

Airport Police Sergeant (3226)
Task List 2018

A. COMMUNICATION

1. Speaks to the public, airport tenants, and visitors in order to provide information relevant to airport use such as airport safety, traffic conditions, directions to terminals, and other services.
2. Provides written and/or verbal sworn testimony in court to ensure due process of the law.
3. Interviews victims, witnesses, and suspects to obtain information for reports and investigations and ensure proper documentation.
4. Provides written or verbal information to other employees, the general public, dignitaries, and public officials in order to generate public awareness of law enforcement activities, special events, traffic conditions, or security issues.
5. Writes a variety of memos, letters, and reports such as logs, complaint face sheets, pursuit summaries, use of force investigation summaries, event action plans, and press releases.

B. LAW ENFORCEMENT

6. Patrols commercial or general aviation areas by vehicle or on foot to ensure compliance with LAWA and federal rules, regulations and provide safety, security, and regulate access .
7. Makes determinations on the relevancy of facts and information collected by the officers that are relevant to crimes in order to ensure successful prosecution.
8. Exchanges written and verbal information with local, state, and federal agencies in order to comply with state, local, and federal mandates; and organize interagency operations and communications.
9. Monitors and demonstrates proper use and deployment of specialized safety and law enforcement devices such as lethal and non-lethal weapons, and restraint devices.
10. Monitors and demonstrates proper use and deployment of evidentiary collection tools (i.e. breath analyzer, narcotics scale, fingerprint kit) in order to ensure proper usage.

11. Responds to and/or oversees responses to reports of security breaches or other violations; which also includes law enforcement calls for service in order to ensure compliance with local, state, and federal laws and provide other assistance as required.
12. Conducts preliminary or secondary assessments of unattended or suspicious articles in order to provide a proper response such as the establishment of perimeters, conducting evacuations, and determining incident command locations.
13. Receives and releases lost and found articles in order to return them to their rightful owner in accordance with divisional policy.
14. Conducts or directs administrative and criminal investigations by interviewing involved parties, gathering information, and reporting their findings in order to ensure proper documentation and determine facts.
15. Makes verbal or written recommendations for improvement of security methods and systems in order to ensure airport safety and operations.
16. Develop alternative dispute resolutions such as meetings with the complainant or concerned employees in order to address or resolve disputes involving the general public and/or employee complaints.

C. SUPERVISION

17. Oversees and assists subordinates in the completion of preliminary investigations of crimes committed in order to ensure proper and accurate completion of reports.
18. Supervises Airport Police Officers responding to Transportation Security Administration screening areas to ensure proper investigation and handling of security related events.
19. Supervises explosive detection or patrol K-9 units in order to respond to occurrences such as sweeps, searches, and unauthorized articles with special units.
20. Approves reports such as investigative, injury, arrest, or use of force reports submitted by subordinates and may conduct or direct follow-up investigations in order to ensure the report is thorough, comprehensive and properly written.
21. Supervises employees from other law enforcement agencies as part of a multi-agency task force in order to provide logistical and liaison support to local, state, and federal agencies.

22. Drafts deployment schedules for patrol shifts, planned events, and special events in order to facilitate operational needs.
23. Promotes a positive work environment by monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with department policies and procedures.
24. Investigates employee grievances by discussing the matter with the concerned employee(s), researching relevant policies and procedures to provide a timely response for the appropriate grievance levels.
25. Supervises or oversees details involving escorts or security escorts for dignitaries, construction crews, representatives of the press, and other law enforcement agencies on the airfield operations area in order to provide security, safety, and ensure compliance with local, state, and, federal laws.
26. Supervises or oversees personnel assigned to provide security for airport perimeters, terminals, buildings, fences, gates, and parking lots by patrolling in a vehicle or on foot to deter criminal activity, prevent unauthorized access and ensure compliance with safety and security regulations.
27. Supervises or participates in federal or local task forces or detail involving aviation related criminal activity in order to ensure public safety and facilitate the exchange of information between agencies.
28. Investigates allegations and writes reports regarding misconduct against Airport Police Division employees in order to determine the facts and ensure disciplinary due process.

EMPLOYEE DEVELOPMENT AND TRAINING

29. Monitors and trains law enforcement personnel primarily assigned to patrol services section; in addition provide supervisory oversight to specialized units such as Emergency Services Unit, Bike Unit, Motorcycle Unit, and K-9 Unit in order to respond to unusual occurrences and major events.
30. Trains and develops Airport Police Officers by reinforcing knowledge of federal, state, and local laws as well as divisional rules, regulations, policies, and procedures that govern airport police jurisdiction.
31. Notifies employees verbally or in writing regarding access to employee training opportunities, mentorships, and programs to assist with development and promotional opportunities.

32. Observes and evaluates Airport Police Officer's performance in field activities such as calls for service, crime scenes, and traffic collisions, and monitors radio activity to provide necessary feedback.
33. Provides leadership to Airport Police Officers by establishing clear performance standards; providing timely verbal or written feedback on performance; reinforcing desired results from encouragement, critique, and praise in order to ensure satisfactory job performance.
34. Writes a variety of memos, letters, and reports such as annual performance evaluations, comment cards, and employee commendations.