

# Metropolitan Washington Airports Authority

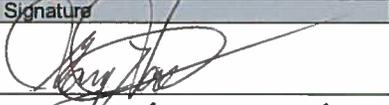
## Job Description

Job No.  
PHQS11B

**Part I. REQUESTING OFFICE should complete Items 1-9 only. Submit to the Human Resources Office, MA-540, with appropriate approvals for further processing. See instructions on reverse.**

1. Reason for Submission		2. Job Location	
<input checked="" type="checkbox"/> Replacement of PHQS11A, Airport Police Officer, P10, addition of MQs and PQs and update of duties and KSAOs <input type="checkbox"/> Amendment to _____		<input checked="" type="checkbox"/> DCA <input type="checkbox"/> IAD  <input type="checkbox"/> Other DCA or IAD as assigned	
3. Requester's Recommendation		Pay Level	4. Bargaining Unit No.
Job Title Airport Police Officer		P10	007B
5. Organizational Location of Job: (Identify office, department, division, section or unit and routing symbol)			6. Work Hours (Shift)
Office Public Safety	MA- 300	Division	MA-
Department Police Department	MA- 310	Section	MA-
7. Licenses/Permits Required?			
<input checked="" type="checkbox"/> State Driver's <input type="checkbox"/> Commercial Driver's <input checked="" type="checkbox"/> AOA Permit <input type="checkbox"/> Other _____			

**I certify that this is a current and accurate statement of the major duties and other critical aspects of this job.**

Approvals	Typed name and title	Signature	Date
8. Requesting Supervisor	Gary Hart Deputy Police Chief		1/23/15
9. Higher Level Supervisor	Stephen Holl Chief of Police		1/23/15

**Part II. JOB EVALUATION INFORMATION. For Human Resources Office Use Only.**

10. Subject to IA?	11. FLSA	12. DOT Number	13. EEO Code	14. Complete as Appropriate
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	375.263-014	418	<input type="checkbox"/> Developmental Job <input type="checkbox"/> Full Performance Level Job is _____
15. Leader/ Supervisory Level		16. Special Notes		
<input checked="" type="checkbox"/> Not appl. <input type="checkbox"/> Leader <input type="checkbox"/> 1 <sup>st</sup> Level <input type="checkbox"/> 2 <sup>nd</sup> Level <input type="checkbox"/> Higher-Level		Must be able to provide credible testimony in court. Must be able to meet Commonwealth of Virginia VCIN requirements.		
17. Job Evaluation		Job Title	Pay Level	OCC. Code
		Airport Police Officer	P10	0002
18. Evaluation Approval		Typed Name and Title	Signature	Date
		Kenneth H. Pritchard Manager, Compensation Department		1/26/15

**Part III. STAFFING INFORMATION. For Human Resources Office Use Only.**

19. Ranking Factors and Weights		20. Selective Placement Factors		21. Financial Statement Required?	
Education.....	_____ %			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Experience.....	_____ %			22. Test Required?	
Training.....	_____ %			<input type="checkbox"/> No <input type="checkbox"/> Yes  _____ (Specify)	
_____ .....	_____ %				
_____ .....	_____ %				
_____ .....	_____ %				
23. Medical Exams Required?		24. Special Physical Information			
Pre-Emp.....	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Periodic.....	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Drug.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	25. Special Educational Information			
Asbestos.....	<input type="checkbox"/> Yes <input type="checkbox"/> No				
CDL.....	<input type="checkbox"/> Yes <input type="checkbox"/> No				
26. Staffing Approval		Typed Name and Title	Signature	Date	
27. Job Reviews				28. Remarks	
Initials	Date	Initials	Date		

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

**DUTIES** Serves as an Airport Police Officer in the Police Department (Department), Office of Public Safety, Metropolitan Washington Airports Authority (Airports Authority). Preserves the peace, enforces laws and regulations, and protects life and property in a geographic or functional area, as assigned. Typically performs a combination of duties, such as: prepares for duty, patrols a beat, controls traffic, serves legal documents, conducts searches and seizures, apprehends and arrests suspects, processes prisoners, transports persons in custody and testifies in court. As assigned, performs duties specific to one or more police specialties, such as Police Training, Special Operations or Investigations. Performs related duties.

--Prepares for duty (attends roll call/inspection, receives assignment, reviews activity logs and other materials) to update self on incidents, policies and procedures. Provides information pertinent to the shift to supervisors, other officers, coworkers, etc. Inspects, prepares, and performs operator-level maintenance on equipment and vehicles as appropriate and requests repair, as needed. Performs related duties.

