

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title: Airport Police Officer
Sch & Grade PAT-7
Class Code DA01
FLSA Status Non-exempt
Bargain Unit Elig. Not Eligible
Occ Group Public Safety Support & Security

PRIMARY PURPOSE:

To perform general and specialized law enforcement, security, and safety duties and provide information services at the Springfield/Branson National Airport.

SUPERVISION:

Under the direct supervision of the Airport Police Supervisor or Assistant Director of Aviation as appropriate.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs law enforcement, security, and safety duties in support of the Springfield/Branson National Airport Security Program and Emergency Plan.
2. Monitors and disseminates relevant threat information, law enforcement data and other intelligence.
3. Conducts targeted vehicle inspections for explosive devices. Inspects and searches all delivery and motor coach tour buses for the same.
4. Provides information services to Airport tenants and the traveling public.
5. Administers emergency medical first aid to injured or ill persons as necessary.
6. Provides law enforcement support of airline passenger screening program and oversees air carrier compliance in accordance with FAA regulations.
7. Works with and assists other law enforcement officers in handling incidents including but not limited to such things as bomb, skyjacking or other serious threats to safety of persons and property using recognized police procedures and methods.
8. Patrols airport on foot or in patrol vehicle; checks security of airport buildings, facilities, vehicles and grounds in accordance with federally mandated security procedures; enforces vehicle parking and traffic regulations applying to the airport; enforces State statutes, Federal laws, and City laws, ordinances and regulations.
9. Prepares and presents clear and accurate written and oral reports either handwritten or computer generated.
10. Makes arrests, issues citations, obtains evidence and testifies in court as necessary.
11. Controls crowds and accommodates reception of groups, public officials or dignitaries.
12. Receives in-service training and works with members of the Springfield Police Department periodically maintain efficiency in police work and gain increased experience.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles relating to behavioral sciences; report writing methods; communication techniques; equipment involved in police work; applicable federal and state laws.

Abilities

Communicate effectively both verbally and in writing; perform the essential functions of the job without posing a direct threat to the health and safety of others. Ability to: Learn modern police practices, applicable laws and ordinances and airport security procedures; use and care for all required police equipment including firearms; annually complete police certification with firearms; follow oral and written instructions; analyze situations and take appropriate action; react quickly and calmly under stress; establish effective working relationships with associates; deal effectively and courteously with the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Must be a high school graduate or have G.E.D., 21 years of age, possess a Missouri Class A certification or a Class B certification and have two years of law enforcement experience which must include responding to calls for service and apprehending, detaining, and arresting suspects.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; hold and grip objects. Vision must be correctable to 20/40 or better. Requires walking and standing for extended periods of time while wearing approximately 13 pounds of police equipment. Requires necessary physical strength and fitness to subdue and control resistive subjects and to complete the necessary defensive tactics training related to subject control/defensive tactics.

Working Environment

Both indoor and outdoor environments which may involve a variety of extreme weather conditions; possible exposure to mechanical, electrical, chemical, and toxic waste hazards as well as strong odors, fumes, and disease when responding to calls for service; subject to life threatening conditions and situations associated with law enforcement activities.

Licensing/Certification

P.O.S.T. Class A or B certification by the State of Missouri.

Miscellaneous Requirements

Must pass a 10-year criminal history background check as required by the Transportation Security Administration which includes fingerprinting, according to Title 14, Code of Federal Regulations, Part 1542, Airport Security; must be able to pass a background investigation and polygraph examination; must be a U.S. citizen, possess no felony convictions, and have no serious misdemeanor convictions within the past 5 years; no objectionable tattoos (no tattoos or brands on the head, neck, or below the upper six inches of the arm). Position is subject to working a variety of shifts including weekends and holidays due to 24-hour/7 days a week departmental operations. Subject to emergency call-in. Must successfully pass post offer exams including: medical exam and psychological evaluation.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO.	24129
Comments:	Updated Abilities	Date:	1979

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____