

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 Police Major 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 these three major organizational subdivisions: (1) the Police Command at Ronald Reagan Washington National Airport (DCA), (2) the Police Command at Washington Dulles International Airport (IAD) or (3) the Professional Standards Bureau. Integrates the work of subordinate units, or subordinates, to produce results and achieve objectives through a unified organizational effort. Performs related functions.

DCA Police Command (PNPC70B) and IAD Police Command (PDPC70B)

--Commands/Manages DCA Police Command (MA-311) or IAD Police Command (MA-312), with full accountability for operations, personnel and administration. Ensures that operations are effective and responsive to the Airports Authority, air carriers, tenants, Federal agencies [such as Transportation Security Administration (TSA), Customs and Border Protection (CBP), Federal Bureau of Investigation (FBI), and Federal Aviation Administration (FAA)] and concessionaires (which altogether comprise the resident service community), and airport users and the general public (the nonresident service community). Considers the wants and needs of this total service community within the resources available.

--Acts as a liaison between the Police Command and Police Department Headquarters (HQ). Receives input from lower echelons and advises higher echelons on daily management-labor/employee relations and practical aspects of management/union issues, proposals and agreements. Disseminates information from HQ to Command personnel. Provides information to HQ regarding response to incidents and new criminal or traffic trends observed. Categorizes problems/trends in terms of violations, issues, etc., and develops or revises procedures or makes recommendations for best response/solution to HQ. Meets with union representatives to address grievances. May serve on the management team in negotiations with the bargaining unit(s).

--Maintains overall responsibility for compliance to the rules, regulations, General Orders, Special Orders and laws pertaining to the safeguarding and disposition of evidentiary and non-evidentiary property.

--Identifies and proposes new programs and initiatives (such as the use of Segways and relocation of police station) for the Police Command. Develops details of the initiative/program. Generates support for initiative/program through various means, including meetings and correspondence with Deputy Police Chiefs and Chief of Police, as well as executive level Airports Authority personnel (such as the Airport Manager or the Chief Operating Officer), to obtain acceptance or approval.

Professional Standards Bureau (PHQS70B)

--Commands/Manages the Professional Standards Bureau (PSB) of the Police Department with full

accountability for its operations, personnel and administration. The Bureau includes the Public Safety Communications Center, Police Investigations, Explosive Detection Dog Program, Special Operations, Employment Background Investigations, Training, Police Records, Accreditation, Computer Administration, Taxi Enforcement and Property units, with officers assigned at HQ, DCA and IAD.

--Ensures that operations are effective and responsive to the Airports Authority, air carriers, tenants, Federal agencies [such as Transportation Security Administration (TSA), Customs and Border Protection (CBP), Federal Bureau of Investigation (FBI), and Federal Aviation Administration (FAA)) and concessionaires (which comprise the resident service community), and airport users and the general public (the nonresident service community).

--Acts as a liaison between the supervised units and HQ and DCA and IAD Command counterparts. Disseminates information from HQ to subordinate officers and civilian employees. Receives input from lower echelons and advises higher echelons on daily management-labor/employee relations and practical aspects of management/union issues, proposals and agreements. Provides information to HQ regarding response to incidents emerging trends observed, and status of supervised units. Meets with union representatives to address grievances. May serve on the management team in negotiations with the bargaining unit(s).

--Maintains overall responsibility for compliance to the rules regulations, general orders and laws pertaining to the safeguarding and disposition of evidentiary and non-evidentiary property.

--Oversees the conduct of background investigations for applicants of Airports Authority positions. Reviews background investigation files for each applicant for completeness and makes recommendation for employment. Reviews polygraph results to determine possible deception by applicant and whether another polygraph test is needed. Reviews and compares police officer applicant files to determine which applicants would be best suited for the position and makes recommendations. May make these recommendations by reviewing and comparing many applicant files (such as 200 applications) for few openings (such as 6 vacancies). Employment recommendations are forwarded to Vice President for Public Safety for final decision.

--May provide oversight of the Public Safety Communications Center.

--Identifies new programs and initiatives for the units managed. Develops the details of the initiative/program. Generates support for initiative/program through various means, including meetings and correspondence with Deputy Police Chiefs and Chief of Police, as well as executive level Airports Authority personnel (such as the Airport Manager or the Chief Operating Officer), to obtain acceptance or approval. Oversees the conduct of special projects (such as the choice of firearms) by the units managed. Assigns personnel to special projects. Reviews special project results and recommendations and provides own recommendation. Generates and/or reviews statements of work (SOWs) for Department proposals and purchases. May participate in contractor interviews, provide technical advice, determine if contractor meets technical specifications, and provide recommendations for contractor selection.

All Police Major Positions

--Provides command 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. 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. On a regular basis, makes "final" 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. Assists with the development of organizational and Department guidelines and General and Special Orders. Recommends own organizational guidelines, as needed. Assists with the projection of the Police Command or Professional Standards Bureau budget, submits requests for budget, and manages the approved budget. Ensures effective internal administration regarding reports, purchases, and staffing. Approves staffing of duty posts/patrols/operations/positions, overtime requests, etc. Reviews reports for quality and completeness and to determine if incident/situation/issue was handled properly. Approves unit purchases. Reviews and approves monthly reports.

