

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as a Deputy Police Chief for the Police Department, Office of Public Safety, of the Metropolitan Washington Airports Authority (Airports Authority) with full accountability for the operations, personnel and administration of one of the primary organizational subdivisions of the Police Department: (1) the Operational Services Bureau, or (2) the Support Services Bureau Integrates the work of subordinate units and subordinates to ensure effective administration that produces results and achieves objectives through a unified organizational effort. Advises the Chief of Police, peers and others on operational and administrative issues that cross organizational bounds. Performs related functions.

--Manages the bureau. Ensures that operations are effective and responsive to the resident service community (air carriers, tenants and concessionaires) and the nonresident service community (airport users). Considers the wants and needs of the total service community within the framework of available resources and the Airports Authority's and the Police Department's values, goals and policies. Makes balanced decisions.

--Ensures compliance with legal, regulatory and other requirements; this includes implementation of policies, procedures, programs and other guidelines (including General and Special Orders) of the Airports Authority, the Office of Public Safety, the Department and such other entities as the FAA and the TSA. Ensures their proper execution.

--Formulates and implements bureau-wide policies, procedures, practices and other guidelines, and assists in the development of department-wide guidelines. Reviews and approves guidelines proposed at lower echelons for their internal use. Ensures that bureau and lower level guidelines comply with legal, regulatory and other requirements, and are effective.

--Provides management presence and exercises command in accordance with the chain of command. Clearly defines expectations and assignments to subordinates (sworn officers and civilians), provides clear orders and instructions, maintains "approachability" and listens to others, shows concern for others, exhibits flexibility, decisiveness and calm demeanor in high-pressure situations and contingencies, follows orders from higher ranking police officers, motivates others and otherwise provides senior-level Departmental leadership. Keeps subordinates, peers and superiors informed by various means, such as staff meetings, written and oral orders and instructions, and policies. Delegates common and ad hoc projects to others; reviews and approves resulting products and recommendations. Oversees or leads the planning and managing of special events such as the Dulles Day activities, interoperability training with state, local and Federal law enforcement agencies, snow and inclement weather events, Fourth of July support, Presidential Inauguration support, and various other events and activities at DCA and IAD. Reviews personnel disciplinary issues and infractions and provides recommendations. Counsels individuals regarding disciplinary issues, and implements performance improvement plans. Resolves issues or disputes between officers and civilians. Provides recommendations for promotions. Maintains technical and supervisory proficiency. Personally performs field police work (i.e., directly enforces the law by conducting searches, making arrests, etc.), when required by circumstances. As delegated, acts as Chief of Police in his/her absence. Makes "final" decisions in both capacities.

--Serves as a key member of the management team in negotiations with the bargaining unit(s). Receives input from lower echelons and advises the Chief of Police and others, such as human resources support staff, on management-labor relations and the practical aspects of specific management/union issues, proposals and agreements. Receives input from lower echelons and advises the Chief of Police and others on management-employee relations with nonunion employees (civilian and sworn). Is the deciding official on some grievances; provides input on grievances to be decided at higher echelons.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, managers and key staff of the Airports Authority (this includes support of the IAD/DCA Airport Security Coordinators), air carriers, tenants, concessionaires and other parts of the resident service community; airport users and members of the public and news media; and other law enforcement agencies (such as Virginia State Police, Arlington County Police, Fairfax County Police, Loudoun County Sheriff's Office, Transportation Security Administration (TSA), Customs and Border Patrol (CBP), Federal Bureau of Investigation (FBI), US Capitol Police, US Secret Service (USSS), Metro Transit Police, Metropolitan Police Department, Park Police, Federal Aviation Administration (FAA), etc.). Contacts are to plan, organize, supervise, coordinate, inform, etc. (FAA and TSA contacts tend to revolve around airport operator security requirements and related Airports Authority procedures to maintain security.)

--Regularly visits and moves about field locations to monitor, to inspect and to provide on-scene command and control, as required.

--Regularly uses office equipment and variety of police equipment, such as police communications gear and other equipment (including service weapon, handcuffs, oleoresin capicum spray and body armor), as required.

