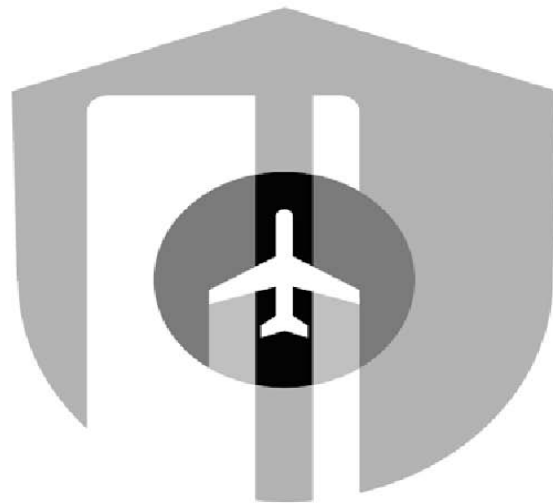




LAX

Los Angeles World Airports



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; 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**

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

| <i>For inquiries regarding:</i> | <i>Contact:</i> |
|--|---|
| Infractions 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 (424) 646-6736 |

The Citation Process

1. Infraction and 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 Manual.

Notice of Safety infraction

Notice of Safety infractions 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 or infraction, 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 for visual inspection. Failure to comply will result in deactivation of the violator's badge.

3. Violation Points

Points will be assessed for each infraction or violation listed on a notice. These points will be cumulative and will become part of the infraction recipient's record. Points accrued will remain on record for three calendar years unless removed by the SAFE office upon completion of a SAFE hearing. There are three categories under which points will be accrued, these are:

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

4. 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. Points automatically expire on the third year anniversary of the citation.

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 |

5. 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 or by scheduling training from Airport Police at (424) 646-8238 |

6. 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 immediate revocation of the privilege for which the notice was issued (Driver or Security Access icon).

7. 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 and schedule the hearing within 15 days of being notified or appear at the hearing can result in their badge being deactivated.

Violation Points Guidelines

| Airport Operations Area Safety Infractions | 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 | |
| <ul style="list-style-type: none"> • Crossing between Airport Operations unit displaying flashing red lights and aircraft during “Cross bleed” engine start | 2 |
| • Towing aircraft more than 1000 Ft. without ASMP icon | |
| <ul style="list-style-type: none"> • Abandoning GSE on “No parking/Immediate Impound” areas or taxiways and taxilanes | 4 |
| • <i>Failure to obtain required escort while crossing runways ¹</i> | |
| • <i>Runway Incursion ¹</i> | |
| • <i>Walking or driving on active Taxiways or Runways ¹</i> | |
| • <i>Failure to yield to emergency vehicles displaying flashing red lights ¹</i> | |
| • Riding on tailgate or other unsafe part of a tug | |
| • <i>Failure to comply with lawful orders given by Airport Operations and/or Airport Police ¹</i> | |
| <i>¹ This violation shall result in badge confiscation</i> | |

Violation Points Guidelines

| 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 • <i>Operating a vehicle in an unsound mechanical or unsafe condition ²</i> • 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 aircraft • <i>Texting or talking on cell phone while driving in violation of CVC section 23123 and causing a traffic accident ¹</i> • Exceeding designed vehicle capacity • <i>Reckless driving ¹</i> • Exceeding in excess of 2 times the designated speed limit on ramps or service roads • Driving without a valid driver license • Allowing others to ride on vehicle's tailgate or other non-passenger designated areas • <i>Driving without a Restricted Area Driver icon ¹</i> | 4 |
| <p>¹ <i>This violation shall result in badge confiscation</i></p> <p>² <i>Points will be removed when corrected</i></p> | |

Violation Points Guidelines

| Airport Operations Area Security Violations | Points |
|--|----------|
| <ul style="list-style-type: none"> • <i>Mutilated or damaged airport issued ID badge ²</i> • <i>Failure to have company logos on unescorted vehicles ²</i> | 1 |
| <ul style="list-style-type: none"> • Failure to display airport issued ID badge | |
| <ul style="list-style-type: none"> • Smoking in non-designated areas of the AOA in violation of LAMC section 41.50 | |
| <ul style="list-style-type: none"> • Violation of LAX Rules and Regulations and/or Airport Security Plan | |
| | |
| <ul style="list-style-type: none"> • Failure to comply with clear zone procedures (at least 5 Feet from AOA perimeter fence) | 2 |
| <ul style="list-style-type: none"> • Failure to report, respond, or secure Restricted Area doors or alarms | |
| <ul style="list-style-type: none"> • Failure to comply with vehicle inspection procedures | |
| <ul style="list-style-type: none"> • Failure to challenge or report persons not displaying airport issued ID badge | |
| <ul style="list-style-type: none"> • <i>Failure to monitor and control escorted persons on AOA or restricted areas, or follow approved escort procedures ¹</i> | |
| <ul style="list-style-type: none"> • Using airport issued ID badge to access unauthorized areas | |
| | |
| <ul style="list-style-type: none"> • <i>Arrest and/or conviction of any crime on LAX airport property regardless of classification ¹</i> | 4 |
| <ul style="list-style-type: none"> • Forcing, propping open and/or leaving unattended ACAMS doors | |
| <ul style="list-style-type: none"> • Airport issued ID badge not in possession while in restricted or secure areas | |
| <ul style="list-style-type: none"> • Escorting others without escort icon | |
| <ul style="list-style-type: none"> • <i>Using Airport issued ID badge for unauthorized or other than approved and intended purpose ¹</i> | |
| <ul style="list-style-type: none"> • <i>Defacing or vandalizing airport property, security systems, devices or airport issued ID badge ¹</i> | |
| <ul style="list-style-type: none"> • <i>Gaining unauthorized entry to the AOA through an access door/gate by piggy-backing or tail-gating ¹</i> | |
| | |
| <p>¹ <i>This violation shall result in badge confiscation</i></p> <p>² <i>Points will be removed when corrected</i></p> | |