

Airport Police Captain (3228)  
Task List 2018

**Leadership**

1. Commands a division, section or large tactical group by developing policies and plans, determining project allocation, and applying effective resource management for the purpose of supporting department goals and public safety standards.
2. Employs community policing strategies by developing partnerships with airport stakeholders (e.g., airlines, concessionaires, and community members) for the purpose of addressing mutual concerns, regarding airport safety, security, business operations, travel mitigation plans, special events, and customer service.
3. Ensures that Los Angeles World Airports (LAWA) policies and procedures pertaining to Airport Police are adhered to by reading logs and reports, conducting meetings, identifying areas for improvement, and providing written and verbal direction on the appropriate course of action.
4. Serves as the Command Duty Officer (CDO) on a rotating basis, providing managerial oversight on critical incidents [i.e., guidance for on-duty watch commanders and informing executive leaders (e.g., Airport Police Chief and Director for Public Safety)] in order to more effectively respond to operations and incident responses.
5. Fosters partnerships by working closely with local, state, and federal agencies in developing policies, regulations, and agreements in order to ensure public safety, aviation security, and facilitate the exchange of information between agencies.

**Operations**

6. Directs and plans the activities of sworn and civilian Airport Police personnel by examining information regarding crime trends, intelligence (e.g., threat-related information from FBI and Joint Regional Intelligence Center), and special events (e.g., planned labor demonstrations and VIP arrival/departure) to meet deployment needs for daily operations, major events, critical incidents, and other law enforcement responses.
7. Ensures appropriate levels of supervisory and police support to the passenger and baggage screening processes through subordinate officers, by reviewing and monitoring staffing needs, and adjusting assignments based on mitigating factors (e.g., high operational periods, weather and traffic, and peak travel times) to improve public safety and ease of travel.

8. Interacts closely with the Transportation Security Administration (TSA), Federal Aviation Administration (FAA), outside law enforcement agencies, and Los Angeles World Airports (LAWA) administrative and operational divisions to make notifications regarding changes in security directives necessary to maintain the overall safety of the airport, through aviation security meetings, training bulletins, and roll call notices.
9. Establishes an appropriate level of law enforcement and security services to ensure that TSA mandates are met by setting deployment minimums, and implementing accountability processes (i.e., auditing for completion of work, physical inspection to ensure TSA mandates are followed) for the respective sections.
10. Utilizes unified command to properly manage responses to unusual occurrences and incidents involving resources, personnel and, assets from multiple agencies and LAWA divisions through the use of Incident Command System Structure (ICS).
11. Audits, reviews, and approves reports submitted by subordinates (e.g., staff reports, incident reports, evaluation, overtime analysis, and deployment reports) to ensure compliance with federal regulations and departmental policies and procedures.
12. Makes verbal or written recommendation on improvements of security methods and systems through presentations pertaining to: directing security assessments to comply with Federal Code Regulations and TSA directives, planning routine exercises (e.g., emergency response and evacuation drills) and analyzing and evaluating performance outcomes in order to ensure airport safety and ensure implementation of those improvements.
13. Reviews or prepares the section's budget for overtime projection, equipment and supplies by soliciting feedback from units, conducting budget meetings, and prioritizing budget requests to adhere to approved budget.
14. Reads, signs and approves various documents (e.g., vacation requests, Airport Police Requisitions, IT requests, procurement requests and contracts) to provide managerial oversight and facilitate daily operations.

### **Personnel Management**

15. Listens and talks to subordinate personnel who are involved in or researching grievances by applying knowledge of the employees' Memoranda of Understanding (MOU) to address or resolve the grievance or direct subordinates to appropriately resolve and document the matter.

16. Oversees and provides guidance to personnel in the investigation of allegations of misconduct against Division employees that may involve sensitive or complex issues and makes written recommendations based on findings contained in investigation reports, meetings and a review of disciplinary history to adhere to Equal Employment Opportunity (EEO) policy as well as city, state, and federal laws concerning employment and discrimination.
17. Verbally communicates investigative findings for consideration by the Assistant Airport Police Chief or Airport Police Chief as to the resolution of personnel investigations and grievances to determining fair or justified action in compliance with policies and procedures.
18. Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and recommending discipline for subordinates in order to comply with EEO policy as well as city, state, and federal laws concerning employment and discrimination.
19. Conducts on and off hour inspections of command, monitors field activities, exchanges information at roll calls, conducts divisional meetings to ensure proper management oversight of the command to ensure a working environment free of gender, ethnic, and sexual orientation bias and discrimination.

### **Employee Development and Training**

20. Ensures through subordinate staff that the division receives EEO training by developing and reviewing training matrices to track mandated training and attendance in accordance with city, state, and federal law.
21. Assists employees in preparing for promotion and section transfers through mentoring, offering career advice, and offering constructive feedback to improve their viability as a potential candidate and make training development opportunities readily available to all employees in accordance with EEO policy.
22. Assess training needs critical to airport safety and operations by directing subordinate staff to issue training orders and generate training documentation on topics such as updates on legality matters (e.g., marijuana legalization and regulation, officer safety) for the purpose of improving job performance, enhancing skill sets, and mitigating liability issues (e.g., allegations, use of force, and inappropriate conduct).

