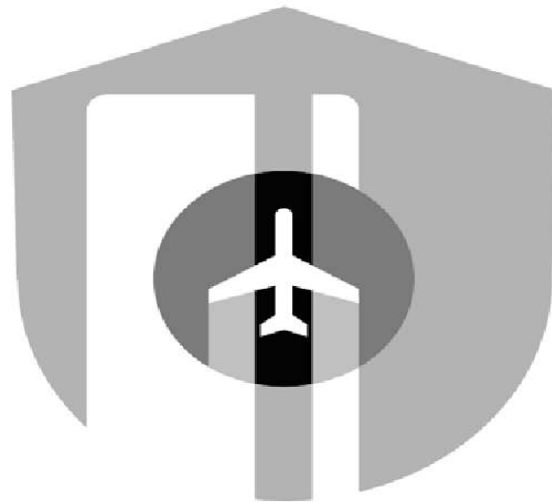


**LAX**

*Los Angeles World Airports*



**SAFE**

Security and Airfield Enforcement Program

Revised October 2009

## 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/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 with access to any restricted area of LAX are accountable to the Rules and Regulations outlined in the program.

- **Where to direct your questions**

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

<b><i>For inquiries regarding:</i></b>	<b><i>Contact:</i></b>
Infractions and Citations (Immediately after citation is issued)	Airport Police <b>(310) 646-0200</b>
Corrective actions and Badge deactivations	SAFE Program Coordinator <b>(310) 410-7233</b>

## 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 Airfield 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. 96<sup>th</sup> St, Los Angeles, CA 90045 identifying the corrective action taken. 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. Airfield Operations Area Safety infractions
- b. Airfield Operations Area Driving infractions
- c. Security Violations

4. Retention of accrued points

Retention of accrued points on Security or Driving record databases is three calendar years from the date citation is issued. Points will automatically expire on that date.

Points Accumulation and Penalties

<b>Violation or Infraction</b>	<b>Within 12 months</b>	<b>Within 24 months</b>	<b>Within 36 months</b>	<b>Consequence</b>
Airfield Operations Area Safety Infraction	4 points	6 points	8 points	Loss of Airfield Operations Area access for up to 12 months
Airfield Operations Area driving Infraction	4 points	6 points	8 points	Loss of Restricted Area driver Permit for up to 12 months
Security Violation	4 points	6 points	8 points	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 Airfield 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 (310) 646-6736 or e-mail to [SAFE@lawa.org](mailto:SAFE@lawa.org)

<b>Violation or Infraction</b>	<b>Airfield Operations Approved Training Program</b>
Towing/pushback Safety Infraction	Aircraft Surface Movement Training Class by calling (310) 646-0470
Driving Violation	Driver Training Class by Company
Security Violation	Airport Security Training by Company or by scheduling training from Airport Police at (310)215-5450

6. Failure to attend Mandated Training- Additional Penalties

Failure to attend and complete Corrective Training within 30 days of the citation issue date will 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

Failure to schedule required SAFE hearing within 15 days of notification by the SAFE office or failure to appear at scheduled hearing will result in immediate badge deactivation.

**Violation Points Guidelines**

<b><i>Airfield Operations Area Safety infractions</i></b>	<b><i>Points</i></b>
<ul style="list-style-type: none"> <li>• Conducting aircraft fueling without Fuel Endorsement Card in possession</li> <li>• Staging Ground Support Equipment in an unauthorized area</li> <li>• Failure to set parking brake on ground support equipment</li> <li>• Failure to mitigate FOD along service roads or on ramps</li> <li>• Use of forklifts to relocate dollies or baggage carts</li> </ul>	<b>1</b>
<ul style="list-style-type: none"> <li>• Failure to chock vehicle while fueling aircraft</li> <li>• Crossing between Airfield Operations vehicle displaying flashing lights and aircraft during a “Cross bleed” aircraft engine start</li> <li>• Failure to use service road</li> <li>• Towing aircraft without proper Aircraft Surface Movement icon</li> </ul>	<b>2</b>
<ul style="list-style-type: none"> <li>• Abandoning GSE in Immediate Impound Areas or Taxiways</li> <li>• Failure to obtain a required escort for non-pilot crossing of Runways</li> <li>• Runway Incursion</li> <li>• Walking on an active Taxiway or Runway</li> <li>• Failure to yield to any Emergency Vehicle displaying Flashing Red Lights</li> </ul>	<b>4</b>

