# JOB DESCRIPTION
# CITY OF JOPLIN
## AIRPORT POLICE OFFICER

**TITLE:** AIRPORT POLICE OFFICER

**DEPARTMENT:** PUBLIC WORKS

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**DESCRIPTION:**

To perform general and specialized law enforcement, security, and safety duties and provide information services at the Joplin Regional Airport.

Under the direct supervision of the Airport Manager; handles Airport Police duties and responsibilities.

**GENERAL TASKS AND RESPONSIBILITIES:**

**WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.**

- Performs law enforcement, security and safety duties in support of the Joplin Regional Airport Security Program and Emergency Plan.
- Monitors and disseminates relevant threat information, law enforcement data and other intelligence.
- Conducts targeted vehicle inspections for explosive devices. Inspects and searches all delivery and motor coach tour buses for the same.
- Provides information services to Airport tenants and the traveling public coordinating security matters with tenants including disseminating information.
- Administers emergency medical first aid to injured or ill persons as necessary.
- Provides law enforcement support of airline passenger screening program and oversees air carrier compliance in accordance with FAA/TSA regulations.
- Works with and assists other law enforcement officers in handling such things as bomb threats or other serious threats to safety of persons and property using recognized police procedures and methods.
- 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 City laws, ordinances and regulations.
- Prepares and presents clear and accurate written and oral reports either handwritten or computer generated.
- Makes arrests, issues citations, obtains evidence and testifies in court as necessary.
- Controls crowds and accommodates reception of groups, public officials or dignitaries.
- Periodically assigned to work with members of the Joplin Police Department to maintain efficiency in police work and gain increased experience.
- Maintains instruction manual and badge system in accordance with current FAA/TSA and Airport Security procedures.
- Attends training for professional development purposes.

**OTHER TASKS, DUTIES AND RESPONSIBILITIES:**

- Use and care for all required police equipment including firearms.
- Annually complete police certification with firearms.

- Analyze situations and take appropriate action.
- React quickly and calmly under stress.
- Perform the essential functions of the job without posing a direct threat to the health and safety of others.
- Ability to effectively perform as an Airport Police Officer using modern police practices, applicable laws and ordinances and airport security procedures.
- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all-inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

## GENERAL PHYSICAL REQUIREMENTS:

### LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with employees, the public and airport tenants.
- Ability to lead others and to train and develop Airport Officers.
- Communicate effectively both verbally and in writing.
- Principles relating to behavioral sciences
- Skilled in Report writing methods
- Skilled in good Communication Techniques
- Knowledge of equipment involved in police work
- Knowledge of applicable Federal and State laws.

### JUDGMENT AND SITUATIONAL REASONING ABILITY

- Establish effective working relationships with associates and the general public.
- Model and promote acceptance and respect for differences among employees and citizens.
- Perform effectively as a member of the team in carrying out the City's stated mission and philosophy.
- Ability to communicate effectively both verbally and in writing
- Ability to 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
- Knowledge of use and care for all required police equipment including firearms
- Ability to annually complete police certification with firearms
- Ability to follow oral and written instructions
- Ability to analyze situations and take appropriate action
- Knowledge and ability to react quickly and calmly under stress
- Knowledge and ability to establish effective working relationships with associates
- Ability to deal effectively and courteously with the general public
- Ability to 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.

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## AIRPORT POLICE OFFICER

### PHYSICAL REQUIREMENTS

- Requires high levels of standing, walking, twisting and bending, and some medium to heavy lifting.
- Requires manual dexterity sufficient to operate a variety of job related manual and power equipment.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.
- Must move between buildings and runways as necessary.
- Must possess visual depth perception.
- Medium to high levels of carrying, climbing, pushing, pulling, reaching, and squatting are required.
- Works in all weather conditions.
- Subject to life threatening conditions and situations associated with law enforcement activities.
- 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.
- Meet established hearing standards.

### GENERAL QUALIFICATIONS:

- 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.

### MISCELLANEOUS QUALIFICATIONS:

- 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).
- Must be able to pass a background and post offer exams including medical exam and psychological evaluation and polygraph.
- Position is subject to working a variety of shifts including weekends and holiday due to 24-hour/ 7 days a week department operations. Subject to emergency call-in.
- Must successfully pass post offer exams including: medical exam and psychological evaluation.

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Employee Name (Please Print) Date

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Employee Name (Signature)