

SPOKANE AIRPORT
JOB DESCRIPTION

DEPARTMENT: Airport Police

JOB TITLE: Police Officer

NAME:

DATE: 1999

REPORTING RELATIONSHIP: Shift Sergeant

STATEMENT OF THE BASIC PURPOSE OF THIS JOB, WHY DOES IT EXIST?

Perform police duties at Spokane International Airport: preserve public peace, protect life and property, enforce local, state and FAA laws and regulations, initiate and complete investigations, mediate disputes, render aid and assistance as required.

SUPERVISORY DUTIES (Describe authority and types of employees directly supervised.)

none

MAJOR RESPONSIBILITIES

- Respond to in-progress alarms and general calls for service from passenger screening areas
 - Resolve interpersonal conflicts between screening area personnel and citizens in a productive, conciliatory manner
 - Maintain high visibility patrol in and around the airport terminal and facilities
 - Provide information and assistance to motorists and pedestrians
 - Issue warnings and citations for moving and nonmoving violations
 - Enforce parking and traffic regulations at the terminal and on surrounding roadways
 - Place persons under physical arrest for violations of the law and complete necessary paper work, up to and including court testimony
 - Assist in dignitary protection in coordination with local, state and federal agencies
 - Identify and, if possible, eliminate public hazards
 - Patrol airport property in vehicles or on foot
 - Patrol the airport's Security Identification Display Area insuring only authorized personnel are present as required by FAA regulations
 - Patrol airport perimeter fence line to insure integrity of fences and gates
 - Complete any other duties as requested
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WORKING CONTACTS WITH OTHERS (INTERNAL AND EXTERNAL)

Co-workers, Airport staff, tenants and public.

WORKING CONDITIONS, TRAVEL, ENVIRONMENT AND POTENTIAL HAZARDS

General office environment plus vehicles and outdoor areas of airfield, and other work areas. Hazards include violence prone individuals, variety of emergency situations.

SCOPE AND DEPTH OF BUDGET, FUNDS OR OTHER ASSETS MANAGED

None

EQUIPMENT OPERATION REQUIRED

All required firearms, radio, vehicles, office and training equipment.
Computers (WordPerfect, Lotus 1-2-3) and related support equipment.

MINIMUM ENTRY JOB SPECIFICATIONS (Qualifications derived from the above description and essential functions.)

- Ability to interact with the public in sensitive, stressful and possibly controversial situations.
- Ability to make public contact and render assistance as necessary in a courteous and professional manner under difficult and in some instances hazardous circumstances.
- Successfully complete officer candidate, field training programs. Must complete accredited police academy required training.
- Possess a valid driver=s license.
- Must be citizen of the United States.
- Must be 21 years of age or older.
- Must have no felony convictions or disqualifying criminal history.

EDUCATION:

High school diploma or equivalent.

Preference shown for Basic Police Reserve Certification issued by the Washington State Law Enforcement Commission or an equivalent certification from another accredited law enforcement agency or have completed accredited police academy required training. Successful completion of the full 440 hours of basic police training will be required to maintain employment.

KNOWLEDGE:

Thorough knowledge of law enforcement.

SKILLS:

Good communication skills, written and verbal. Ability to manage and coordinate complete response to a multitude of emergency situations.

PHYSICAL REQUIREMENTS:

- Ability to communicate effectively and clearly both verbally and in writing. Read, write, speak and understand English.
- Ability to physically run over and through rough terrain and on stairs to chase and apprehend violators.
- Ability to stand for long periods of time.
- Two hand ability to fire and reload semi-automatic handgun and slide-pump shotgun.
- Two hand ability to drive and use radio microphone simultaneously.
- Mobility throughout all airport facilities. Able to respond in emergencies

Applicant will be subject to thorough background investigation. Testing will be required.

PREFERRED QUALIFICATIONS

Related experience in Airport environment. Knowledge of state and local law enforcement system.

KEY INTERNAL SOURCES

POTENTIAL ADVANCEMENT JOBS

PREPARED BY

Employee:

Dept. Manager

Division Manager

PERSONNEL DEPT USE ONLY:

Job Group:

Grade Assigned:

Date: