

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 Sergeant in the Police Department (Department), Office of Public Safety, Metropolitan Washington Airports Authority (Airports Authority). Supervises a functional team or an established organizational unit of Airport Police Officers and/or civilians or performs related functions. Performs a common core of supervisory duties and, as assigned, specific functional duties to preserve the peace, enforce laws and regulations, and protect life and property. Performs related duties.

Operational Services Bureau

Patrol and Traffic Control

--Supervises all or part of the squad. Ensures that the squad meets minimum staffing levels at all times. Normally provides the first supervisory response to significant incidents. In accordance with guidelines, acts as squad officer-in-charge (OIC) during the scheduled or unscheduled absence of the Squad Commander. Performs functions of a patrol officer for all or part of a shift when required by circumstances. Performs related duties.

Support Services Bureau

Accreditation/Grants/General Orders/Police Property

Supervises all or part of the unit. Assists in Departmental activities to attain and maintain accreditation including, but not limited to, compiling records, preparing reports and scheduling accreditation inspections. Coordinates the development and submission of grant proposals including writing and editing proposals, tracking the status of submissions, and ensuring compliance with the terms of awarded grants including preparing and submitting reports. Assists in the development, writing and editing of General Orders and other policy and procedural documents. Ensures evidentiary and non-evidentiary property is stored, processed, maintained and disposed of according to policies and procedures. Performs related duties.

Computer Administration/Records

--Supervises all or part of the unit. Serves as Records Manager for the Department in accordance with the General Schedule for Virginia Localities. Manages police records via the Police Case Management System and the automated Crime and Records Information System (CRIS). Ensures reports are reviewed and revised to ensure data accuracy, clarity, correct classification and proper reporting for the Uniform Crime Reporting system and other processing steps and considerations. Disseminates information within the Police Department and to the public and the courts in accordance with guidelines. Monitors use of the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) systems to ensure proper use. Takes action to correct deficiencies and make improvements in operations, controls and records maintenance. Ensures the VCIN system is prepared for audit and validation by the Commonwealth of Virginia. Functions as a police records specialist in accordance with personal

expertise or when required by circumstances, such as imbalances in work and staff. Performs related duties.

Investigations

--Supervises all or part of the section. May provide the first supervisory response to significant incidents. Anticipates legal defenses likely to be encountered in criminal cases, determines the type(s) of evidence required for prosecution and conviction, advises subordinates and keeps superiors informed to enforce the law. Functions as a detective for all or part of an investigation in accordance with personal expertise or when required by circumstances, such as imbalances in work and staff. Performs related duties.

Training

--Supervises all or part of the unit. Identifies individual and group training needs, identifies learning objectives, develops/selects course or monitors course development, conducts training or reviews and evaluates training by others to ensure effective training activities. Functions as a police training specialist in accordance with personal expertise or when required by circumstances, such as work and staff imbalances. Performs related duties.

Special Operations

--Supervises all or part of the unit. May provide the first supervisory response to significant incidents to ensure effective special operations actions. Functions as a special operations officer in accordance with personal expertise or when required by circumstances, such as imbalances in work and staff. Performs related duties.

Other Functions and Specialties

--May perform specialized duties in civil disturbance, drug enforcement operations, police intelligence, counter-terrorism, court liaison, special weapons and tactics, or another specialty area. May perform specialized duties in police communications, community relations, internal investigations or another organizational unit.

All Work Situations

--Responds to calls for service and takes proper enforcement action. Conducts searches and seizures. Takes proper enforcement action including using police discretion to determine whether to give written or verbal warnings in lieu of arrest or citation for minor infractions. Makes custodial arrests in accordance with due process procedures and other guidelines. Subdues, frisks and restrains persons.

--Assesses dangerous/hazardous situations, courses of action and acts decisively to protect self and others from harm and property from damage to the extent possible.

--Exercises command in accordance with the chain of command until relieved. Keeps

subordinates, peers and superiors informed. Clearly defines expectations and assignments, 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 well, motivates others and otherwise provides leadership.

--Provides credible testimony in court. Prepares for cases by organizing information, reviewing personal notes and case files, and coordinating with other officers, supervisors, court personnel (including prosecutors), witnesses, victims and others. Objectively gives information by explaining events, describing details and answering questions. Performs related duties.

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

--Uses a police vehicle (patrol cruiser, sport utility vehicle, etc.) to move about field locations to monitor patrol functions, inspect, provide on-scene command or advice for field operations and routine and emergency incidents, etc., landside and airside.

