

# LAX Security Credential Section (Badge Office)



AIRPORT POLICE DIVISION

NEWSLETTER

FEBRUARY 2018

## BADGE ACCOUNTABILITY

It is the responsibility of each company to maintain accountability of all SIDA (Badges) issued to their employees. Badges must be retrieved and returned to the Airport when an individual no longer requires access to the AOA, Restricted or Secured Areas, resigns, is terminated, retires, is laid-off, on strike, or is on medical or maternity leave. Badges must be returned to the Security Badge Office on a completed "Update Form" within five (5) days of the separation.

In cases when a Badge is not retrieved from the individual at the time of separation, the Security Badge Office must be notified, by telephone or in person, within 24 hours. In cases of termination for cause, and the company does not have the Badge, notification must be made immediately. Upon this notification, the Security Badge Office will "revoke" the individual's access, to prevent them from accessing the AOA, Restricted or Secured Areas. In these cases, an Updated Form must still be filled out and submitted, indicating what steps the company has taken to retrieve the Badge from the individual.

All Badges issued to your company must be accounted for. Failure to notify the Airport about any Badge that you can no longer account for is a violation and may result in administrative sanctions and/or civil penalties.

## Security Credentials Section Forms

The Security Credentials Office website (<http://www.sbo.lawa.org>) now offers certain forms online, for the benefit of Authorized Signers.

Please take note, however, that any forms printed online & submitted to the SBO must be printed in **COLOR!** Forms printed in black & white will no longer be accepted!

If you do not have access to a color printer, please continue to pick up necessary forms directly from our office.

## How Do I Schedule Authorized Signer Refresher Training?

In order to schedule training you must send an email to: [sbotraining@lawa.org](mailto:sbotraining@lawa.org). Please be sure to include your name, company name, signatory identification number(s), telephone number along with your 1st and 2nd choices for training dates.

You will receive confirmation for the class you are scheduled to attend. Please bring a copy of the email confirmation with you to the training class.

If you miss your training class, you will need to send another email request with two more training dates. You will not automatically be scheduled for the next training class.

Authorized signers who fail to attend mandatory refresher training each year will lose his/her signing authority, without exception.

Your Organization Fact Sheet, which will be handed out during the refresher course, will list the date you last attended training. Organization Fact Sheets can be obtained using the Online Report System. If you are unsure if you have access to the Online Report System feel free to contact your Security Credential Coordinator at (424) 646-5500.

## Security Credential Section Policy Online Appointment Process

We remind you of the following policy regarding the online appointment system process that remains current and significant to our operations:

- All appointments require a valid employee name that will be verified via a valid photo ID at the time of processing.
- Appointments are non-transferable and will not be processed if the name on the appointment does not match the name of the photo ID.
- Appointments that cannot be honored should be cancelled as quickly as possible so that others may make use of those limited appointments

Many companies are directing their employees to report to the Badge Office hours in advance of the applicant's scheduled appointment time with the idea that the earlier the applicant arrives, the earlier the applicant can be processed. Unfortunately, the Badge Office appointment system does not operate in this manner. *Arriving and checking in early for an appointment does not place the applicant ahead of existing appointments.* In almost all cases, if an applicant checks-in one half hour before their scheduled appointment, they will have to wait that half hour until their appointment can be honored.



## **HOLIDAY CLOSURE**

The SBO will be closed in observance of

**Presidents Day**

**Monday, February 19, 2018**

**SBO will be closed:**

**Friday, February 9, 2018**

**Friday, February 23, 2018**

**LAX Security Credential Section**  
7333 World Way West  
Los Angeles, CA 90045

### Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.  
1st Friday.....CLOSED  
2nd Friday.....7:00 a.m.—6:00 p.m.  
Saturday & Sunday.....CLOSED

### Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### Certified Trainer Class

Class held every Wednesday at 8:00 a.m.  
For reservations please contact your Security Badge Office Coordinator

### Authorized Signer Class

Class held every Wednesday at 10:00 a.m.  
For reservations please contact your Security Badge Office Coordinator

### Authorized Signer Refresher Course

Classes held every Tuesday and Thursday at 11:00 a.m.  
To schedule a reservation, please email: [sbotraining@lawa.org](mailto:sbotraining@lawa.org)

### Driver's Test

Mon, Tues, Thurs & Friday at 8:00 a.m.  
Wednesday at 2:00 p.m.  
To schedule a driver's test appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### To Reach Us

Telephone: (424) 646-5500  
Email: [BadgeOffice@lawa.org](mailto:BadgeOffice@lawa.org)