

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Police Lieutenant

DEPARTMENT: Police Department

SUPERVISOR: Deputy Police Chief

EFFECTIVE DATE: October 1, 2020

PAY LEVEL: 190 (\$52,285.96 - \$81,043.25)

PAY CLASSIFICATION: Exempt

DEFINITION: Assists the Assistant Police Chief in the supervision, management and administration of the Airport Police Department. Performs routine patrols and related duties as required.

EXAMPLES OF DUTIES: Assists the Assistant Police Chief as directed. Conducts background investigations as required to meet federal and state requirement. Coordinates FDLE mandated training for law enforcement personnel and ensures compliance with minimum training requirements. Supervises and participates in training programs for members of the Airport Police Department in police methods, procedures and duties, with particular emphasis placed on federal regulations governing airport security. Coordinates security and police requirements involving the arrival or departure of VIPs and other personnel having special travel requirements.

Assists in ensuring compliance with CFR Part 1542 and maintains records and reports as required. Performs security patrols, monitors vehicle traffic and parking areas, and performs other routine airport police duties. Reviews all police incident reports and incident logs as required. Manages the collection, storage and disposal of items entered into police evidence and provides oversight for the airport's lost and found program. Coordinates disposal of unclaimed items in accordance with state law. Conducts investigations regarding criminal and civil matters as required. Assists the traveling public and provides information in a courteous and friendly manner. Ensures the courteous and efficient treatment of persons subject to inspections, detention, search, arrest, and other aviation security matters.

QUALIFICATIONS: Five years experience as a police officer with a minimum three years experience in police administration/supervision. Must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Knowledge of federal, state, and local laws pertaining to airport security is required. Employee must be physically fit, submit to psychological screening, and be certified as drug free. Must possess strong

interpersonal administrative skills and the ability to interface and effectively communicate with staff, tenants, governmental agencies, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.