--Communicates and interacts effectively with internal and external business contacts, including but not limited to, other members of the unit, team and Department, other Airports Authority employees, 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 Sheriff's Office, Transportation Security Administration, Customs and Border Protection, Federal Bureau of Investigation, Metro Transit Police, U.S. Park Police, Federal Aviation Administration (FAA), etc.). Contacts with the resident service community tend to revolve around requirements and procedures to maintain security; contacts with airport users are to respond to complaints and provide information on traffic, parking, gates, rest rooms, and other airport-related information that is routine but very important to the airport user; and contacts with law enforcement agencies and marksmanship program officers are to supervise, plan, coordinate, inform, etc., regarding law enforcement matters.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), prepare charts/graphics and presentations, and conduct research (Internet use); (b) enterprise software for requisitioning, budgeting, and other functions; and (c) special systems/software used in the Department such as Telestaff (for scheduling, leave, etc.), Records Management System (RMS), PowerDMS, Law Enforcement Information Exchange (LInX), Report Beam (vehicle accident reporting system), Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC), to make journal entries, perform criminal history queries, status reports, check for wants/warrants and otherwise exchange routine and emergency information.

--Attends in-service, mandatory, basic, advanced and/or specialized training to maintain technical and supervisory proficiency or learn new information and skills in law enforcement, security, etc.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of a functional team or organizational unit 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 an Airports Authority Corporal, or an Airport Police Officer who has successfully passed the most recent Corporal's Examination.
3. Have received an Overall Performance Evaluation rating of at least Achieved/Achieved on the most recent Performance Evaluation.

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. An Associate's Degree in Police Science, Criminal Justice, Administration of Justice, or a related field.

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 supervisory principles, policies and procedures, including EEO principles and requirements, and Police Department standards of conduct, altogether to plan, assign and review work, supervise subordinates and ensure the effectiveness of a team or unit.
2. Knowledge of various Federal regulations (such as FAA Federal Aviation Regulation (FAR) Part 107, Airport Security, and FAR Part 108, Airplane Operator Security); knowledge of Airports Authority regulations; 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) and Arlington, Fairfax and Loudoun County ordinances as they relate to law enforcement operations at the Airports Authority; knowledge of police procedures (as embodied in standard police practice and outlined in Title 19.2 of the Virginia Code and Police Department/Airports Authority policies and procedures, including General Orders); knowledge of courtroom and court-related requirements and processes; and knowledge of the fundamental legal rights of law enforcement officers, altogether to ensure the work of subordinates (sworn police officers and civilians) is effective and complies with appropriate regulations, standards and procedures.
3. Knowledge of, and skill in, the application of investigative procedures such as gathering evidence, controlling a crime scene and interviewing victims, suspects and witnesses to enforce the law.
4. Knowledge of reporting and record keeping procedures to complete or review various forms and reports, including those required for civil, traffic and criminal proceedings.
5. Knowledge of the Police Department's organization and jurisdiction, knowledge of the layout of the airports, and knowledge of the basic organization and jurisdiction of other local law enforcement agencies altogether to solve operational and administrative problems.
6. As the assignment dictates, knowledge of, and skill in, the application of specific procedures for: civil disturbance, police training, drug enforcement operations, motorcycle operations, VIP protection and escort, police property control, police records, police communications, criminal investigations, police intelligence, counter-terrorism, court liaison, special weapons and tactics, and other specialty areas.

7. Knowledge of baseline FAA airport operator security requirements and related Airports Authority procedures to maintain security through others.
8. Skill in the operation of motor vehicles under normal and adverse driving conditions and in emergency situations.
9. Skill in the use of force, weapons, equipment and related field law enforcement techniques to apply the appropriate level/type of force to subdue and restrain persons according to law and the situation.
10. Skill in the maintenance and use of firearms to maintain and use them safely and effectively.
11. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include recognizing security, safety, or emergency medical problems, identifying relevant information and responding appropriately.
12. Ability to work under pressure, maintain emotional self-control and provide leadership during peak periods, emergencies and other situations.
13. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), prepare charts/graphics and presentations, and conduct research (Internet use); (b) enterprise software for requisitioning, budgeting, and other functions; and (c) specialized systems/software used in the Department such as Telestaff (for scheduling, leave, etc.), RMS, LInX, Report Beam (vehicle accident reporting system), VCIN or the NCIC, to ensure proper use of the systems, make journal entries, perform criminal history queries, enter/update data and status reports, check for wants/warrants and otherwise exchange routine and emergency information.
14. Skill in oral communication to understand verbal information (facts, assertions and ideas) and to express such information verbally so that others will understand. This includes the ability to encourage oral communication by others, such as subordinates, victims and witnesses during emergency situations.
15. Skill in written communication to understand written information (facts, assertions and ideas) and to express such information in writing so that others will understand. This includes skill in the review of the written work of others, including reports by subordinates and statements of victims, suspects, or witnesses and preparing reports.
16. 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 needing or providing information or assistance in routine and emergency situations 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.

