



## City of Kansas City, Missouri Job Class Specification

**Job Title:** AIRPORT POLICE OFFICER                      **Department:** AVIATION  
**Job Code:** 3305                      **Status:** NONEXEMPT                      **Grade:** NE-6

### Summary

This is general public safety work in the inspection, reporting and enforcing of safety practices and procedures relating to aircraft, airfield facilities, motor vehicles, and the traveling public.

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. It involves the control of vehicular and pedestrian traffic at airport facilities. Work includes responding to all crash, fire, and emergency situations and providing first aid. 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.

Specific duties and assignments are normally performed under general supervision; however, the position requires that the individual be capable of using sound independent judgment.

### 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.
- Provides airside escorts as necessary.
- Patrols perimeter fencing gates, parking lots, and surrounding airport owned property to ensure safe conditions and security.
- Responds to requests for police assistance from airport tenants, concessionaires, agencies, and the general public.
- Maintains a smooth traffic flow on airport terminal drives and streets, and issues citations when appropriate.
- Performs foot patrols of assigned terminal buildings and ramp areas.
- Maintains proper logs, reports, and forms recording circumstances in detail surrounding non-routine occurrences and investigations affecting airport security, safety, or environmental conditions.
- Inspects airfield and lighting for obstructions, when required.
- Searches passengers and greeters passing through screening checkpoints who are detected carrying suspected weapons, explosives, or other unlawful material.
- Assists in the Airport Communication Center (ACC) as necessary.
- May lead or train new officers
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:

Federal, state and local laws and Federal Aviation Regulations.

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Airport operating standards.

Criminal law and criminal procedures.

Weapons, categorization and theory.

Established procedures for the care of firearms and development of skill in the use of a firearm.

Emergency medical techniques and procedures.

Self defense tactics.

Interviewing and interrogation techniques.

Mediation and crisis intervention skills.

Emergency and defensive driving techniques.

Public relations techniques.

Report writing techniques and procedures.

**Education and Experience**

High school graduation.

**Certificates/  
Licenses/Special  
Requirements**

- Must be at least 21 years of age.
- Successful completion of a TSA criminal history check
- Will be required to pass pre-employment drug screen.
- Must pass a background check as prescribed by the City.
- Must pass a physical examination and physical abilities test as prescribed by the City, and must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners.
- Must pass a psychological evaluation.
- Must possess a valid State –issued driver's license in accordance with City of KCMO policies.
- Must be able to obtain a P.O.S.T certification (Class A) within 6 months of employment.

**Supervisory  
Responsibility**

None

**Supervision  
Received**

Work is performed under general supervision.

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**

3/05

**Revised**

9/06,8/2022, 7/2023 , 01/2024