

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07-29-04

AIRPORT POLICE LIEUTENANT, 3227

Summary of Duties: An Airport Police Lieutenant plans, supervises, directs and controls employees of the Airport Police Division of the Los Angeles World Airports (LAWA), civilian and sworn, during a specific time period, watch, or in a particular unit; applies sound supervisory and management techniques to ensure the mission of the Airport Police Division of the Los Angeles World Airports is met through the 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 of the four City of Los Angeles airports; and does other related work.

Distinguishing Features: An Airport Police Lieutenant is distinguished from that of an Airport Police Captain in that the latter has complete responsibility for the law enforcement and security services provided to the airport community by a Section or Group, while an Airport Police Lieutenant is generally responsible for employees within a specific time period, watch or in a particular unit. Airport Police Lieutenants are assigned as watch commanders and unit leaders responsible for the productivity and effective law enforcement and security services provided by employees assigned to them. They are responsible for the full range of supervisory activities including investigations of misconduct, processing and resolving grievances, interpretation of Division policy, evaluation of performance and other related duties. They may act as incident commander during emergency incidents and may supervise employees and law enforcement officers from different agencies.

Examples of Duties:

- Directs, plans and coordinates the activities of Airport Police Officers and Security Officers in uniformed or plainclothes foot, vehicle, motorcycle or bicycle patrol;
- Interprets 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) and LAWA administrative and operational Divisions;
- Responsible for maintaining an appropriate level of law enforcement and security services for a 24-hour period;
- Provides oversight for tactical law enforcement response to unusual occurrences and may act as the incident commander during emergency or unusual occurrences;
- Responsible for divisional and departmental notifications;
- Reviews and approves reports submitted by subordinates;
- Investigates and attempts to resolve employee grievances;
- Provides guidance to Airport Police Sergeants 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 an Airport Police Captain as to the resolution of personnel investigations and grievances that can not be resolved at the Airport Police Lieutenant level;
- Responsible for the Division jail facility at LAX and ensures that it is maintained in accordance to state and county requirements;
- May be assigned to supervise employees from other law enforcement agencies;
- Makes recommendations for improvement 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:

- 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, LAWA, and Airport Security manuals;
- City personnel rules, policies and procedures;
- City Charter and Civil Service Commission Rules;
- Public relations techniques;
- Techniques of training, instructing, and evaluating performance of subordinates;
- Techniques for counseling and motivating subordinates;
- Techniques for grievance investigation and resolution; and
- Equal Employment Opportunity requirements;
- Memoranda of Understanding for subordinate employees; and
- Aviation security and law enforcement techniques.

The ability to:

- Effectively supervise law enforcement supervisors and officers;
- 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;
- Analyze situations and adopt or implement quick, effective and reasonable courses of action;
- 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:

Two years of full-time paid experience as an Airport Police Sergeant with the Los Angeles World Airports, or in a class at least at that level, one year of which must have involved full-time responsibility for the deployment and functioning of law enforcement, safety, and security personnel in the performance of their duties at a Los Angeles World Airports facility.

Conditions of Employment:

- Must possess a valid California driver's license at time of appointment.
- After appointment, must complete a management course approved by POST.

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.