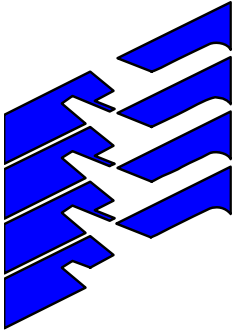


310.410.SAFE (7233)



LAX

Los Angeles World Airports



SAFE

Security and Airfield Enforcement Program

November
2008

Introduction to the SAFE Program

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

◆ What is SAFE?

The SAFE Program is an awareness and enforcement security 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 (TSA) Regulations; California State and City of Los Angeles laws and regulations; LAX Airport Security Manual; and the LAX Rules and Regulations. **The program does not limit, supersede, or replace any other laws, rules or regulations.**

◆ Who will be held accountable to the Standards of SAFE?

All individuals with access to any restricted area of LAX are accountable to the Rules and Regulations outlined in the SAFE program.

◆ Where to direct your questions?

The SAFE Program is administered in cooperation between LAX Police and LAX Airfield Operations Sections.

Inquiries regarding:	Contact:
Infractions and Citations (immediately after citation was issued)	LAX Police 310.646.0200
Corrective actions and Badge revocation	SAFE Program Coordinator 310.410.SAFE (7233)

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 Airport Security Manual.

- Notice of Safety Infractions-

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

2. Notifications and Citation Return Requirements

Within 72 hours of issuance of a "Notice," the supervisor of the notice/citation recipient must return the signed notice to the Airport Police Division (96th Street Station) identifying the corrective action taken. Failure to do so will result in deactivation of the notice recipient's security identification 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 notice recipient's record, without regard to the employing organization. The points associated with each type of notice are categorized into the following three (3) groups.

- Airfield Operations Area Safety Infractions
- Safety and Security Violations
- Airfield Driving Area Violations

Points Accumulation and Penalties

Violation/ Infraction	Within 12 Months	Within 24 Months	Within 36 Months	Consequence
Driving Violation or Safety Infraction	4 Points	6 Points	8 Points	Loss of Restricted Area Driver Permit for up to 12 months
Safety and Security Violation	4 Points	6 Points	8 Points	Loss of Un-escorted Access for up to 12 months
Any Infraction or Violation	2 Points	----	---	Corrective Training

4. Procedures for Corrective Training (Supervisors)

A notice recipient with a cumulative total to two (2) points is required to attend an Airfield Operations approved Corrective Training program (see list below). All training must be completed within thirty (30) days from the date of last citation. **Proof of attendance must be forwarded to the Airfield Operations Division by Fax to (310) 646-6736 or e-mail to SAFE@lawa.org**

Corrective Training Programs

Violation or Infraction	Airfield Operations Approved Training Program (see below)
Driving Violation	Driver Training class offered by notice recipient's employing company (Note: Notice sent to violator's authorized badge signer)
Pushback/ Towing or Safety Infraction	Aircraft Surface Movement Training class offered by the Airfield Operations Division (class offered weekly, call 310.646.6615 or 310.646.4265 for times)
Security Violation	Airport Security Training class offered by notice recipient's employing company or the Airport Police Security Badge Office (call for times)

5. Failure to attend Mandated Training-Additional Penalties

Failure to attend and complete the Corrective Training within the prescribed thirty (30) day period will result in immediate revocation of the privilege for which the notice was issued (Drivers Icon or Security Access Icon).

6. Notice

A recipient of a notice to suspend or terminate a badge privilege must contact the Hearing Office (310-410-SAFE) within fifteen (15) days of the date the notice was issued. Failure to respond will result in suspension of the privilege for one (1) year.

7. Hearing Process

A recipient of a notice to suspend or terminate a badge privilege may request a hearing to contest the suspension or termination of the privilege. This request must be made within fifteen (15) days of the date the notice was issued.