--Uses a computer for various office applications (email, word processing, spreadsheets, graphics, flow charting, etc.), Enterprise Resource Planning (ERP) financial-procurement-logistics system applications, as well as specialized systems used in the Department such as Telestaff (for scheduling, leave, etc.), Records Management System (RMS), Law Enforcement Information Exchange (LInX), and the ReportBeam (incident reporting system).

--Uses a police vehicle to travel to meetings, incidents, field operations, etc., landside and airside.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY FUNCTIONS In the context of a police bureau, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review and control systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Recommends selections and assignments, and develops employees. Delegates and assigns work. Evaluates employee performance and administers (locally) human resource management programs (such as ethics and diversity programs/training) established by the Airports Authority. Ensures the application of Equal Employment Opportunity (EEO) principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals and program results on a periodic basis. Takes corrective actions to keep work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Be a citizen of the United States of America.
3. Two years of progressively responsible experience supervising police department functions which includes substantive work in most of the DUTIES in this job description, including, but not limited to, (a) preserving the peace, enforcing laws and regulations, and protecting life and property through the command of (i) a police station of approximately one hundred (100) law enforcement officers or (ii) a major organizational unit of a police department (such as a bureau or a division), with accountability for the operations, personnel and administration of the station or unit, (b) supervising police officers and civilian support personnel at the third level of supervision including planning, assigning and reviewing work, deploying personnel and monitoring operations, (c) integrating the work of subordinate units and subordinates to produce effective results and achieve results through a unified organizational effort, (d) performing a full array of supervisory personnel functions, and (e) demonstrating ability to manage Police Department functions and supervise sworn and civilian support personnel at the fourth level of supervision.
4. Possession of current certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services, or be able to obtain certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services within twelve months of the date of hire.

A candidate who is not currently an Airports Authority law enforcement officer must also meet the following requirements:

1. Possess a valid driver's license.

2. Be able to obtain certification as a Virginia Criminal Information Network (VCIN) Operator within 60 days of completion of Criminal Justice Academy training.
3. Be able to obtain certification in firearms proficiency.
4. Be able to successfully complete a background investigation which includes a full employment history check, a credit check, a criminal history records check, and a driving records check.
5. Be able to pass a comprehensive medical examination including drug screening and a vision standard.
6. Be able to successfully pass a psychological examination and a polygraph examination.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A Bachelor's Degree in Police Science, Criminal Justice, Public Administration or a related field.
2. Four years of experience as a manager of a major Police Department unit (such as a bureau or a division) and functions at the fourth level of supervision.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Airports Authority management functions, policies and procedures, and knowledge of supervisory principles, including EEO principles and requirements, altogether to manage a police bureau and supervise subordinates.
2. Knowledge of various Federal regulations (such as FAA FAR Part 107, Airport Security, and Part 108, Airplane Operator Security); knowledge of Virginia criminal law (principally Title 18.2 of the Virginia Code); knowledge of Virginia motor vehicle law (Title 46.2 of the Virginia Code); knowledge of Virginia aviation law (Title 5.1 of the Virginia Code); knowledge of Arlington, Fairfax and Loudoun County ordinances; knowledge of police procedures (as embodied in standard police practice and outlined in Title 19.2 of the VA code and Police Department/Airports Authority policies and procedures, including General Orders); knowledge of courtroom and court-related requirements and processes; and knowledge of police officer rights (including fundamental knowledge of the legal rights of law enforcement officers), altogether to ensure that the work of subordinates (sworn police officers and civilians) is effective and complies with appropriate regulations, standards and procedures. This includes, but is not limited to, knowledge of crimes of various types (such as crimes against persons and

crimes against property); knowledge of patrolling to prevent and detect crime; knowledge of searches, arrests, traffic control and investigative procedures; and knowledge of the due process rights of sworn police officers.

