

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

7-29-04

AIRPORT POLICE CAPTAIN, 3228

Summary of Duties: An Airport Police Captain plans, supervises, directs and controls civilian and sworn Airport Police Division employees within a division, section or large tactical group; applies sound management techniques to ensure the mission of the Airport Police Division is met through enforcement of federal, state and local laws and regulations, City of Los Angeles ordinances, Airport Security Program requirements and airport rules and regulations at any one of the four airports of the City of Los Angeles; and does other related work.

Distinguishing Features: An Airport Police Captain commands a division, section, or large tactical group of employees providing law enforcement and security services to the airport community. Airport Police Captains develop policies and procedures for implementation with the approval of departmental management. Airport Police Captains are responsible for the full range of supervisory activities including investigations of misconduct, grievance resolution, implementation of Division policies, evaluation of performance, and application of discipline. They may assume the role of incident commander during emergency situations that involve multiple jurisdictions and may command law enforcement officers from different agencies.

Examples of Duties:

- Commands a division, section or large tactical group;
- Directs, plans and coordinates the activities of Airport Police Officers and Security Officers in uniformed or plainclothes foot, vehicle, motorcycle or bicycle patrol;
- Develops policies and ensures they are adhered to;
- Works closely with local, state and federal agencies;
- Ensures appropriate levels of supervisory and police support to the passenger and baggage screening processes;
- Interacts closely with the Transportation Security Administration (TSA), outside law enforcement agencies and Los Angeles World Airports (LAWA) administrative and operational divisions;
- Maintains an appropriate level of law enforcement and security services for a 24-hour period;
- Directs tactical law enforcement response to unusual occurrences;
- Reviews and approves reports submitted by subordinates;
- Attempts to resolve employee grievances;
- Provides guidance to Airport Police Lieutenants in the investigation of allegations of misconduct against Division employees and may investigate allegations of misconduct that involve sensitive or complex issues;
- Provides insight for consideration by the Airport Police Chief as to the resolution of personnel investigations and grievances that can not be resolved at the Airport Police Captain level;

- Implements improvements of security methods and systems;
- Communicates Equal Employment Opportunity information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and recommending discipline for subordinates; and
- Assists employees in preparing for promotion and section transfers.

Qualifications: Incumbents in this class must have the following knowledge and abilities:

Knowledge of:

- LAWA organizational structure;
- Sound supervisory and management principles;
- Report writing, reading comprehension, English usage and spelling;
- Laws and regulations governing airport police employees 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 Division, Los Angeles World Airports, and Airport Security Manuals;
- City personnel rules, policies, and procedures;
- The Los Angeles City Charter, Los Angeles Administrative Code, and Civil Service Commission Rules;
- Public relations techniques;
- Techniques for counseling and motivating subordinates;
- Techniques for grievance investigation and resolution;
- Equal Employment Opportunity requirements;
- Memoranda of Understanding for subordinate employees; and
- Aviation security and law enforcement techniques.

The ability to:

- Develop and 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;
- Plan and implement special operations to address specific crime and security needs;
- Evaluate and write clear and concise reports;
- Maintain flexibility and be prepared to adapt to rapidly changing situations; and
- Confront dangerous situations and potential acts of terrorism.

Minimum Requirements:

One year of full-time paid experience as an Airport Police Lieutenant with the Los Angeles World Airports, or in a class at least at that level, with responsibility for all law enforcement and safety and security services provided during a watch or by a particular unit at a LAWA facility.

Condition of Employment:

- Must possess a valid California driver's license at time of appointment.
- Appointment to a position in this class is subject to a one-year probationary period as provided by Charter Section 1011.

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.