Violation Points Guidelines

Airport Operations Area Safety Infractions (11/2008)	Points
<ul style="list-style-type: none"> • Conducting Aircraft fueling without Fuel Endorsement Card in possession • Towing of Aircraft without proper Aircraft Surface Movement (ASMP) icon • Staging ground support equipment(GSE) in an unauthorized area • Failure to set parking brake on GSE equipment • Failure to mitigate FOD along service road. • Use of forklifts to relocate dollies or baggage carts 	1

<ul style="list-style-type: none"> • Failure to chock vehicle while fueling aircraft • Crossing between Airfield Operation vehicle (with flashing lights) and aircraft during a “cross-bleed” aircraft engine start. 	2
<ul style="list-style-type: none"> • Abandoning GSE in Immediate Impound areas or Taxiways • Failure to obtain a required escort for non-pilot crossing of runways • Runway incursion • Walking on a taxiway or runway • Failure to yield to any Emergency Vehicle displaying a flashing red light 	4

Violation Points Guidelines (con’t)

Safety and Security Violations (07/2007)	Points
<p>*Assessed points will be removed when violation is corrected</p> <ul style="list-style-type: none"> • In possession of one’s own airport ID badge when reported lost or stolen • Losing Airport issued ID badge • Mutilated Airport issued ID badge (laminare separating)* • No company logos on unescorted vehicles vehicle/s on the airfield* • Not displaying Airport issued ID badge (ID in possession) • Smoking out of designated areas on the airfield (AOA) • No company ID number on vehicle (shop number)* 	1
<ul style="list-style-type: none"> • Allowing unauthorized access to AOA via tenant controlled gate • Failure to challenge or report persons without Airport issued ID • Failure to control and monitor escorted persons or vehicles • Forcing or propping open doors/gates to the AOA and leaving unattended • Airport issued ID badge not in possession • Using Airport issued ID badge for unauthorized/intended use • Failure to report/respond/and or secure Restricted Access Doors/alarms • Walking across a taxilane (terminal to terminal) • Airport ID badge holder in unauthorized color access area (White/Yellow/Blue) • Escorting individuals without proper authority 	2
<ul style="list-style-type: none"> • Conviction/commission of any crime on AOA regardless of classification • Defacing or vandalizing security systems/devices or Airport issued ID • In possession of and using an Airport issued ID other than your own badge that was reported as lost or stolen • Loaning an Airport issued ID badge to another person (both parties) • Gaining unauthorized entry through an access point to the AOA by following an individual or vehicle (tailgating) • Piggybacking- Allowing unauthorized, unbadged person(s) and or vehicles through access point • Using Airport issued ID badge to bypass screening when departing LAX on an outbound flight • Using Airport issued ID badge to allow another individual to bypass screening when departing LAX on an outbound flight • Driving without a Restricted Area Driver Permit (green icon) • Riding on Tailgate • Failure to comply with lawful orders given by Airfield Operations and/or 	4

Airport Police	
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Violation Points Guidelines (con't)

Airfield Driving Violations (07/2007)	Points
*Assessed points will be removed when violation is corrected	
<ul style="list-style-type: none"> • Creating a FOD hazard (littering) • Exceeding LAX authorized tow limits (bag carts/dollies)/ unsafe load • Illegal parking • Driver's License (Valid) not in possession • Operation of any vehicle in an unsound mechanical or unsafe condition* • Driving without headlights (headlights operable) • Driving through TBIT without permit or short-cutting • Failure to set parking brake • Unsafe backing of vehicle 	1
<ul style="list-style-type: none"> • Failure to report accident/incident without delay or leaving scene • Failure to obey signage/directions/signals/markings on service roads • Impeding path of taxiing aircraft (cut-off) • Failure to give right-of-way to emergency vehicles or airfield busses • Exceeding designated speed limits on the service roads (AOA) • Vehicle driven between aircraft and terminal when passengers are actively loading or unloading • Failure to transport freight/cargo/mail in a manner that prevents spillage • Failure to yield to thru-traffic on service roads • Failure to use service road 	2
<ul style="list-style-type: none"> • Vehicle driven between aircraft and terminal when passengers are actively loading or unloading and causing passenger injuries • Exceeding vehicle designated passenger capacity • Reckless Driving (operation of a vehicle in a manner which could cause harm or injury to persons or property) • Speeding in excess of 2 times the speed limit • Driving without a valid driver's license • Allowing others to ride on a vehicle tailgate or cabin service platform 	4