



LAX

Los Angeles World Airports

TM



SAFE

Security and Airfield Enforcement Program



INTRODUCTION TO THE SAFE PROGRAM

Los Angeles World Airports (LAWA) is committed to providing the airport community with a safe and secure workplace. This document describes the purpose and structure of the Los Angeles International Airport (LAX) Security and Airfield Enforcement Program (SAFE).

- **What is SAFE?**

The SAFE Program is an awareness and enforcement Security/Safety program. Corrective actions and penalties for violations and infractions will be determined by the SAFE Program's point system. This document describes the violation point system, penalties and hearing process.

- **Where are Safety and Security Rules and Regulations defined?**

The rules and regulations are defined in the Transportation Security Administration Regulations; California State and City of Los Angeles regulations and codes; the LAX Airport Security Manual and the LAX Rules and Regulations. **The SAFE program does not supersede, limit or otherwise replace any other laws, rules or regulations.**

- **Who will be held accountable for the Standards of SAFE?**

All individuals who have been issued a Security Badge at LAX are accountable to the Rules and Regulations outlined in the program.

- **Where to direct your questions**

<i>For inquiries regarding:</i>	<i>Contact:</i>
Violations and Citations (Immediately after citation is issued)	Airport Police Hearing Officer / Vehicle Inspection Coordinator Office (424) 646-5645 Fax (424) 646-9283
Corrective actions and Training Requirements	SAFE Program Coordinator Office (424) 646-5889 Fax (310) 646-6736

The SAFE program is administered in partnership between the LAX Airport Police and LAX Airport Operations Divisions.

THE CITATION PROCESS

1. Violation notice

Notice of Violation

The Notice of Violation will be issued by LAX Airport Police for Security, Safety and Driving violations as defined in the Airport Rules and Regulations and the Airport Security Program.

Notice of Safety Violation

Notice of Safety violations will be issued by LAX Airport Operations for violations involving ground movement and safety of aircraft, vehicle, aircraft fueling, fuel storage and handling, which occur within the Airport Operations Area (AOA).

2. Notifications and Citation Return Requirements

Within 72 hours of issuance of a Notice of violation, the recipient's supervisor must return the signed notice to the Airport Police Division at 6320 W. 96th St, Los Angeles, CA 90045. Vehicles and/or Equipment that have been cited for defects shall be repaired and taken to the Vehicle Inspection Site at remote gate 218 for visual inspection. Failure to comply may result in deactivation of the violator's badge.

3. Violation Points

Points will be assessed for each violation listed on a notice. These points will be cumulative and will become part of the recipient's driving or security record. There are three categories under which points will be accrued, these are:

- a. Airport Operations Area Safety violations
- b. Airport Operations Area Driving violations
- c. Security Violations

POINTS ACCUMULATION AND PENALTIES

<i>Violation or Infraction</i>	<i>Within 12 months</i>	<i>Within 24 months</i>	<i>Within 36 months</i>	<i>Consequence</i>
Airport Operations Area Safety Infraction	4 points	6 points	8 points	<u>Hearing Required:</u> Loss of Airport Operations Area access for up to 12 months
Airport Operations Area Driving Infraction	4 points	6 points	8 points	<u>Hearing Required:</u> Loss of Restricted Area driver Permit for up to 12 months
Security Violation	4 points	6 points	8 points	<u>Hearing Required:</u> Loss of unescorted access for up to 12 months

1. Retention of accrued points

Points accrued from Safety, Security, or Driving violations remain on violator's record database for three years from the citation date. Upon completion of a SAFE hearing, the accrued points will automatically expire on the third year anniversary of the citation.

2. Procedure for Corrective Training by Supervisors

A notice of violation recipient is **required to attend** an Airport Operations approved Corrective Training Program, (see list below). All training must be completed within 30 days from the date of the last citation. Verification of completed training must be submitted to the SAFE office by fax to (310) 646-6736 or e-mail to SAFE@lawa.org

<i>Violation or Infraction</i>	<i>Airport Operations Approved Training Program</i>
Towing/pushback Safety Infraction	Aircraft Surface Movement Training Class by calling (424) 646-7473
Driving Violation	Driver Training Class by Company
Security Violation	Airport Security Training by Company

3. Failure to attend Mandated Training- Additional Penalties

Failure to attend and complete Corrective Training within 30 days of the citation issue date may result in an additional citation issued to the employee and/or the Training supervisor, for failure to comply with lawful orders from Airport Operations as stated in the LAX Rules and Regulations.

4. Failure to schedule and attend required SAFE hearing Penalties

Employees who accrue 4 points in any of the 3 categories of violations (Safety, Driving, or Security) within a year (12 month period) **must schedule and attend a SAFE hearing**. Failure to either call or schedule the hearing within 15 days of being notified or appear at the hearing can result in their badge being deactivated.

LAWA BADGE CONFISCATION

An employee's LAWA ID badge may be confiscated for:

- Failure to obtain required escort while crossing runways
- Runway incursion
- Failure to yield to any emergency vehicle displaying red flashing lights
- Failure to comply with lawful orders given by Airport Operations and/or Airport police
- Causing an accident with injuries
- Texting and/or talking on cell phone in violation of CVC section 23123 and causing an accident
- Reckless driving, including excessive speed
- Failure to monitor and control escorted persons on AOA or restricted areas, or to follow approved escort procedures
- Investigation, arrest or conviction of any crime committed in areas near LAX
- Defacing, tampering or vandalizing Airport property, security systems, devices or Airport issued ID
- Gaining unauthorized entry to the AOA through an ACAMS door, gate or access point by piggy backing or tail gating
- Leaving aircraft unsecured in violation of CFR 49, part 1544.225b

Ongoing criminal investigations by Airport Police and/or LAPD can prevent the issuance of a LAWA badge.