RESPONSIBILITY Is responsible for preserving the peace, enforcing laws and regulations, and protecting life and property by supervising a functional team or established organizational unit of Airport Police Officers and/or civilians. Integrates the work of subordinates to produce results and achieve objectives through a unified group effort. Work directly and significantly affects the effectiveness of the Police Department to maintain the safety and security of employees, tenants, and all airport users.

Typically reports to a higher ranking police officer, usually a Lieutenant, but may report to a civilian official. Most work flows directly to the Sergeant as a function of normal operations. Special assignments are usually given in terms of problems, issues, options, recommendations, priorities and deadlines, but may also include very specific instructions. The Sergeant is to plan and organize the work effectively, to allocate and use resources wisely, to respond appropriately to operational needs, to treat subordinates fairly/equally and to protect the rights of all. Work is reviewed through reports, direct observation and other means to ensure the effectiveness of the supervision and leadership provided, operational efficiency, the service area's compliance with policies, key requirements and special guidance (if any), customer service, timeliness, specific performance management goals and measures, and other factors as assigned.

Guidelines include a variety of legal, regulatory and operational and administrative conditions and constraints, such as: Federal, state and county ordinances and regulations; Airports Authority regulations, supervisory policies, programs and procedures (on personnel, EEO, etc.); leadership principles and techniques; and Police Department General Orders, policies and procedures. The incumbent selects and applies some guidelines in strict adherence to them, but uses mature judgment to apply and adapt other guidelines to specific situations, to provide leadership in various operational circumstances, and to exercise command in accordance with the chain of command, until relieved.

EFFORT Typically exerts light physical effort, although effort varies greatly based on duty. May do desk work for short or long periods; may move about or stay in place for extended periods. May on a regular basis be required to exert short bursts of intense effort, usually when doing field duty; this includes: pushes, pulls, lifts, carries or otherwise moves persons and heavy objects. Climbs, jumps or otherwise overcomes obstacles such as ditches, fences and shrubs and runs up and down stairs when chasing suspects. Employs physical techniques to separate disputants, conduct frisks and patdowns, subdue and restrain persons, and protect oneself and others. Reviews documents containing small print such as licenses and passports. Prepares and reviews citations, reports, and crime and accident scene sketches. May identify vehicles at a distance and judge their speed during all weather conditions, day and night. Distinguishes color-coded objects up close and beyond 20 feet; may identify and describe persons and objects in detail. Recognizes abnormal behavior in a given situation and the signs of potential mental illness. May detect and investigate unusual odors, sounds, objects and events. Responds to alarms and cries for help. Regularly exchanges information face-to-face and by radio and telephone; expresses oneself clearly when performing supervisory functions, testifying in court, etc. 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. Uses field techniques and operates equipment (such as computers, cameras, radars, two-way radios and telephone, vehicles, handcuffs, and lethal and non-lethal weapons) in routine and emergency situations. Stays alert and maintains concentration amid distractions to identify potentially dangerous/hazardous situations. In driving, safely operates vehicle in normal and emergency situations using judgment in consideration of weather, traffic, and other factors.

WORKING CONDITIONS Working conditions vary greatly based on duty. Works indoors or outdoors in all types of weather in uniform or plain clothes. Is subject to automotive and aircraft noise and exhaust when working outdoors. Is subject to the potential for serious injury from moving vehicles, physical attack and other incidents, usually when doing field duty. May be exposed to communicable diseases. Wears personal protective equipment (such as body armor, gloves, etc.), as appropriate or required. Is subject to job pressures from the intensity of work (such as traffic and pedestrian control during peak periods), interpersonal conflicts, dangerous/hazardous situations, and close observation by the public, with the potential for criticism, complaints and allegations of misconduct. Maintains personal bearing and emotional composure and continues to provide clear, complete, precise and/or polite instructions and assistance, as appropriate.

OTHER SIGNIFICANT JOB ASPECTS This is a sworn job. As a first line supervisor 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. Is subject to holdover and recall for emergencies and other reasons. May be assigned to any Police Sergeant capacity at the discretion of the Police Department.