3. Knowledge of Airports Authority regulations, policies, programs and operational-administrative approaches and practices (including teamwork), particularly as they relate to law enforcement operations and police administration at the Airports Authority, and knowledge of the collective bargaining agreement(s) that cover(s) the subordinate workforce altogether to ensure the work of others.
4. Knowledge of the Virginia Law Enforcement Professional Standards Commission accreditation requirements to guide Department members in meeting accreditation goals and timelines.
5. Knowledge of the Incident Command System (ICS) as it relates to law enforcement response to various situations to help incorporate other responders such as Airports Authority Fire and Rescue, Airport Operations, other Airports Authority work groups/units, TSA, and partner Federal agencies (such as the FBI, USSS and CBP) into a cohesive incident management team.
6. Knowledge of the Police Department's law enforcement operations, support operations, and auxiliary and technical services, knowledge of the wants and needs of the total service community, and knowledge of the basic organization and jurisdiction of other law enforcement agencies in the area altogether to solve operational and administrative problems and perform other management functions.
7. Knowledge of the Police Department's organization and jurisdiction, knowledge of the layout of the airport(s), and knowledge of the location of key terrain, roadways and facilities in mutual aid jurisdictions altogether to programmatically ensure response to the wants/needs of the service community, to operationally ensure response to calls for service quickly and safely, to ensure transport of injured persons to nearby hospitals, and to perform related functions.
8. Knowledge of baseline FAA airport operator security requirements and related Airports Authority procedures to help maintain security through others.
9. Knowledge of, and skill in the use of force, weapons, equipment and related field law enforcement techniques and equipment to direct, and be able to apply, appropriate level/type of force. This includes the ability to review and determine appropriate response levels of subordinates' actions resulting in the use of force.
10. Skill in problem solving to select, organize and logically process relevant information with particular emphasis on the emergency incident environment to solve a problem. This includes skill in recognizing subtle aspects of problems, (verbal, numerical or abstract) identifying relevant information and making balanced decisions and recommendations. Examples include skill in assessing and responding programmatically/operationally to service needs within one's assigned functional domain(s), in identifying and reconciling discrepancies in reports, in selecting and applying effective supervisory techniques, and in planning for and managing special events and various other activities at DCA and IAD.

11. Ability to work under pressure, maintain emotional self-control and provide senior-level leadership during emergencies and other situations and to work cooperatively with local, state, and federal partners.
12. Skill in using a computer and modern office suite software to maintain records, develop reports and perform other functions, with primary emphasis on the following applications: communicating, planning, and scheduling (such as Outlook); word processing (such as Word); spreadsheets (such as Excel); presentations (such as PowerPoint); and in using ERP-and Police Department-specific software [including Telestaff, RMS, Power Document Management System (PowerDMS), and ReportBeam] to schedule, track and perform other work.
13. Skill in oral communication to understand verbal information (facts, assertions and ideas), and to express such information verbally so that others will understand, and, in certain circumstances, be convinced or persuaded (at times regarding sensitive issues). This includes skill in encouraging effective oral communication by others such as subordinates and other individuals in emergency situations.
14. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and, in certain circumstances, be convinced or persuaded. This includes skill in the review of the written work of others, including reports by subordinates, and skill in proposing or editing standard clauses (such as, operational and administrative procedures or General Orders) for the unit of assignment or the Police Department.
15. Skill in human relations to understand and relate to others effectively, including persons of different ethnic and socio-economic backgrounds, to approach or respond to others appropriately, foster amicable relations, and mediate or resolve conflicts. This includes interpersonal skills to interact effectively with business contacts in a businesslike, customer-service oriented manner.
16. Commitment to ethics and integrity in the public service to ensure ethical and transparent unit operations, set the example for integrity within the areas of functional responsibility and perform related functions.

RESPONSIBILITY Is responsible for managing a police bureau, with continuing accountability for its operations and personnel. Integrates the work of subordinate units to produce results and achieve objectives through a unified organizational effort. Work directly and significantly affects the bureau's operations and administration, including its overall responsiveness to the total service community. As acting Chief of Police, may command the Police Department during critical periods, until relieved.

