



CLASS SPECIFICATION

05/24/07

ASSISTANT AIRPORT POLICE CHIEF, 3234

Summary of Duties: An employee of this class manages the law enforcement, security, traffic or safety related functions and operations of the Law Enforcement & Protective Services Division at Los Angeles International Airport (LAX), Van Nuys Airport (VNY), and Palmdale Regional Airport (PMD). Incumbents in this class report directly to the Airport Police Chief for the Los Angeles World Airports (LAWA) who has oversight of aviation law enforcement and security services. Some positions may act as the liaison between LAWA and other local, State and Federal law enforcement agencies on Homeland Security, Intelligence and Emergency Operations.

Distinguishing Features: An Assistant Airport Police Chief is distinguished from the Airport Police Captain by having direct responsibility for one of several functional areas of law enforcement and security services at LAWA including Patrol, Traffic & Security, Internal Affairs, Training & Administration, and Intelligence & Emergency Operation whereas the latter commands a division, section or tactical group. An Assistant Airport Police Chief develops policies and procedures specific to their area of responsibility; determines budgetary needs; administers budgets; is responsible for the Internal Affairs investigations of all Airport Police personnel and other division staff; oversees the Security Credential Section and the Administrative Section of the division; and may be responsible for managing the Homeland Security, Intelligence & Emergency Operations function for LAWA.

Examples of Duties:

- Assists the Airport Police Chief develop policy and procedures;
- Through subordinate supervisors, plans, directs, coordinates and manages operations of the Airport Police Division at LAX, VNY, and PMD airports to ensure compliance with the Airport Security Program, Transportation Security Administration Mandates and Directives, pertinent airport rules and regulations, international, federal, state and local laws and ordinances;
- Conducts field inspections of personnel, equipment, facilities and activities of all law enforcement and security units;
- Reviews and evaluates reports regarding terrorism and counter-terrorism techniques and makes recommendations to the Airport Police Chief;
- Recommends personnel for employment, retention, promotion and demotion;
- Reviews recommendations for employee discipline and recommends discipline to be imposed to executive management and LAWA Human Resources Services;
- Investigates and responds to employee grievances through established policies and procedures;
- Represents the department on labor negotiations and employee relations matters;
- Makes recommendations pertaining to investigations involving resolution of security

- investigations and issues;
- Initiates and reviews the preparation of training programs and manuals of procedure for sworn and civilian employees;
 - Works closely with the Airport Police Chief to develop appropriate policies, procedures and staffing levels for LAX, VNY, and PMD airports;
 - Assigns or reviews the assignment and/or deployment of employees in the Law Enforcement & Protective Services Division at LAWA who are engaged in aviation law enforcement, security services, emergency operations and Homeland Security;
 - Acts on behalf of the Airport Police Chief when he/she is unavailable;
 - Appears before the Board of Airport Commissioners, the City Council and industry leaders to discuss safety and security concerns at LAX, VNY, and PMD airports;
 - Attends conferences and meetings;
 - Reviews and evaluates pertinent information, reports and security related documents, terrorism and counter-terrorism techniques, and makes recommendations to the Airport Police Chief regarding current threats to the aviation community and appropriate counter measures;
 - Assists and/or directs the preparation of annual and monthly reports and other reports of the Division's activities and other law enforcement, safety and security requirements;
 - Determines the budgetary needs of the division and prepares or directs the preparation of budget estimates;
 - Administers divisional expenditures in accordance with budgetary allowances, including requesting and reviewing requests for personnel, materials, equipment and supplies;
 - Dictates correspondence concerning a wide variety of law enforcement and aviation security activities;
 - Does related work as required;
 - May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Methods of patrolling and safeguarding critical infrastructure including property, buildings, installations and adjacent facilities and roadways;
- Joint or multi-agency federal, state and local law enforcement operations;
- Emergency Management Planning;
- National Incident Management System (NIMS) and Incident Command /System (ICS);
- Laws and regulations governing law enforcement and security services, terrorism and counter-terrorism techniques;
- Federal, state and local ordinances applicable to Police employees highly desirable;
- Sound supervisory and management principles;
- Officer safety principles and practices;
- Laws of arrest and the elements of a crime;
- Airport Police communications and patrol systems;
- City personnel rules, policies and procedures;
- City Charter and Civil Service Commission Rules;

- Public relations techniques;
- Techniques for counseling and motivating subordinates;
- Techniques for grievance investigation and resolution;
- Equal Employment Opportunity requirements;
- Memorandum of Understandings for subordinate employees.

Ability to:

- Manage a large workforce effectively;
- Develop and follow written and oral instructions;
- Understand and apply complex policies and procedures;
- Apply policies and procedures fairly and consistently;
- Interact effectively and courteously with employees, tenants and the general public;
- Work well with others in an international aviation environment;
- Plan and implement special operations to address specific crime and security needs;
- Evaluate and prepare clear and concise reports;
- Adapt to rapidly changing situations, and be flexible;
- Confront dangerous situations and potential acts of terrorism;
- Handle high-profile incidents effectively, appropriately and tactfully.

Requirements: Two years of full-time paid experience as an Airport Police Captain or as a commanding officer managing the internal inspection process, patrol, traffic, safety, or security activities and operation of a law enforcement agency.

Experience or background in Special Weapons & Tactics (SWAT), Homeland Security, terrorism and counter-terrorism may be required for some positions.

Appointments to a position in this class are subject to a one-year probationary period as provided by Section 1011 of the City Charter.

Conditions of Employment: Some positions require completion of a POST approved Management Course within the first twelve (12) months of appointment. Must possess a valid California driver's license at time of appointment. May be required to meet medical and physical standards as prescribed by the Board of Civil Service Commissioners.

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 limitations.

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 all of the duties, responsibilities, and required qualifications of any position shall be.