--Ensures accountability, serviceability, and operational readiness of police equipment assigned to one's area of responsibility.

-- Develops and implements strategies and programs to reduce crime and prevent terrorism.

--Assists with establishing personnel goals such as goals within the ranks.

--Fosters high standards of ethics and integrity, sense of responsibility and commitment to public service in the unit commanded.

--Reviews actions by all subordinates to ensure that they are in compliance with Police Department and Airports Authority guidelines. Monitors training and compliance, and initiates corrective action when warranted.

--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 other law enforcement agencies (such as Virginia State Police, Arlington County Police, Fairfax County Police, Loudoun County Police, TSA, CBP, FBI, US Capitol Police, US Secret Service (USSS), Metro Transit Police, Metropolitan Police Department, Park Police, 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.)

--Resolves disagreements between Airports Authority police and other law enforcement agencies such as whether to charge or arrest an individual and which agency has jurisdiction for an incident. In emergency situations where an immediate response is needed, determines if mutual aid needs for the airport are required and if the Airport can meet other jurisdictions mutual aid needs. Attends airline council meetings to listen and respond to their law enforcement concerns.

--Responds to passenger or public complaints. Researches the complaint and responds to the complainant via telephone, email or regular/special mail.

--Keeps abreast of the field, especially but not limited to the program(s)/area(s) of assignment, such as: law enforcement operations, traffic control, training and certifications, safety, logistics, as well as administration, particularly as each relates to the units managed.

--Guides unit/Department members in meeting accreditation goals and timelines.

--As assigned, plans for and manages 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, various events at DCA and IAD.

--Visits and moves about field locations to monitor patrol functions, inspect, and provide on-scene command and control or advice, as required.

--Regularly uses office equipment and a variety of police equipment, such as police communications gear and other police equipment (including service weapon, handcuffs, OC 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), ReportBeam (incident reporting system), and the HR Information System.

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

--Performs related law enforcement, airport security and administrative duties.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of a Police Command or the Professional Standards 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. Be a Metropolitan Washington Airports Authority Police Lieutenant.

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.

None.

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; ability to rapidly acquire them is required at 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 station or bureau and supervise subordinates.
2. Knowledge of Virginia criminal law (principally Title 18.2 of the Virginia Code), Virginia motor vehicle law (Title 46.2 of the Virginia Code) and 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), of patrolling to prevent and detect crime, of searches, arrests, traffic control and investigative procedures, and 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 Accreditation Requirements to guide Department members in meeting accreditation goals and timelines.
5. Knowledge of the Incident Command Systems (ICS) as they relate 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.

- 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.
7. Knowledge of baseline FAA airport operator security requirements and related Airports Authority procedures to help maintain airport security.
 8. Skill and knowledge in the use of lethal force, less than lethal force, weapons, equipment and related field law enforcement techniques to direct, and be able to apply, appropriate level/type of force. This includes ability to determine appropriate response levels of subordinates' actions resulting in the use of force.
 9. 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 the ability to recognize subtle aspects of problems, (verbal, numerical or abstract) identify relevant information and make 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 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, various events at DCA and IAD.
 10. Ability to work under pressure, maintain emotional self-control, to provide senior-level leadership during peak work periods, emergencies, and other situations.
 11. 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.
 12. 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.
 13. 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 to

propose or edit standard clauses (such as, operational and administrative procedures or General Orders) for the unit of assignment or the Police Department.

14. 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.
15. 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 preserving the peace, enforcing laws and regulations, and protecting life and property through command of a police station or a bureau of the Police Department; this includes continuing accountability for its operations, personnel and administration. Work directly and significantly affects the organization's operations and administration, including its responsiveness to the total service community and the degree of unit cohesion. May command the Police Department during critical periods, until relieved.

Reports to a Deputy Chief of Police or the Chief of Police. Most work flows to the incumbent as a function of normal operations of the command. Special assignments are usually given in terms of issues, priorities and deadlines; the approach and methods are left to the Major. Self-generated projects are typically coordinated with the Chief or Deputy Chief in early stages or after they are deemed practical. The Major is to manage independently, plan and organize the work of subordinate units or subordinates effectively, to allocate and use resources wisely, to treat subordinates consistently/equally and to protect the rights of all. The Major coordinates closely with a variety of internal and external parties (such as the Police Chief or Deputy Police Chief, other Public Safety personnel, and other Airports Authority offices, etc.) to fully understand and consider Airports Authority public safety issues. Solves problems that involve multiple, complex technical and non-technical considerations and perspectives that affect airport plans and operations with regard to public safety. 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 principals; Airports Authority regulations, supervisory programs, policies, procedures (affecting personnel administration, EEO, etc.), and leadership principles and techniques; and Police Department policies and procedures, General Orders and Special Orders. The Major 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. Uses 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 at a police station or bureau, 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 VCIN requirements. 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 Major capacity at the sole discretion of the Police Department.