--Patrols an assigned sector, beat or other area on foot or using a police vehicle to maintain law and order by observing places, persons, and objects, identifying violations and investigating suspicious circumstances. Identifies and judges the seriousness of violations of law or regulations and takes proper enforcement action. Responds to calls for service and provides appropriate assistance. Determines if a crime has been committed, whether an arrest or citation is warranted, and the identity of possible suspects. Obtains, verifies, evaluates and records personal and other relevant information from those involved in the situation. Takes proper enforcement action and prepares all required paperwork. Situations usually involve infractions of laws or regulations but may also include circumstances where the interests of the Airports Authority and the public good are best served by referral to appropriate public agencies or services taking into consideration the offense or problem (such as suspected mental disorder) or the person(s) involved (such as juveniles). Makes the referral and follows through according to guidelines. Performs related duties.

--Facilitates vehicle and pedestrian traffic flow and safety by employing traffic control techniques to keep traffic moving, avoid and clear congestion, and assist emergency vehicles responding to calls for service. Identifies violations of motor vehicle laws (such as moving violations, defective equipment, improper parking, etc.). Determines the speed of vehicles using radar or other means. Inspects operators' licenses for validity. Takes proper enforcement action including using police discretion to determine whether to give a written or verbal warning in lieu of arrest or citation for minor infractions. Arranges for towing of disabled, impounded, or improperly parked vehicles. Stabilizes, protects and implements safety precautions at accident scenes. Conducts at-scene and follow-up investigations of accidents. Prepares reports, makes sketches of the scene, determines contributing factors and fault, and takes proper enforcement action relative to the incident. Provides on-the-spot direction and assistance to Traffic Control Officers. Performs related duties.

--Serves legal documents, such as outstanding traffic warrants, arrest warrants and search warrants. Conducts searches and seizures with or without a warrant according to guidelines.

--Makes custodial arrests for serious offenses in accordance with due process procedures and other guidelines. Subdues, frisks and restrains persons. Transports or arranges for the transport of the person(s) arrested to a detention facility and completes the booking process. Transports prisoners and other persons in custody to detention facilities, to a doctor, hospital or other medical facility and to other places. Ensures the safety of the person(s) being transported and their rights while ensuring they do not escape or injure others. Performs related duties.

--Locates, collects, labels, safeguards and transfers physical or electronic evidence while properly maintaining chain of custody according to guidelines. Conducts prescribed field tests for drug and alcohol use. Preserves and controls crime scenes by cordoning area and applying various crowd control techniques. Gathers field information, may dust and lift fingerprints, and requests or arranges for back-up or investigation by a detective, as appropriate. Performs related duties.

--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.

--May perform specialized duties in Drug Enforcement Operations, Bicycle Patrol, Special Weapons and Tactics, or another specialty area. May perform specialized duties in Police Training, Special Operations, Investigations or another organizational unit, as assigned.

- \* In Police Training, helps plan and develop training programs/modules, helps administer training, conducts training, maintains records and may act as range master. Achieves and maintains certification as a police trainer. Performs related duties.

- \* In Special Operations, patrols special events, provides security assistance, protection and escort to VIPs, performs motorcycle operations or plain clothes operations, and performs related duties.

- \* In Investigations, develops information through witnesses, victims, informants and other sources; conducts interviews and interrogations; collects, preserves and uses physical evidence; and prepares cases for prosecuting attorneys or court presentation. Stays abreast of the latest methods and techniques in collection, preservation and analysis of physical evidence. Performs related duties.

--As assigned, participates in community relations programs. May establish contact and meet with persons or groups and instruct them in crime prevention. May develop or help develop brochures, multi-media shows, etc. Performs related duties.

--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.

--Enforces laws and Airports Authority regulations for airside and landside security, motor vehicles, taxicabs and other matters. Executes airport emergency procedures.

--Uses a variety of police equipment such as communications systems (two-way radio, computer aided dispatch, etc.) to receive dispatches, make status reports, and otherwise exchange routine and emergency information and other police equipment (including service weapon(s), handcuffs, oleoresin capicum spray, Taser and body armor), as required in accordance with guidelines.

--Uses a computer and modern office suite software for various business applications (email, word processing, spreadsheets, graphics, etc.), and specialized systems/software such as Telestaff for scheduling, leave, etc., Report Beam for vehicle accident reporting system, and the Records Management System (RMS), PowerDMS, the Law Enforcement Information Exchange (LInX), the Virginia Crime 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.

--Communicates and interacts effectively with business contacts including, but not limited to, 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, Transportation Security Administration, Customs and Border Patrol, Federal Bureau of Investigation, Metro Transit Police, Park Police, Federal Aviation Administration, 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 are to plan, coordinate, inform, etc., regarding law enforcement matters.

--Operates a variety of police vehicles (patrol cruiser, sport utility vehicle, motorcycle, electric stand up vehicle and bicycle) to patrol assigned area or to travel (landside and airside) to meetings, routine and emergency incidents, field operations, etc.

