

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

JOB DESCRIPTION

CLASSIFICATION: Police Sergeant

DEPARTMENT: Police Department

SUPERVISOR: Police Lieutenant

EFFECTIVE DATE: October 1, 2024

PAY LEVEL: 109 (\$54,700.87 - \$98,461.56)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Leadership airport law enforcement position responsible for airport security matters. Serves as public liaison for the Airport providing information and assistance to the traveling public in a friendly and courteous manner. Performs related duties as required.

EXAMPLES OF DUTIES: Assist department supervisors in the administration of the Airport Police training program and other duties associated with the security access control system. Serves as officer-in-command as assigned when department supervisors are not available.

Performs periodic patrols of all perimeter fences, gates doors, and other access points to the restricted areas of the airport. Serves as first responder to any security matter that may occur at the Airport. Enforces vehicle parking and traffic regulations. Performs daily runway safety inspections as required. Oversees day to day operations as a shift supervisor.

Ensures the courteous and efficient treatment of persons subject to inspection, detention, search, arrest, and other aviation security activities. Defer, detect, and/or diffuse incidents through constant physical presence as a uniformed law enforcement officer. Monitor computer controlled access and surveillance system. Provide law enforcement support for the security screening checkpoint as required. Assist other law enforcement agencies as required. Follow-up on reports and investigations. Investigates crimes as necessary.

QUALIFICATIONS: Three years minimum experience as a police officer. Must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Must possess a valid Florida driver's license. 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 skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental

agencies, and general public. Must communicate effectively in both oral and written form.

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.