

AIRPORT POLICE LIEUTENANT – 3227
TASK LIST 2023

A. EMPLOYEE DEVELOPMENT AND TRAINING

1. Assists employees in preparing for promotion and section transfers through mentoring, offering career advice, and offering constructive feedback to improve their viability as a candidate and make training opportunities readily available to all employees in accordance with EEO policies.
2. Trains and develops assigned personnel for the purpose of improving service, attaining divisional and department goals, the accomplishment of daily tasks, and compliance with POST and regulatory standards.
3. Monitors employee performance by conducting audits in order to ensure greater efficiency and attain department goals.

B. LEADERSHIP

4. Serves as a Watch Commander or officer-in-charge of a unit or section in order to provide appropriate oversight for daily operations.
5. Acts in-lieu of a Commanding Officer in order to maintain continuity of operations and support department goals and public safety standards.
6. Provides guidance to subordinate supervisors in the investigation of allegations of misconduct against Division employees that may involve sensitive or complex issues in order to ensure that the professional standards of the division are maintained and determine if corrective action is warranted.
7. Develops new policies, procedures and technologies, and identifies new methodologies to provide improved law enforcement services to the Airport community.

C. COMMUNICATION

8. Makes written and/or verbal notifications to command-level personnel regarding major incidents, unusual occurrences, or newsworthy events to ensure situational awareness.
9. Provides verbal and/or written investigative findings for consideration by an Airport Police Captain as to the resolution of personnel matters to assist the Captain in determining compliance with policies and procedures.

10. Prepares and/or attends various meetings with stake holders, airline station managers, outside agencies and community members to discuss different issues involving construction projects, intelligence security changes, ramp cargo safety, and crime control in order to facilitate the exchange of information and ensure public safety.
11. Writes and/or reviews a variety of reports such as annual performance evaluations, supervisor log, complaint face sheets, pursuit summaries, Use of Force investigation summaries, comment cards, employee commendations, event action plans, and press releases.
12. Provides written and verbal clarification of City and Department policies, federal airport security mandates, and TSA regulations to subordinate personnel in order to ensure enforcement and compliance.
13. Makes verbal and/or written recommendations to supervisors, TSA, or Airport Security Advisory Committee personnel for improvement of security methods and system for the purpose of ensuring public safety.
14. Completes the Watch Commander's log to provide the Commanding Officer and the next watch with a complete picture of what occurred during the watch.
15. Makes verbal and/or written recommendations and requests to various LAWA divisions and sections in order to fulfill budget, equipment, and personnel needs.

D. MANAGEMENT AND PLANNING

16. Reviews and approves variety of narrative and statistical reports submitted by subordinates such as administrative, investigative, crime trend, and intelligence reports to ensure their accuracy and completeness and determine if further action is necessary.
17. Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and recommending discipline for subordinates to ensure compliance with EEO policy as well as local, State, and Federal laws concerning employment and discrimination.
18. Assists with or investigates and resolves employee grievances by discussing the matter with concerned employees, researching relevant policies and procedures in order to provide a timely response at appropriate grievance levels.
19. Ensures through subordinate staff that EEO Policies are followed by monitoring employee behavior, providing training, directing or conducting investigations, and taking appropriate corrective action.
20. Determines appropriate staffing level (supervisory to subordinate ratio) and overall deployment needs based on different factors such as enhanced

deployments, construction related congestion, threat level, crime trends, and passenger load in order to maintain the safety and security of the airports.

E. OPERATIONS

21. Directs and plans the activities of sworn and civilian Airport Police personnel to meet deployment needs for daily operations, major events, critical incidents, and other law enforcement responses.
22. Exchanges pertinent information with local, state, and federal agencies such as LAPD, Homeland Security, and the FBI, in order to ensure public safety and security and foster partnerships.
23. Manages and directs responses to emergencies or unusual occurrences, incidents involving resources, personnel, and assets from multiple agencies, and LAWA divisions through the use of the Incident Command System Structure (ICS).
24. Inspects holding facilities, audits detention logs, and inspects LAWA prisoners to ensure compliance with county and state requirements.
25. Liaison with Airport Stakeholders, Airport Division Managers and other public safety agencies in order to maintain operational readiness on daily basis.