



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	AIRPORT POLICE CAPTAIN	<b>Department:</b>	AVIATION
<b>Job Code:</b>	3308	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-4

### Summary

This is administrative and supervisory public safety work involving proper utilization and supervision of airport police personnel during an assigned shift. The incumbent may act independently using operational procedures and precedents as guidelines in assessing situations and in utilizing available resources to achieve division objectives.

The position encompasses general public safety and police duties involving the enforcement of all applicable laws, rules, and regulations pertaining to safeguarding property and persons in attendance at the airport. Work includes responding to all crash, fire, and emergency situations. Work also includes responding to passenger screening checkpoints when weapons, explosives or hazardous materials are detected. Work includes working with staff of other agencies, problems dealing with visiting dignitaries, large reception crowds, bomb threats, and prevention of theft and vandalism.

### Duties and Responsibilities

- Enforces the applicable federal, state, and local laws and regulations with respect to the Revised Statutes of Missouri; Kansas City, Missouri City Ordinances; federal regulations; and the rules and regulations mandated by the Aviation Department of Kansas City, Missouri, relevant to city owned airports.
- Serves as commanding officer of a shift, monitoring and regulating assignments or projects delegated to subordinates.
- Determines and establishes priorities, provides proper personnel assignments, identifies problems, gives special instructions, and secures and dispenses relevant information to assigned shift personnel.
- Receives and approves reports and maintains personnel activity records during the incumbent's tour of duty.
- Manages individual performance, directly and through subordinate supervisors, to ensure efficient and effective completion of unit objectives.
- Encourages employee development and institutes a system of appropriate disciplinary actions.
- Ensures that decisions made by, or delegated to, subordinates are in compliance with the rules and regulations of the city, the department, and the division.
- Ensures that the procedures, methods, and controls necessary for the protection and safe guarding of passengers, travelers, tenants, and airport personnel against acts of unlawful and disruptive behavior are carried out properly by airport police personnel.
- Responds to requests for police assistance from airport tenants, concessionaires, agencies, and the general public.

**Duties and Responsibilities (continued)**

- Maintains proper logs, reports, and forms recording circumstances in detail surrounding non-routine occurrences and investigations affecting airport security, safety, or environmental conditions.
- Performs related duties as required.

**Technical Skills**

Knowledge of:  
Practices and methods used in enforcing safety programs.  
The laws, ordinances, rules, and regulations governing the maintenance of law and order, including those related to arrest and evidence.  
Modern police practices and methods.  
First aid principles and skill in their application.

Ability to:  
Understand, deliver and/or carry-out complex written and oral instructions.  
Communicate clearly in writing and speech.  
Analyze situations and adopt a quick and efficient course of action that is to include making logical decisions under pressure.  
Maintain mental alertness and good observation skills.  
Maintain professional bearing as determined by neatness and overall grooming.  
Observe situations analytically and objectively and to record them clearly and completely.  
React quickly and calmly in emergencies.  
Enforce laws, ordinances, regulations, and airport safety rules with firmness, tact, and impartiality.  
Recognize unsafe or hazardous conditions relating to airport runways, taxiways, aprons, roadways, and terminal facilities and report hazards immediately.

Skill in:  
The care and use of firearms.

**Education and Experience**

Accredited Bachelor's degree with major course work in law enforcement or a related field and certification as a law enforcement officer, with at least three (3) years of experience at the supervisor level.

OR

An equivalent combination of education and experience.

**Certificates/ Licenses/Special Requirements**

- Must be at least 21 years of age.
- Must pass a physical examination as prescribed by the City
- Must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners.
- Must possess a valid State-issued driver's license in accordance with City of KCMO policies.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory Responsibility**

Supervision is exercised over subordinate airport police personnel.

**Supervision Received**

Work is performed under the general supervision of the Airport Police Chief.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created  
Revised**

