
Alabama State Port Authority Job Description

Job Title: **Port Police Chief**

Job Class: **Corp**

Job Code: **20501911**

FLSA Status: **Exempt**

Job Summary

Reporting to the VP Security, Safety and Harbor Operations, this position is fully responsible for directing the operations of the Port Police Department and security detail, which is responsible for port security and for special maritime security projects in cooperation with federal, state, and city law enforcement officials.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all of the duties which may be performed.)

1. Supervises port police force, security guard personnel, unit fiscal operations, enforcement planning, security research, incident reporting, and office operations; develops and implements approved policies and procedures for security operations; evaluates personnel performance.
2. Assures Police and Security force activities comply with all local, State and Federal regulatory requirements.
3. Confers with Federal and State criminal and drug control agencies in detecting and apprehending suspects and makes periodic reports to the VP Security and Deputy Director/COO; works with federal agencies concerning drug traffic and criminal activities on port premises, piers, warehouses, and related areas; assists drug enforcement authorities and other agencies and assists in security matters handling ships of foreign registration.
4. Surveys and detects any terrorist activities at the port and reports to proper federal and state authorities; detects dangerous explosive-type cargo-handling at the docks and reports to proper authorities including Docks Safety Office; manages the safeguarding of the docks against fire, theft, vandalism, and other hazards; plans and projects needs and changes to meet anticipated conditions.
5. Coordinates and collaborates with the Port Facility Security Officer to assure enforcement and compliance with the Port Facility Security Plan.



6. Directs and coordinates the activities of criminal, drug, fire, and pilferage investigations to ensure that investigations and surveillance are being effectively carried out; prepares criminal cases and makes reports to the VP Security and Deputy Director/COO.
7. Works closely with the Docks Harbormaster and Maintenance offices to assure security reports are thorough and concise; makes reports on docking of vessels, sailings, and shifting of vessels; inspects and reports to maintenance all warehouse doors which operate improperly; and confers with division managers regarding security plans in their areas, including the docks, railroad, communication operations, maintenance of protection equipment, security, auto repair services, and supplies.
8. Conducts community relations and port security education and provides training seminars and conferences for port police force; recommends purchases and adheres to bid procedures.
9. Remains on call for emergencies and for unannounced inspection of operations of port police division; supervises office records, reports, and activities; maintains records on subordinates and their daily assignments.
10. Develops and monitors operational and capital budgets for the Department, including development and execution of the 3rd party security contract(s).
11. Maintains ethical standards and ensures accountability and transparency in all actions and decisions.
12. Represent the Port Police and maintain a positive working relationship with other departments at the Port Authority, outside law enforcement agencies, elected officials, and media.
13. Performs other duties as assigned.

Supervisory Responsibility

The Port Police Chief role is responsible for the planning, organizing, coordinating work activities, and supervising all Port Police employees through shift supervisors.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	4-year degree	Criminal Justice, Criminology, or related field
Experience	7 years	Supervisory experience as a law enforcement officer at Lieutenant rank or higher.



Substitutions allowed for Education: Indicated education required; no substitutions allowed.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Must meet the requirements of the Alabama Peace Officers' Standards and Training Act.

Ability to stay calm in stressful or high-risk situations and deescalate situations.

Extensive law enforcement experience including or supplemented by work experience with government or state agencies preferably involving maritime activities.

Strong communication skills.

Proven experience as a leader.

Certification or Licensure Requirements

Must be certified by the Alabama Peace Officers Standards and Training Commission Academy.

Completion of a major law enforcement agency's training course, such as the FBI's National Academy.

Must obtain TWIC authorization card.

Must be able to pass background check.

Valid driver's license.

Physical Requirements/ADA

Must be able to pass physical agility/ability test as required in the Alabama Peace Officers' Standards and Training Act.