



An Equal Opportunity Employer

Job Title:	LAW ENFORCEMENT OFFICER – Tri-Cities Airport
Department:	Tri-Cities Airport Police Department
Reports To:	Police Chief
FLSA Status:	Full-Time, Non-Exempt
Salary:	In Accordance with Port of Pasco Salary Range Matrix

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

JOB SUMMARY:

The Law Enforcement Officer will perform law enforcement duties at the Tri-Cities Airport: preserve public peace, protect life and property, enforce local, state and federal laws and regulations, initiate and complete investigations, mediate disputes, render aid and assistance as required and other duties as assigned.

ESSENTIAL FUNCTIONS & DUTIES:

- Ensure timely response to calls for police assistance in a polite and professional manner.
- Patrol on foot in and around the airport terminal and facilities to aid in preventing crime and to enforce federal and state criminal and traffic laws and regulations.
- Physically detains law violators or those who may be resisting arrest which may require physically subduing suspect.
- Observes, reports and acts on conditions conducive to crime and danger.
- Reports traffic hazards and directs pedestrians and vehicular traffic flow at airport terminal when necessary.
- Takes command at scene of crime or accident until relieved by a superior officer; administers first aid and requests medical service as necessary; takes statements, interviewing victims and witnesses; assesses situations and determines appropriate response; records vital information regarding causes and circumstances, including taking photographs and measurements; documents evidence.
- Prepares and writes a variety of reports and records, such as reports on arrest, property evidence, impound, accidents, offenses, damages to property, and results on investigations, up to and including court testimony.
- Assist in dignitary protection in coordination with local, state and federal agencies.
- Ensure the Airports' Security Identification Display Area is monitored so only authorized personnel are present as required by Transportation Security Administration (TSA) regulations.
- Work cooperatively with other airport departments and tenants.
- Responsible for tactful and courteous treatment of all co-workers, tenants, vendors and the general public.

- Maintains working relations with surrounding police departments, county sheriff, State Patrol, Federal Law Enforcement entities, Prosecutors, Courts, and relevant community service agencies to assure accurate and timely flow of information and cooperation.
- Attends meetings, seminars, and other training classes to maintain current up-to date knowledge of criminal and civil laws, as well as technical skills in order to remain proficient in the performance of duty.
- All other reasonable duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Federal, state, county and City laws, regulations and ordinances.
- Safety standards, procedures, and precautions utilized in police activities.
- Methods of investigation, apprehension, and rules of evidence.
- Basic first aid and AED/CPR procedures.
- Safe and appropriate use of firearms and other police related tools.
- Principles of community oriented policing including problem solving techniques.
- Operation of all required firearms, radios, and office/training equipment.

Ability to:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Skillfully and safety use firearms and other police-related tools.
- Physically handle persons resisting arrest.
- Communicate clearly and concisely, both orally and in writing.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and potentially death.
- Establish and maintain effective working relationships with other employees, tenants, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyze situations quickly and objectively and to recognize actual and potential dangerous situations and to determine proper course of action.
- Present evidence in court effectively.
- Physically performs the essential functions of the job.
- Have successfully completed the CJTC Basic Academy or be able to complete CJTC Equivalency Academy.
- Must be able to regularly and punctually attend work at the office or other location(s).

REQUIRED EDUCATION & EXPERIENCE:

Education & Experience Requirements:

- High school diploma or G.E.D.

Licenses, Certifications & Other Requirements:

- Must be a US citizen, or authorized to work in the United States.
- Must possess a valid state driver license, free of serious or frequent traffic violations.
- No felony or gross misdemeanor convictions, or other disqualifying criminal history.
- Must be currently certified by CJTC as a law enforcement officer or be eligible to attend the CJTC equivalency academy.

- Must be able to obtain and maintain an Airport security badge (SIDA) as a condition of employment.
- Successfully pass a pre-employment medical exam, drug screen and psychological exam.
- Pass a 10-year criminal history background check as required by the Transportation Security Administration.
- Pass the Federal Aviation Administration training modules on operating on an airport.
- Valid First Aid and CPR certifications, or take and pass at the next training opportunity offered by the Port of Pasco.

WORKING CONDITIONS:

Work is performed on foot throughout the Port of Pasco Tri-Cities Airport facility. Police work involves the potential for personal injury; individuals must be able to act without direct supervision and to exercise independent judgment.

ENVIRONMENT: Exposure to inclement weather conditions, uneven terrain and dangerous situations requiring the use of physical force and sometimes firearms and other weapons.

PHYSICAL: While performing the duties of this job, the employee is regularly required to talk, hear and understand telephone and radio transmissions. This position requires standing, walking, bending, kneeling, stooping, crouching, crawling, climbing, sitting for long periods of time and manual dexterity. This position will need to be able to run over and through rough terrain and on stairs and use both hands to fire and reload semi-automatic handgun. The employee may lift and/or move items over 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Activities may require using deadly force to protect self or others.

HAZARDS: Risk physical hazards from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, drugs, and drug paraphernalia, traffic accidents, unruly citizens, and crime suspects. Varying work schedules are required; may be recalled for emergency duty as needed.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear and understand telephone and radio transmissions. This position requires standing, walking, bending, kneeling, stooping, crouching, crawling, climbing and manual dexterity. This position will need to be able to run over and through rough terrain and on stairs and use both hands to fire and reload semi-automatic handgun. The employee may lift and/or move items over 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.