

COMMONWEALTH PORTS AUTHORITY
Position Description

PORTS POLICE SERGEANT - SIA

Code 705

Nature of Work

Responsible for performing wide range of airport and seaport law enforcement activities at Saipan International Airport and Port of Saipan which shall include complying with applicable local, federal (FAR part 107), FAA and Maritime standards and regulations.

The employee in this class is responsible for performing a wide range of airport and seaport law enforcement procedures including compliance with FAR 107 and Maritime regulations, which governs the security programs at CPA. This class differs from the lower class in that Sergeant supervises lower class.

Examples of Duties (illustrative)

1. Performs a wide range of law enforcement activities and procedures.
2. Enforces CPA policies and regulations, local laws and federal regulations.
3. Applies proper law enforcement techniques and procedures.
4. Performs routine law enforcement tasks on a daily basis, i.e. inspection of airport and seaport facilities and perimeter, commuter and main terminal building complex areas, vehicle parking lot areas and applies approved security procedures on persons whose actions violate airport/seaport rules and regulations, federal regulations or local ordinances.
5. Responds to crisis, terrorist threats, irregular incidents or emergency situations in accordance with emergency response plan and FAA and Maritime standards and procedures.
6. Advises supervisor on changes to staffing levels, priorities and/or services.
7. Carries out the activities and assignments based on special qualifications, departmental capabilities, or resources.
8. Ensures compliance with airport/seaport security performance standards and written instructions or procedures for non-routine law enforcement work.
9. Ensures compliance with work requirements including FAA/Maritime standards, local ordinances and OSHA regulations; assists supervisors in training subordinates on difficult security functions or new equipment.
10. Participates in emergency response drill.
11. Attends advance training programs on Ports Police.
12. Applies theories and security techniques to effectively carry out the airport/seaport security program and operation.

13. Follows safety procedures regarding the use and handling of weapons, i.e. fire arms, clubs, mace.
14. Performs other related duties as assigned.

Minimum Requirements of Work

1. In depth knowledge of the specific functions of the Ports Police Department.
2. Knowledge of CPA procedure.
3. In depth knowledge of approved theories, principles, practice and techniques of airport/seaport security.
4. In depth knowledge of local ordinances and federal standards and regulations (FAR Part 107) and Maritime which governs airport/seaport security program.
5. Ability to apply principles and theories of airport/seaport security proficiently.
6. Ability to assign and direct assignments to subordinates.
7. Ability to motivate Ports Police officers.
8. Ability to train subordinates on matters relating to Ports Police.
9. Ability to communicate effectively.
10. Ability to establish and maintain a cooperative relations with supervisors, Ports Police officers and other personnel.

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) and/or a certificate in Police Science is desirable from an accredited U.S. college or university with no less than four (24 of which (2 years of being Ports Police Officer III years of progressively responsible experience in airport security or law enforcement programs. Must be certified for fire arms and deputized as a law officer by the local department of public safety. Must not be over the age of 35 years for new hires in accordance with the Age Discrimination in Employment Amendments of 1996.

Shall have no felony or criminal conviction.

Pay Range

Pay Level: 12
Minimum: \$1,068.12 bi-weekly or \$12.42 per hour (PL 12/1).
Maximum: \$1,827.50 bi-weekly or \$21.25 per hour (PL12/12).

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