

**CLASS SPECIFICATION****02/23/2017****AIRPORT POLICE SPECIALIST, 3236**

**Summary of Duties:** As a sworn member of the Los Angeles World Airports (LAWA) Airport Police Division, an Airport Police Specialist is responsible for enforcement of activities on Airport property including, but not limited to enforcement of State and Federal laws, City of Los Angeles ordinances, security, traffic, aviation and safety rules and regulations. Incumbents in this class make arrests, apprehend and/or assist other law enforcement agencies with apprehending law violators; issue parking and/or traffic citations; respond to radio calls for police assistance at various screening stations and other locations within the airport jurisdictions.

**Class Characteristics:** An Airport Police Specialist is P.O.S.T. (Peace Officer Standards and Training) Certified with previous law enforcement training and experience prior to their appointment at LAWA. An employee in this class will receive a condensed version of the classroom and physical training provided at the Police Academy for Police Officer recruits. Incumbents will be assigned to work with a training officer in the field. This classification is distinguished from the class of Airport Police Officer in that an entry-level Airport Police Officer does not possess a P.O.S.T. Certificate issued by the State of California prior to hire. Upon successful completion of an 18-month probationary period, incumbents in the class of Airport Police Specialist will receive a Charter Section 1014 transfer to the class of Airport Police Officer.

**Example of Duties:**

An Airport Police Specialist:

- Patrols Airport property in uniform and plain clothes to deter criminal activity, trespassing and other acts that would affect commercial aviation;
- Patrols a commercial airfield to ensure compliance with safety, security and vehicle laws, rules and regulations;
- Responds to reports of security breaches, violations of security regulations and trespasses;
- Responds to law enforcement calls for service;
- Supports the passenger and baggage screening processes by assisting the Transportation Security Administration;
- May conduct preliminary assessments of unattended or suspicious articles;
- Receives and releases lost and found articles;
- Provides general and aviation related information to the public, airport tenants and employees;
- Provides escorts to the airfield operations area for dignitaries, construction crews, representatives of the press and other law enforcement agencies;
- Conducts security assessments of airport property;
- Works closely with employees of other LAWA divisions to resolve common security issues;
- Conducts perimeter patrols to ensure the integrity of fencing and gates;
- Conducts foot patrols of airport terminal buildings to ensure compliance with security regulations and to deter criminal activity;

- May be the first responder to an airplane crash or other emergency incident involving large numbers of victims;
- May be assigned to high risk areas;
- Writes a variety of reports including crime, arrest, incident and injury reports;
- Conducts preliminary and follow-up investigations;
- Interviews witnesses and suspects to obtain information for reports and investigations;
- Makes arrests and transports arrestees to appropriate jail facilities;
- Books and catalogs evidence;
- Testifies in court;
- Assists law enforcement agencies with transportation of prisoners while on airport property;
- Issues personal service citations for violations of California Penal, Vehicle, or Public Utility Codes;
- Issues administrative citations for violations of the Airport Rules and Regulations;
- Responds to emergencies and takes immediate action to control crowds, reduces the impact of security breaches and other aviation related incidents;
- Conducts traffic control and enforcement on foot, in a vehicle, on a motorcycle, or on a bicycle;
- Develops alternatives for resolving disputes;
- May be assigned to an explosive detection unit or as a patrol K-9 handler;
- May be assigned to a federal or local task force or detail involving aviation-related criminal activity;
- May be assigned to provide information to other employees, the general public, the community, and tenants; and
- May be assigned to remove wild and stray animals from the airfield operations area.

**Qualifications:****Knowledge of:**

- Report writing, reading comprehension, English usage and spelling;
- Laws and regulations governing Airport Police Officers and the aviation industry;
- Laws of arrest and the elements of a crime;
- Methods of patrolling and safeguarding Airport Property, buildings, installations and adjacent facilities and roadways;
- Use of a firearm and defensive tactics; and
- Safety principles and practices.

**Ability to:**

- Follow written and oral instructions;
- Understand and apply complex policies and procedures;
- Speak clearly and authoritatively;
- Learn the locations of installations and facilities in and around Airport property;
- Interact effectively and courteously with employees, tenants and the general public;
- Work well with others in an international aviation environment;
- Analyze situations and adopt or implement quick, effective and reasonable courses of action;
- Write clear and concise reports;
- Provide complete and truthful testimony in court;
- Maintain flexibility and be prepared to adapt to rapidly changing situations;

- Confront dangerous situations and potential acts of terrorism; and
- Exert the physical stamina, strength, flexibility and coordination to pursue and restrain fleeing suspects and defend oneself and others from physical attack.

**Requirements:**

1. Possess a current California Basic P.O.S.T. Certificate at the time of application; or, have standing as an LAPD Line Reserve Officer with Certified Designated level 1 (CDL) status; or, a Basic Course Waiver issued by the California Commission on Peace Officer Standards and Testing;
2. Must be 21 years of age at the time of appointment; and
3. Must have U.S. Citizenship or have applied for U.S. citizenship prior to applying for Airport Police Specialist.

**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 reasonable 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 all of the duties and responsibilities of any position shall be.**