate action in emergencies; use firearms and other equipment safely and competently; prepare clear and concise reports of investigations and activities; and for some positions, the ability to swim 100 yards and operate a motorboat.

LEVELS III and IV: In addition to the abilities described for Levels I and II, supervisory positions must be able to assign, train, supervise and evaluate the work of subordinates, directly or through subordinate supervisors; supervise law enforcement, protective, and security services and activities and/or operations; issue oral and written instructions; interpret and extend guidelines in meeting situations for which guides are not directly applicable; and write clear and concise reports of investigations and activities performed on an assigned shift; review and analyze operational, law enforcement, and security procedures and make recommendations for improvements; maintain cooperative and effective working relationships with personnel of other agencies; and write clear and concise reports of activities on an assigned shift or of operations.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Patrols an assigned area on foot equipped with a portable radio, in a mobile vehicle, or by boat.
2. Performs security patrol of buildings, facilities, equipment, or other property located in assigned area to protect against unauthorized entry, theft, vandalism, etc.
3. Conducts investigations of incidents, interviews witnesses, suspects and others, and informs offenders of their rights.
4. Conducts searches of persons and property and makes seizures; collects and preserves evidence.
5. Documents facts, prepares and submits reports, charts and diagrams.
6. Detains suspects and arrests persons violating laws; transports arrested persons to applicable holding facilities; conducts booking procedures.
7. Directs traffic and enforces traffic and parking rules and regulations; issues citations and/or coordinates the towing of vehicles for violations within assigned area.
8. Processes abandoned and/or derelict vehicles for disposal.
9. Operates a marine patrol vessel to perform security patrols of the harbor areas; picks up debris or other hazards to navigation in the harbor; may stop and board vessels to conduct investigations.
10. Serves legal documents such as subpoenas and warrants.
11. Coordinates with contract security officers on matters relating to safety and security as required.
12. Insures that fire fighting equipment, fire lanes, clear zones, doors and traffic lanes are not blocked by cargo and equipment.
13. Observes docking and undocking of vessels, checking for possible damage to facilities; reports location of vessels by pier foot markings when requested.

14. Responds to and investigates reports of oil spillage and other pollution; deploys oil absorption materials and supplies as necessary to contain spill.
15. Responds to emergencies, e.g., renders first-aid and performs other activities to prevent injury or protect life and property.
16. Assists with crowd control during special events; monitors demonstrations, picket lines, protests, sit-ins, meetings and other gatherings.
17. Uses firearms and other law enforcement equipment.
18. Conducts bomb and fire searches and evacuation when directed to do so.
19. Testifies in court in response to subpoenas.
20. Assists other law enforcement agencies, as necessary.

In addition, a supervisory position in the series may perform the following duties:

1. Plans, assigns, reviews and evaluates the work of subordinate officers.
2. Coordinates or provides instructions and training to subordinate personnel.
3. Conducts investigations of misconduct/allegations against officers and recommends or takes appropriate action.
4. Provides on the scene supervision involving incidents where arrests are imminent or where there is a potential for violence or possible harm to personnel.
5. Review reports of subordinate officers for accuracy; prepares and submits various reports.
6. Schedules and approves leaves; keeps records of time and attendance.
7. Reviews and recommends law enforcement policies and procedures for implementation.
8. Assists in the performance of administrative tasks, e.g.,

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assists in the development of budget requests, ensures the proper expenditure of funds, and recommends new or changes to policies, etc.

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This is the first specification for the new classes HARBOR ENFORCEMENT OFFICER I, II, III & IV.

Effective Date: 6/16/00

DATE APPROVED: 2/11/03

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