### Violation Points Guidelines (con't)

<b>Safety and Security Violations</b> <u>*Assessed points will be removed when violation is corrected</u>	<b>Points</b>
<ul style="list-style-type: none"> <li>• In possession of one's own airport ID badge when reported lost or stolen</li> <li>• Losing Airport issued ID badge <b>or Having an Expired ID badge</b></li> <li>• <u>Mutilated Airport issued ID badge (damaged or plastic cover delaminating)*</u></li> <li>• <u>No company logos on unescorted vehicles vehicle/s on the airfield*</u></li> <li>• Not displaying Airport issued ID badge (ID in possession)</li> <li>• Smoking out of designated areas on the airfield (AOA)</li> <li>• No company ID number on vehicle (shop number) <b>or Expired Permit on Vehicle*</b></li> </ul>	<b>1</b>
<ul style="list-style-type: none"> <li>• Allowing unauthorized access to AOA via tenant controlled gate</li> <li>• Failure to challenge or report persons without Airport issued ID</li> <li>• Failure to control and monitor escorted persons or vehicles</li> <li>• Forcing or propping open doors/gates to the AOA and leaving unattended</li> <li>• Airport issued ID badge not in possession</li> <li>• Using Airport issued ID badge for unauthorized/intended use</li> <li>• Failure to report/respond/and or secure Restricted Access Doors/alarms</li> <li>• Walking across a taxilane (terminal to terminal)</li> <li>• Airport ID badge holder in unauthorized color access area</li> <li>• Escorting individuals without proper authority</li> </ul>	<b>2</b>

### Violation Points Guidelines (con't)

<b>Safety and Security Violations</b> <u>*Assessed points will be removed when violation is corrected</u>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Conviction/commission of any crime on AOA regardless of classification</li> <li>• Defacing or vandalizing security systems/devices or Airport issued ID</li> <li>• In possession of and using an Airport issued ID other than your own badge that was reported as lost or stolen</li> <li>• Loaning an Airport issued ID badge to another person (both parties)</li> <li>• Gaining unauthorized entry through an access point to the AOA by following an individual or vehicle (tailgating)</li> <li>• Piggybacking- Allowing unauthorized, unbadged person(s) and or vehicles through access point</li> <li>• Using Airport issued ID badge to bypass screening when departing LAX on an outbound flight</li> <li>• Using Airport issued ID badge to allow another individual to bypass screening when departing LAX on an outbound flight</li> <li>• Driving without a Restricted Area Driver Permit (green icon)</li> <li>• Riding on Tailgate</li> <li>• Failure to comply with lawful orders given by Airfield Operations and/or Airport Police</li> </ul>	<b>4</b>

<p style="text-align: center;"><b><i>Airfield Operations Area Driving Infractions</i></b>  <u>*Accrued points will be removed upon repair and inspection of equipment</u></p>	<p style="text-align: center;"><b><i>Points</i></b></p>
<ul style="list-style-type: none"> <li>• Exceeding LAX authorized tow limits (baggage carts or dollies)</li> <li>• Illegal parking</li> <li>• Valid Driver license not in possession</li> <li>• <u>Operation of any vehicle in an unsound mechanical or unsafe condition*</u></li> <li>• Failure to use headlights at night or in reduced visibility</li> <li>• Driving through TBIT baggage area without permit</li> <li>• Failure to set parking brake on GSE</li> <li>• Unsafe backing of vehicle</li> </ul>	<p style="text-align: center;"><b>1</b></p>
<ul style="list-style-type: none"> <li>• Failure to report an accident or incident without delay/leaving the scene</li> <li>• Failure to obey signs/directions/signals/markings on service roads</li> <li>• Impeding the path of a taxiing aircraft (Cut Off)</li> <li>• Failure to give right of way to Airfield Buses</li> <li>• Exceeding designated speed limits on service roads</li> <li>• Driving between aircraft and terminal when passengers are boarding or deplaning</li> <li>• Failure to transport freight, cargo or mail in a safe manner</li> <li>• Failure to yield to through traffic on service roads</li> <li>• Failure to use service road</li> </ul>	<p style="text-align: center;"><b>2</b></p>
<ul style="list-style-type: none"> <li>• Driving between aircraft and terminal when passengers are boarding or deplaning and causing injuries</li> <li>• Exceeding designed vehicle passenger capacity</li> <li>• Reckless driving</li> <li>• Speeding in excess of 2 times the speed limit</li> <li>• Driving without a valid Driver License</li> <li>• Allowing others to ride on a vehicle tailgate or cabin service platform</li> <li>• Failure to ride on designated vehicle passenger seats</li> </ul>	<p style="text-align: center;"><b>4</b></p>