

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07-29-04**AIRPORT POLICE SERGEANT, 3226**

Summary of Duties: An Airport Police Sergeant is a sworn peace officer, authorized to carry a firearm and make arrests with or without a warrant. Airport Police Sergeants plan, supervise, direct, control and assist Airport Police Officers in the enforcement of 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 Los Angeles World Airports' four airport facilities.

Distinguishing Features: An Airport Police Sergeant is distinguished from that of an Airport Police Lieutenant in that the latter has overall responsibility for the law enforcement and security services provided to the airport community during a specific time period, Watch or section, while an Airport Police Sergeant generally supervises Airport Police Officers in the field. They may act as watch commander and may supervise employees and law enforcement officers from different agencies during major incidents or in a task force setting. An Airport Police Sergeant may be assigned to administrative duties in completing personnel investigations, developing operational and tactical plans, and other related work.

Examples of Duties:

- Patrols a commercial airfield to ensure compliance with safety, security and vehicle laws, rules and regulations;
- Supervises, plans and coordinates the activities of Airport Police Officers and Security Officers in uniformed or plainclothes foot, vehicle, motorcycle, or bicycle patrol;
- Makes determinations of the sufficiency of evidence that crimes have occurred and to what jurisdiction they may be assigned;
- Oversees and assists subordinates in the completion of preliminary investigations of crimes committed on and/or involving airport property;
- Works closely with local, state and federal agencies;
- Provides supervisory support to the passenger and baggage screening processes and the Transportation Security Administration (TSA);
- Provides oversight and training for tactical law enforcement response to unusual occurrences;
- Supervises explosive detection and patrol K-9 units;
- Ensures proper use and deployment of specialized safety and law enforcement devices;
- Provides support to the protection to foreign and domestic dignitaries while they are on airport property;
- Approves reports submitted by subordinates and may conduct follow-up investigations;
- Investigates allegations of misconduct against Airport Police Division employees;
- May be assigned to a multi-agency task force and supervise employees from other law enforcement agencies;

- Provides information to the public, airport tenants and employees;
- Provides sworn testimony in court;
- Provides training to newly hired Airport Police Officers;
- 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;
- Conducts preliminary assessments of unattended or suspicious articles ;
- Receives and releases lost and found articles;
- 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;
- 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;
- Conducts preliminary and follow-up investigations;
- Interviews witnesses and suspects to obtain information for reports and investigations;
- Conducts security assessments and makes recommendations for improvement of security methods and systems;
- Ability to develop alternative dispute resolutions;
- May be assigned to a federal or local task force or detail involving aviation related criminal activity; and
- May be assigned to provide information to other employees, the general public, community and tenants.

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;
- Methods of patrolling and safeguarding Airport property, buildings, installations and adjacent facilities and roadways;
- Safety principles and practices;
- Laws of arrest and the elements of a crime;
- Rules of evidence pertaining to searches and seizures, particularly in an airport environment;
- Airport Police, Los Angeles World Airports and Airport Security Manuals;
- City personnel rules, policies and procedures;
- Techniques in training, instructing and evaluating subordinate work performance;
- Sound supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- Equal Employment Opportunity requirements; and
- Memoranda of understanding as they relate to subordinate personnel.

The ability to:

- Effectively supervise law enforcement officers;
- Follow written and oral instructions;
- Understand and apply complex policies and procedures;
- 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; and
- Confront dangerous situations and potential acts of terrorism.

Minimum Requirements:

Four years of full-time paid experience as a peace officer for a public, nonmilitary law enforcement agency, with at least two of those years as an Airport Police Officer with Los Angeles World Airports, or in a class at least at that level performing law enforcement, person and property protection, safety, and criminal deterrence activities at a Los Angeles World Airports facility.

Conditions of Employment:

- Must possess a valid California driver's license at time of appointment.
- Prior to appointment, must possess a Basic POST certificate.
- After appointment, must complete a supervisory course approved by 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.