Reports to the Chief of Police (Supervisor). Most work flows to the incumbent as a function of normal operations of the bureau; the Supervisor provides broad objectives and policy guidance for recurring management work. Special assignments are usually given in terms of issues, key considerations and timeframes; the approach and methods are left to the incumbent. Self-generated projects are typically coordinated with the Supervisor in the early stages or after they are deemed practical. The incumbent is to manage bureau operations independently, to plan and organize the

work of subordinates and subordinate units, to allocate and use resources wisely, to treat subordinates consistently/equally and to protect the rights of all. The incumbent coordinates closely with a variety of internal and external parties (such as the Police Chief, other Public Safety personnel, and other Airports Authority offices, etc.) to fully understand and consider Airports Authority public safety issues and keeps the Supervisor informed of the status of projects, significant problems, and matters that should be presented to higher echelons. The Supervisor typically reviews work through reports, inspections and other means to ensure managerial effectiveness, quality of senior leadership, operational efficiency, the service area's compliance with policies, key requirements and special guidance (if any), tradeoffs made, customer service, timeliness, specific performance management goals and measures, and other factors as assigned.

Guidelines include, but are not limited to, a variety of legal, regulatory, operational and administrative conditions and constraints, such as Federal, Virginia and various county criminal, traffic and civil laws, ordinances, and regulations; law enforcement theories, concepts and principles; Airports Authority regulations, supervisory programs, policies, procedures (affecting personnel administration, EEO, etc.), and senior-level leadership principles and techniques; and Police Department policies and procedures, General Orders and Special Orders. The incumbent selects and applies some guidelines in strict adherence to them, but uses mature judgment to adapt and adjust other guidelines to specific situations, provide senior-level Departmental leadership in various settings, and exercise command of the organizational element managed to its fullest extent, until relieved.

EFFORT Mainly performs desk work and typically exerts light physical effort in moving about to manage and coordinate activities. Must be able to occasionally perform the duties of a police officer including using tone of voice, choice of language, eye contact, body language and nonphysical techniques to reason with people, obtain voluntary cooperation or otherwise handle various situations. Regularly uses general office equipment as well as equipment needed for command and control purposes. Regularly exchanges information face-to-face and by radio and telephone; reviews documents with small print, such as incident reports and policy documents; and distinguishes color-coded objects up close and beyond 20 feet, judging distances, speeds and spatial relationships to drive vehicles and avoid obstacles. Stays alert and maintains concentration amid distractions to direct law enforcement efforts while identifying and avoiding potentially dangerous situations or working through them. In driving, safely operates vehicle in normal and emergency situations based on weather, traffic, and other factors, using judgment. May be required to exert short bursts of intense effort to subdue or restrain persons and protect oneself and others; use field techniques and equipment, such as handcuffs and weapons, and stay alert and maintain concentration amid distractions to identify potentially dangerous/hazardous situations. May be required to identify objects at a distance, describe persons and objects in detail, recognize abnormal behavior, and respond to alarms and cries for help. Occasional work may also require considerable mental attention to maintain alertness and concentration of vital importance, such as that used to avoid or minimize danger when involved in incidents with armed suspects.

WORKING CONDITIONS Works in an adequately lighted, adequately ventilated, and temperature controlled office setting; however, may also work outdoors in all types of weather on a recurring basis to conduct field inspections, attend or monitor training, serve as incident commander, and perform other functions. Is subject to job pressures and frustrations from changing conditions and priorities outside one's own control, intense periods involving complex issues or "crisis" situations, interpersonal conflicts, and other factors. Maintains personal bearing

and emotional composure and continues to provide effective senior-level Departmental leadership amid job pressures and frustrations. May, on occasion, be subject to dangerous/hazardous situations. Stays alert, maintains concentration and follows training and guidelines to reduce or minimize risk to self and others.

OTHER SIGNIFICANT JOB ASPECTS This is a sworn job. As the highest-ranking officer of a primary organizational subdivision of the department, the incumbent must maintain utmost integrity and serve as an appropriate example to subordinates and all other business contacts. The incumbent is subject to one-time and recurring training, certification and other requirements and standards mandated by the Commonwealth of Virginia and other proper authority. Must be able to provide credible testimony in court. May be required to meet Commonwealth of Virginia requirements to use the Virginia Crime Information Network (VCIN). Works established office hours (plus other hours depending on the task/situation at hand). Is subject to holdover and recall for emergencies and other reasons. May be assigned to any Deputy Chief capacity at the sole discretion of the Police Department.