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

--\*Performs other duties as assigned.\*

***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. Be at least 20 years and 6 months old.
4. Possess a valid driver's license.
5. Be able to successfully complete the Field Training Program and obtain certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services after completion of Criminal Justice Academy training.
6. Be able to obtain certification as a Virginia Criminal Information Network (VCIN) Operator within 60 days of completion of Criminal Justice Academy training.
7. Be able to obtain certification in firearms proficiency.
8. 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.
9. Be able to pass a comprehensive medical examination including drug screening and a vision standard.
10. Be able to successfully pass a written cognitive ability test, a physical ability examination, 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. An Associate's Degree in Police Science, Criminal Justice, Administration of Justice, or a related field.
2. Possession of current certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services, OR possession of certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services that is expired for less than twenty-four months.

### **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 various Federal regulations (such as FAA FAR Part 107, Airport Security, and 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 effectively maintain order, enforce the law, and implement airport emergency procedures.
2. 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.
3. Knowledge of reporting and record keeping procedures to complete various forms and reports, including those required for civil, traffic and criminal proceedings.
4. Knowledge of the Police Department's organization and jurisdiction, knowledge of the layout of the airport, and knowledge of the basic organization and jurisdiction of other local law enforcement agencies altogether to exchange information, cooperate in mutual aid situations and perform other functions.
5. As the assignment dictates, knowledge of, and skill in, the application of specific procedures for civil disturbance, police training, drug enforcement operations, motorcycle operations, boat operations, VIP protection and escort, police property control, police records, police communications, detective investigations, counter-terrorism, court liaison, special weapons and tactics, and other specialty areas.
6. Skill in the operation of motor vehicles under normal and adverse driving conditions and in emergency situations.
7. 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.
8. Skill in the maintenance and use of firearms to maintain and use them safely and effectively.
9. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize security, safety, or emergency medical problems, to identify relevant information, and to respond appropriately.
10. Ability to work under pressure and maintain emotional self-control during peak periods, emergencies and other situations.

11. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, manipulate data, prepare and develop reports, and perform research (Internet use); (b) enterprise systems/software for time and attendance and other functions; and (c) specialized systems/software used in the Department such as Telestaff (for scheduling, leave, etc.), RMS, PowerDMS, LInX, Report Beam (incident reporting system), VCIN or the NCIC, to make journal entries, perform criminal history queries, enter/update data and status reports, check for wants/warrants and otherwise exchange routine and emergency information.
12. Skill in oral communication to understand verbal information (including instructions, descriptions 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 victims and witnesses, during emergency situations.
13. Skill in written communication to understand written information (including instructions, descriptions and ideas) and to express such information in writing so that others will understand. Examples include reviewing written statements of victims, suspects, or witnesses and preparing reports.
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 needing or providing information or assistance in routine and emergency situations, to foster amicable relations, and to 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 as a patrol officer or performing other police functions. The 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 Sergeant, but may report to a civilian. The supervisor makes individual assignments for the shift or other prescribed period by indicating generally what is to be done, priorities, and any special conditions, concerns or approaches that may apply. The supervisor provides additional, specific instructions for new, difficult or unusual assignments. The incumbent uses personal initiative and police discretion in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. The incumbent is to call for backup or otherwise seek supervisory assistance and advice in unusual or emergency situations. The supervisor monitors work in progress or reviews it upon completion for adherence to laws, regulations, policies, procedures and instructions. The frequency and depth of work review tends to increase with more difficult assignments if the incumbent has not previously performed similar assignments.

Guidelines include a variety of legal, regulatory, operational and administrative conditions and constraints, such as: Federal, state and county laws, ordinances and regulations, Airports Authority regulations, and Police Department General Orders, policies and procedures. The incumbent uses judgment and discretion to select and apply the proper procedures and techniques in specific

situations. Although police discretion is an integral part of police work, the incumbent is to refer to the supervisor before significantly deviating from guidelines, unless prevented by the emergency nature of the incident.

**EFFORT** Typically exerts moderate physical effort, although effort varies greatly based on duty. May perform 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. Identifies vehicles at a distance and judges their speed during all weather conditions, day and night. Distinguishes color-coded objects up close and beyond 20 feet; identifies and describes persons and objects in detail. Recognizes abnormal behavior in a given situation and the signs of potential mental illness. Detects and investigates 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 patrol 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 ensure safe movement of traffic and pedestrians, detect violations/violators and identify potentially dangerous/hazardous situations. In driving, safely operates vehicle in normal and emergency situations based on weather, traffic, and other factors, using judgment.

**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. 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 Airport Police Officer capacity at the discretion of the Police Department. Some continuing assignments may be off Airports Authority grounds, such as training academy and narcotics task force assignments.