



## **NORFOLK AIRPORT AUTHORITY**

2200 Norview Avenue  
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport to serve the air transportation needs of southeast Virginia and northeast North Carolina.

**Job Title:** POLICE OFFICER  
**Position Number:** 800-12-025  
**Shift Schedule:** 8 – hour shift, 5 days a week with a 56 – day rotation  
Days – 6:00 AM – 2:00 PM  
Evenings – 2:00 PM – 10:00 PM  
Midnights – 10:00 PM – 6:00 AM  
**Starting Rate:** \$26.11 PER HOUR  
\$54,316.52 ANNUAL

**JOB SUMMARY:** This position is primarily responsible for enforcing all local, state, and federal laws and regulations within the Airport jurisdiction.

### **ESSENTIAL FUNCTIONS:**

This job description lists only the major job duties and a responsibility normally associated with this position, but does not restrict the performance of other duties and responsibilities assigned by the supervisor.

1. Assist the airlines and other Airport tenants in security and police matters as well as channeling requests to proper authorities.
2. Be familiar with all rules and regulations of the Norfolk International Airport as well as applicable local, state and federal laws.
3. Assist other law enforcement agencies in the performance of their duties when it involves the Airport premises and/or jurisdiction.
4. Perform such first aid as required and assist medical personnel when the need arises on Airport premises.
5. Assist Airport patrons in cases of emergency and distress.
6. Investigate disturbances, losses by theft, and make arrests when necessary.
7. Issue traffic citations to those patrons who violate Airport parking regulations and Virginia motor vehicle laws.
8. Investigate accidents, confine offenders, and turn them over to the proper authorities.
9. Check all parking lots regularly.
10. Responsible for the security of all Norfolk Airport Authority® facilities.
11. Show initiative and judgment in noting and recording irregularities and malfunctions of Authority equipment and facilities.
12. Exercise tact and cooperation in relationships with passengers, the general public, and Airport tenants.
13. Respond to emergency calls for police assistance and unusual occurrences that may arise on Airport premises.
14. Report unauthorized solicitation to the Airport Authority administration.
15. Answer calls from various departments within the Airport Authority with courtesy and a cooperative attitude.
16. Adhere to all Authority personnel policies and departmental guidelines.
17. Perform other duties as assigned and directed.



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### **MINIMUM QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Common Wealth of Virginia DCJS training record for "Basic Law Enforcement" required.
3. Pass a written examination and agility test for Police Officer.
4. Possess a valid Virginia or North Carolina driver's license and meets NAA driving record requirements.
5. Willingness to work alone and at night and on weekends and holidays.
6. Attend and complete 40-hour in-service school every two years after academy graduation.
7. Meet the Commonwealth of Virginia's criteria for the issuance of a handgun permit.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of the physical arrangements and facilities of the Airport terminal as well as fire and safety precautions.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to perform the physical requirements of the position with or without reasonable accommodation.

The employee must be able to withstand the mental and physical stress and rigors associated with supervisory level functions. Employee must be able to withstand all aspects associated with long periods of stretching, stooping, reaching, lifting, walking, running, standing and sitting under all weather conditions, twenty-four (24) hours a day. All sworn personnel must demonstrate their ability to perform these essential functions during their annual physical examinations. Employee must be able to adjust to a varied work schedule and engage in physical confrontation when necessary to subdue violent or demented persons. Employee must be able to maintain mandated physical training as prescribed by the Criminal Justice Department, i.e., firearms and defensive tactics. Employee must be able to type, clearly transmit and receive any and all communications via radio, telephone, and "face to face."

### **DRIVING RECORD REQUIREMENTS:**

All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- An employee may have a North Carolina or Virginia driver's license as long as they reside in that state.
- **An "unacceptable" DMV driving record includes the following violations during the most recent 3 year period:**
  - Two or more at-fault accident convictions
  - DWI/DUI
  - Drug Offense
  - Eluding a Police Officer
  - Committing a Felony with a Motor Vehicle
  - Foreign citizens with no historical driving record available to us
  - Hit Run / Leaving the Scene of an accident
  - Lending an Operator's License or Registration to Another
  - Three or more moving violations

Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.



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- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open Container Violation
- Passing a Stopped School Bus
- Racing or Speed Contest Violation
- Reckless Driving
- Speeding 25 mph, or more, above speed limit
- Speeding – 10 mph or more over the speed limit in a school zone
- Suspended License
- Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operator's Permit
- Vehicle Manslaughter/Homicide

**HOW TO APPLY:** Interested applicants must submit a Norfolk Airport Authority application form, a recent copy of DCJS Basic Law Enforcement certification/training records (dated within the last 30 days) and a copy of their current DMV driving record to:

Norfolk Airport Authority  
Human Resources Department  
2200 Norview Avenue  
Norfolk, VA 23518

Application forms are available in the Human Resources office or on our website  
[www.norfolkairport.com/employment](http://www.norfolkairport.com/employment)

**Police Officer Employment Process Timeline:** (Please note that all dates are tentative and are subject to change. Should changes be made, candidates will be informed as soon as possible).

Written & Physical Agility Testing: Wednesday, October 16, 2019

First Round Interviews: Wednesday, October 23, 2019 or Thursday, October 24, 2019  
(Deadline to provide us with your background investigation packet)

Second Round Interviews: Wednesday, October 30, 2019

**CLOSING DATE:** All of the required documentation must be received by 4:00 PM on Friday, September 27, 2019.

Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.  
Equal Opportunity Employer/Veterans/Disabled