

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07-29-04**AIRPORT POLICE OFFICER, 3225**

Summary of Duties: An Airport Police Officer is a sworn peace officer, authorized to carry a firearm and make arrests with or without a warrant; enforces federal and state laws and regulations, City of Los Angeles ordinances, Airport Security Program requirements, and airport rules and regulations at any one of the airports of the Los Angeles World Airports; engages in law enforcement activities, including uniformed foot, vehicle, motorcycle, and bicycle patrol to ensure the integrity of the commercial aviation environment; and does related work.

Distinguishing Features: An Airport Police Officer is an armed peace officer of the State of California and may work in uniform or plainclothes assignments. They may be assigned as a solo officer or as a team member. Often the work is performed in a commercial aviation environment with large crowds, heavy equipment and aircraft. An Airport Police Officer often works with minimal direct supervision and may be called upon to make critical decisions affecting the global aviation system. Generally, an Airport Police Officer's productivity and quality of work is measured by field inspections, police reports and daily field activity reports. An Airport Police Officer's initial assignment will be in a position that has been designated as a Temporary Training Position by the Civil Service Commission, and employment in such position is limited to 12 months.

Examples of Duties:

- Patrols Airport property in uniform and plain clothes to deter criminal activity, trespassing and other acts that would affect commercial aviation;
- Patrols a commercial airfield to ensure compliance with safety, security and vehicle laws, rules and regulations;
- Responds to reports of security breaches, violations of security regulations and trespasses;
- Responds to law enforcement calls for service;
- Supports the passenger and baggage screening processes by assisting the Transportation Security Administration;
- May be designated as the Incident Commander during an emergency or law enforcement related incident;
- May conduct preliminary assessments of unattended or suspicious articles;
- Receives and releases lost and found articles;
- Provides general and aviation related information to the public, airport tenants and employees;
- Provides escorts on the airfield operations area for dignitaries, construction crews, representatives of the press and other law enforcement agencies;
- Conducts security assessments of airport property;

- Works closely with employees of other LAWA divisions to resolve common security issues;
- Conducts perimeter patrols to ensure the integrity of fencing and gates;
- Conducts foot patrols of airport terminal buildings to ensure compliance with security regulations and to deter criminal activity;
- May be the first responder to a airplane crash or other emergency incident involving large numbers of victims;
- May be assigned to "high risk" areas;
- Writes a variety of reports including crime, arrest, incident and injury reports;
- Conducts preliminary and follow-up investigations;
- Interviews witnesses and suspects to obtain information for reports and investigations;
- Makes arrests and transports arrestees to appropriate jail facilities;
- Books and catalogs evidence;
- Testifies in court;
- Assists law enforcement agencies with transportation of prisoners while on airport property;
- Issues personal service citations for violations of California Penal, Vehicle, or Public Utility Codes;
- Issues administrative citations for violations of the Airport Rules and Regulations;
- Responds to emergencies and takes immediate action to control crowds, reduces the impact of security breaches and other aviation related incidents;
- Conducts traffic control and enforcement on foot, in a vehicle, on a motorcycle, or on a bicycle;
- Conducts assessments and makes recommendations for improvement of security methods and systems;
- Develops alternatives for resolving disputes;
- May be assigned as a field training officer;
- May be assigned as a lead officer;
- May be assigned to an explosive detection unit or as a patrol K-9 handler;
- May be assigned to a federal or local task force or detail involving aviation-related criminal activity;
- May be assigned to provide information to other employees, the general public, the community, and tenants; and
- May be assigned to remove wild and stray animals from the airfield operations area.

Airport Police Officers may be assigned to other duties and/or agencies for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents in this class must have the following knowledge and abilities:

Knowledge of:

- Report writing, reading comprehension, English usage and spelling;
- Laws and regulations governing Airport Police Officers and the aviation industry;
- Laws of arrest and the elements of a crime;
- Methods of patrolling and safeguarding Airport property, buildings, installations and adjacent facilities and roadways;
- Use of a firearm and defensive tactics; and
- Safety principles and practices.

The ability to:

- Follow written and oral instructions;
- Understand and apply complex policies and procedures;
- Speak clearly and authoritatively;
- Learn the locations of installations and facilities in and around Airport property;
- Interact effectively and courteously with employees, tenants and the general public;
- Work well with others in an international aviation environment;
- Analyze situations and adopt or implement quick, effective and reasonable courses of action;
- Write clear and concise reports;
- Provide complete and truthful testimony in court;
- Maintain flexibility and be prepared to adapt to rapidly changing situations;
- Confront dangerous situations and potential acts of terrorism; and
- Exert the physical stamina, strength, flexibility and coordination to pursue and restrain fleeing suspects and defend oneself and others from physical attack.

Minimum Requirements:

- High school graduation or G.E.D. equivalent.
- Must be 21 years of age at the time of appointment.
- Must have U.S. citizenship or have applied for U.S. citizenship before applying for Airport Police Officer.

Conditions of Employment

- Must possess a valid California driver's license.
- Prior to regular appointment, must satisfactorily complete a basic police recruit academy and field training program approved by the Commission on Peace Officers Standards and Training (POST).

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.