

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

5/25/06

AIRPORT POLICE CHIEF, 3232

Summary of Duties: An employee of this class has complete responsibility for planning, coordinating and carrying out all law enforcement and security, traffic and safety related functions and operations of the Airport Police Division at Los Angeles International Airport (LAX), Van Nuys Airport (VNY), and Palmdale Regional Airport (PMD). Incumbents in this class report directly to the Director of Airport Safety Services for the Los Angeles World Airports who has oversight of all law enforcement and security services, including those provided by outside agencies, at all LAWA airports.

Distinguishing Features: The Airport Police Chief is distinguished from that of the Director of Airport Safety Services by having direct responsibility for aviation law enforcement and security service provided to LAX, VNY and PMD and airports specifically. The Airport Police Chief develops policies and procedures specific to these three airports and ensures strict compliance with the Airport Security Program by all airlines, tenants, passengers and employees of LAX. Oversees the development of comprehensive security plans for VNY and PMD. The Airport Police Chief may be called upon to assist the head of the law enforcement component for Ontario International Airport in meeting the safety and security mandates by providing guidance and resources during major incidents affecting the aviation system.

It is anticipated that this position will be exempted from the civil service provisions of the City Charter.

Example of Duties:

- Develops policy and independently or with subordinate officers, 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, Transposition Security Administration Mandates and Directives, pertinent airport rules and regulations, international, federal, state and local laws and ordinances;
- Issues policy directives and amends the Airport Security Program for promulgation and execution;
- Conducts field inspections of personnel, equipment, facilities and activities of all law enforcement and security units;
- Reviews operating and performance records and reports of employees to determine the efficiency and effectiveness with which they perform their duties;
- Assigns or reviews the assignment of all employees in the Airport Police Division at LAX, VNY, and PMD airports and works closely with other divisions and law enforcement and security entities operating in and around LAX;
- Reviews recommendations on personnel problems and makes final determination on

disciplinary actions;

- Interviews and selects employees for promotion;
- Initiates and reviews the preparation of training programs and manuals of procedure for sworn and civilian employees;
- Works closely with the Director of Airport Safety Services to develop appropriate policies, procedures and staffing levels for LAX, VNY and PMD airports;
- May act on behalf of the Director when he/she is unavailable;
- Appear before the Board of Airport Commissioners, the City Council and industry leaders to discuss safety and security concerns at LAX, VNY and PMD to promote cooperation and adherence to law enforcement, safety and security requirements;
- Attends conferences and meetings;
- Reviews and evaluates pertinent information, reports and security related documents in order to be informed of current threats to the aviation community and appropriate countermeasures;
- Directs the preparation of annual and monthly reports and other reports of the Divisions' activities and other law enforcement agencies in support of the Airport Security Program;
- Determines the budgetary needs of the divisions 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;
- Federal, state and local ordinances applicable to Police employees;
- Sound supervisory and management principles;
- Police Officer safety principles and practices;
- Laws of arrest and the elements of a crime;
- City personnel rules, policies and procedure;
- City charter and Civil Service Commission Rules;
- Public relations techniques;
- Techniques for counseling and motivating subordinates;
- Techniques for grievance investigation and resolution;

- English usage and grammar;
- Equal Employment Opportunity requirements;
- Memorandum of Understandings for subordinate employees.

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 prepare clear and concise reports;
- Read and comprehend information;
- Adapt to rapidly changing situations, and be flexible;
- Confront dangerous situations and potential acts of terrorism.

Requirements: One year of full-time paid experience at the level of Airport Police Captain or as a commanding officer managing the patrol, traffic, safety and security activities and operation of a law enforcement agency.

Conditions of Employment: Must complete a POST approved Management Certificate course. 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.