Airport Operations Area Safety Violations	Points
<ul style="list-style-type: none"> • Conducting aircraft fueling without Fuel Endorsement Card in possession 	1
• Staging Ground Service Equipment in unauthorized areas	
• Failure to set parking brake on GSE	
• Failure to mitigate FOD on ramps and service roads	
• Use of forklifts to relocate GSE outside leasehold line	
• Illegal parking	
• Violation of LAX Rules and Regulations and/or Airport Security Plan	
• Bringing on and /or using a passenger push cart (rental baggage carts or Smarte Cartes) on the AOA	
• Smoking in non-designated areas of the AOA while in violation of LAMC sections 41.50.A.3 and 41.50.A.4(This includes electronic smoking devices)	2
• Crossing between Airport Operations unit displaying flashing red lights and aircraft during “Cross bleed” engine start	
• Towing aircraft more than 1000 Ft. without ASMP icon	
• Using other company equipment without authorization	
• Driving and shortcutting through ramp area when not involved in servicing the aircraft at the gate	4
• Abandoning GSE on “No parking/Immediate Impound” areas or taxiways and taxi lanes	
• <i>Failure to obtain required escort while crossing runways ▼</i>	
• <i>Runway Incursion ▼</i>	
• <i>Walking or driving on active Taxiways or Runways ▼</i>	
• Driving across top of taxi lanes not marked by ground lanes	
• <i>Failure to yield to Airport Operations, Airport Police, LAFD, CBP, FBI, TSA or any other emergency vehicle unit displaying flashing red lights while responding to an emergency, stopping ground traffic or escorting aircraft. ▼</i>	
• Riding on tailgate or other unsafe part of a vehicle	
• <i>Failure to comply with lawful orders given by Airport Operations and/or Airport Police ▼</i>	
• <i>Causing an accident with injuries ▼</i>	
• Impeding the path of a taxiing aircraft	
▼ This violations may result in badge confiscation at officer’s discretion	

Airport Operations Area Driving violations	Points
<ul style="list-style-type: none"> • Exceeding maximum tow limits (Baggage carts or dollies) • Valid Driver License not in possession • Operating a vehicle in an unsound mechanical or unsafe condition ▲ • Failure to use headlights at night or during reduced visibility • Driving through TBIT baggage area without vehicle permit • Unsafe backing of vehicle • Violation of LAX Rules and Regulations and/or Airport Security Plan 	1
<ul style="list-style-type: none"> • Failure to report an accident/incident without undue delay or leaving the scene of an accident/incident • Failure to obey signs/directions/signals/markings on service roads and ramps • Failure to give right of way to Airfield buses • Exceeding designated speed limits on ramps or service roads • Driving between aircraft and terminal while passengers are boarding or deplaning • Failure to transport freight, cargo or mail in a safe manner • Failure to yield to through traffic when entering service road • Texting or talking on cell phone while driving in violation of CVC section 23123 	2
<ul style="list-style-type: none"> • Impeding the path of a taxiing or towed aircraft • Texting or talking on cell phone while driving in violation of CVC section 23123 and causing a traffic accident ▼ • Exceeding designed vehicle capacity • Reckless driving ▼ • Exceeding in excess of 2 times the designated speed limit on ramps or service roads • Driving without a valid driver license • Driving without a Restricted Area Driver icon ▼ 	4
<p>▼ This violation may result in badge confiscation at officer's discretion ▲ This violation point will be removed upon issue of new badge</p>	

Airport Operations Area Security Violations	Points
<ul style="list-style-type: none"> • Mutilated/Damaged Airport issued ID badge ▲ • Failure to have Company logos on unescorted vehicles ▲ • Failure to display Airport issued ID badge • Smoking in non-designated areas of the AOA in violation of LAMC section 41.50 (This includes electronic smoking devices) • Violation of LAX Rules and Regulations and/or Airport Security Plan 	1
<ul style="list-style-type: none"> • Failure to comply with clear zone procedures (At least 5 feet from AOA perimeter fence) • Failure to report, respond or secure Restricted Area doors or alarms • Failure to comply with vehicle inspection procedures • Failure to challenge or report persons not displaying Airport issued ID badge, or failure to present ID when challenged • Failure to monitor and control escorted persons on AOA or Restricted Area, or to follow approved escort procedures ▼ • Using Airport issued ID badge to access unauthorized areas 	2
<ul style="list-style-type: none"> • Arrest and/or conviction of any crime on LAX Airport property regardless of classification ▼ • Forcing/propping open or leaving unattended open ACAMS doors • Failure to have Airport issued ID badge in possession while in the Restricted Area • Escorting others without having escort icon • Using Airport issued ID badge for unauthorized or unintended purpose ▼ • Defacing, tampering or vandalizing Airport property, security systems, devices or Airport issued ID badge ▼ • Gaining unauthorized entry to the AOA through an ACAMS door, gate or access point by piggy backing or tailgating ▼ • Leaving aircraft unsecured in violation of CFR 49, part 1544.225b ▼ 	4
<p>▼ This violation may result in badge confiscation at officer's discretion ▲ This violation point will be removed upon issue of new badge</p>	