



## CLASS SPECIFICATION

03/26/2020

AIRPORT POLICE COMMANDER, 3233

### **SUMMARY OF DUTIES:**

Manages and directs large groups of sworn and civilian employees including Airport Police Captains. An Airport Police Commander manages all Airport Police Division (APD) activities for one or more units at Los Angeles World Airports and Van Nuys Airport. Represents APD in the absence of the Assistant Airport Police Chief.

### **CLASS CHARACTERISTICS:**

An incumbent in this class advises the Assistant Airport Police Chief and the Airport Police Chief and has managerial level responsibilities for administering policies and programs in accordance with City, State and Federal rules and regulations; monitors the efficiency and productivity of subordinates; inspects and recommends assignment of available equipment to divisions on the basis of need and urgency; assumes command of cases of major importance which present new and unusual problems and complications; plans activities which involve the cooperation and coordination of several divisions, teams or units; confers with supervisors and other officers of APD in the preparation of recommendations on policy and in the development and establishment of practices and procedures;

### **Examples of Duties:**

- Manages special investigations performed by Internal Affairs arising from personnel staff;
- Assists in the development of plans, methods, and procedures to increase the efficiency of functional units of the Division;
- Conducts and manages investigations on sworn and civilian complaints which may include interviewing witnesses regarding the practicability of proposed changes in organization and operating practices;
- Prepares complete and comprehensive reports of inspection, research, or investigation concerning operating practices and procedures;
- Conducts staff inspections of all units of the Airport Police Division for the Chief of Airport Police; acts in an advisory capacity to the Chief of Airport Police;
- Provides the Chief with operational information; and serves as press relations officer for the Chief of Airport Police;
- Evaluates various departmental operations by personal inspection, conducting audits, reviewing reports, discussing with others, and assessing various activities to ensure integrity, effectiveness, efficiency and compliance with Department, division or group standards, policies, and procedures.
- Plans and manages the planning of activities such as major task forces, special events, and new programs which involve the cooperation and coordination of divisions, teams or units;
- Executes or oversees the execution of activities such as major task forces, special

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events, and new programs which involve the cooperation and coordination of teams or units;

- Responds to the scene of major events and newsworthy or high profile incidents (e.g. officer involved shootings), major unusual occurrences, (e.g., natural disasters, civil disorder, hazardous materials incidents), and major investigations;
- Ensures an officer of appropriate rank is in charge; personally assume command, if necessary;
- Confers with the incident commander, reviews operational plans and deployment of resources to ensure compliance with Department policies and procedures;
- Develops and recommends policy regarding a variety of police operational issues, such as community relationships, narcotics, vice, labor relations, and gang activities to meet the Department's goals;
- Initiates, plans, directs, and supervises the preparation of administrative studies, reports, audits and special research projects relative to the development of programs, policies, and procedures affecting Department operations and formulate recommendations;
- Reviews, approves, and prioritizes budget requests for personnel, equipment, expense items, and alterations and improvements to meet Department's goals, programs, and objectives;
- Manages the implementation of the approved budget request by monitoring and evaluating continuously the allocation of resources, making recommendations for adjustments as necessary, providing direction and oversight to subordinate managers, and establishing controls;
- Serves as a member or chairperson of various administrative review boards (e.g. boards of inquiry, boards of rights, boards of administrative appeals, use of force review boards) by listening to testimony, questioning witnesses, reviewing reports and records relating to the hearing, subpoenaing witnesses and records, and ensures the proper conduct of the hearing in order to make appropriate findings and recommendations, and prepare necessary reports related to the board's findings;
- Participates in a variety of community meetings, such as Community Police Advisory Boards, civic organizations, professional and business organizations, and neighborhood groups as a representative of the Department and/or the Chief of Police for the purpose of identifying pertinent issues, solving problems, and exchanging information; and
- Meets with representatives of public or private agencies on the federal, state, or local level (including other departments within the City) in order to enhance the working relationships with these agencies, identify problems, develop policies and/or procedures, resolve problems, exchange information, and keep lines of communication open.

#### **Minimum Requirements:**

1. A Bachelor's Degree from an accredited college or university; and
2. Two years of full-time paid experience at the level of Airport Police Captain, planning, supervising, and directing sworn police employees within a division, section or large tactical group.

A Bachelor's Degree or a Graduate Degree in Criminal Justice or JD and 3 years of experience at the level of Airport Police Captain is preferred

Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 1011 of the City Charter.

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**License:** A valid California driver's license and a good driving record are required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case 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 limitations.

**As indicated 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 all of the duties and responsibilities of any position shall be.**