

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Police Lieutenant

**DEPARTMENT:** Police Department

**SUPERVISOR:** Deputy Chief of Police

**EFFECTIVE DATE:** October 1, 2023

**PAY LEVEL:** 190 (\$54,900.26 - \$102,752.71)

**PAY CLASSIFICATION:** Exempt

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

**EXAMPLES OF DUTIES:** Assists the Deputy Chief of Police 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:** Bachelor degree in police administration or related field preferred, may be substituted with equivalent experience and training. Five years' experience as a police officer with a minimum of 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

highly desired. Employee must pass and maintain FDLE Physical requirements, psychological screening, and remain certified drug free. Must possess strong interpersonal and 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.