

2023 AIRPORT POLICE COMMANDER TASK LIST

1. Evaluates various Divisional operations by personal inspection, conducting audits, reviewing reports, discussing with others, and assessing various activities to ensure integrity, effectiveness, efficiency and compliance with Division, section or group standards, policies, and procedures.
2. Plans or oversees the planning of activities such as major task forces, special events, and new programs which involve the cooperation and coordination of geographic areas, divisions, by meeting and conferring with other City Departments, outside agencies, and community based organizations by assessing availability of resources, discussing alternatives, and by reaching consensus on plan of action.
3. Ensures leadership management and decisions are consistent with diversity, equity, and inclusion goals and mission.
4. Oversees the management of activities such as major task forces, special events, and new programs which involve the cooperation and coordination of outside entities (such as FBI, DEA, TSA, and airline partners), LAWA Divisions, and APD sections and units.
5. Responds to the scene of major events and newsworthy or high profile incidents, such as officer involved shootings, and major unusual occurrences, such as natural disasters, civil disorder, hazardous materials incidents, or major investigations; ensures an officer of appropriate rank is in charge; may personally assume command; confers with unified commanders; reviews operational plans and deployment of resources to ensure compliance with Division policies and procedures; provides insight and staff level support to incident commander; ensures proper notifications are made; and ensures the public's and officers' safety.
6. Serves as the Command Duty Officer (CDO) on a rotating basis, providing managerial oversight on critical incidents [i.e., guidance for on-duty watch commanders and informing executive leaders (e.g., Airport Police Chief and Director for Public Safety)] in order to more effectively respond to operations and incident responses.
7. Develops and recommends strategies regarding a variety of police operational issues, such as public safety, regulatory compliance, crime reduction, community trust/engagement, employee wellness, technology innovation, and Constitutional Policing to meet the Division's strategic plan and goals.
8. Ensures appropriate levels of supervisory and police support to the Transportation Security Administration (TSA) screening processes through subordinate officers, by reviewing and monitoring staffing needs, and adjusting assignments based on mitigating factors (e.g., high operational periods, weather and traffic, and peak travel times) to improve public safety and ease of travel.

9. 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 Division operations by delegating and assigning to the appropriate personnel, monitoring progress, discussing issues with subordinates, reviewing drafts of reports, and providing guidance and direction and uses the result of these studies to enhance operational effectiveness and formulate recommendations on policy and programs as assigned.
10. Consults with and directs subordinate commanding officers in to ensure service delivery, regulatory compliance, community engagement, building public trust, deployment, training, overtime management, risk management activities, administrative investigations and projects, and Constitutional Policing.
11. Reviews section or group budget consistent with Divisional budgetary policy and provides direction to subordinate managers in the preparation of a budget, and management of overtime allocation that will meet the operational demands of the organizational entity.
12. Reviews, approves, and prioritizes budget requests for personnel, equipment, expense items, and alterations and improvements to meet Division's goals, programs, and objectives.
13. Monitors the progress of the budget requests through the Division's and the City's budget process and for special requests; makes presentations to the Board of Airport Commissioners (BOAC), and/or the Airport Executive Committee of the request(s).
14. Manages the implementation of the approved budget request by monitoring and evaluating continuously the allocations, making recommendations for adjustments as necessary, providing direction and oversight to subordinate managers and establishing controls to see that the allocation is properly managed.
15. As a member or chair of various Divisional standing committees, such as Uniform Committee and Commendations Board, and ad hoc committees, identifies Division needs and goals by reviewing the results of surveys, investigations, inspections, interviews, attending meetings, and reviewing reports and documents, and reports findings either orally or in writing to the appropriate level in the Division.
16. 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 working relationships with these agencies, to identify problems, to develop policies and/or procedures, to resolve problems, to exchange information, and to keep lines of communication open.
17. Interprets and conveys policies, orders, procedures and practices to subordinates, peers or superiors in order to inform, to ensure understanding or to gain compliance.

18. Makes oral presentations, answers questions, submits formal written statements or reports and exchanges information while representing the Division at meetings with the City Attorney, Mayor's Office, Board of Airport Commissioners (BOAC) other governmental officials and agencies, news media, and/or community groups.
19. Through formal and informal discussions and meetings, interprets and explains written statements and reports concerning Division policies, procedures, regulatory compliance, programs, and operations to the media, business and professional groups, neighborhood groups, and other agencies.
20. Reviews reports of disciplinary investigations and recommendations, confers with others, researches similar cases and actions, and concurs or makes independent recommendation to the Executive Command in order to ensure consistency and appropriateness of the disciplinary process.
21. Reviews grievances filed within the section or group, may confer with concerned Commanding Officer regarding the grievance and/or recommendation, and may discuss specific grievances with the City Attorney's Office and Labor Relations to ensure that policy is applied consistently and fairly and that appropriate effort was made to resolve the grievance at the lowest level possible.
22. Consults with City Attorney's Office, Labor Relations, and Human Resources regarding any potential personnel issues.
23. Directs the investigation and formulation of solutions to Division personnel problems and makes recommendations to the Chief of Police as related to employee relations matters to resolve grievances and unfair employee relations practices.
24. Ensures the development of an effective management team by providing leadership, training, motivation, inspiration, and fostering morale.
25. Supervises Airport Police Captains, Airport Police Lieutenants, and/or other administrative or clerical personnel by assigning and delegating work; training; counseling, commending and disciplining as necessary; and approving deployment of personnel resources in order to direct the activities of the unit, section or group.
26. Meets with subordinate managers to discuss implementation of Division strategic plan, group or section goals, problems, training, and new policies/regulations in order to provide the necessary direction to ensure compliance with Division standards and goals.
27. Notifies chain of command of critical issues, section or group concerns, programs, and activities; and, makes appropriate recommendations.
28. Monitors and evaluates the performance of direct subordinates; writes performance evaluations based on observation and recording of performance and discusses these

evaluations with subordinates in order to provide feedback to subordinates on their strengths and weaknesses.

29. Oversees the completion of comprehensive reports concerning operational practices, procedures, efficiency and effectiveness to chain of command based upon the results of a personally conducted or supervised investigation, inspection or Divisional operation.
30. Encourages subordinates and others to perform their best work; provides a work atmosphere conducive to employee work production and job satisfaction; limits unpleasant or unnecessary work obstacles and responds promptly to visible or stated employee concerns.
31. Keeps informed of proposed legislation, TSA and FAA regulations, court cases and decisions, police/security operations, and issues affecting police/security activities and service by reviewing applicable documents and publications.
32. Attends special training seminars, meetings and conferences on various law enforcement and management topics in order to enhance on-the-job performance.
33. Assumes the responsibilities of the Assistant Airport Police Chief in that person's absence.
34. Develops specialized expertise in specific areas of assignment such as employee relations, media and public relations, regulatory compliance, counter terrorism or narcotics in order to provide advice, counsel or direction to the Chief of Police and other command officers in responding to problems in these areas.
35. Ensures compliance and enforcement of contractual agreements between management and all sworn and civilian bargaining units.
36. Mitigate risk and/or assess performance through review and analysis of reports and audio and video recordings related to but not limited to use of force, pursuits, personnel investigations, traffic collisions, and civil litigation.