

**LAWA**

**LAX**

**AIRPORT SAFETY & SECURITY  
ENFORCEMENT PROGRAM**



<http://www.lawa.org/safe>



**LAWA SECURITY & AIRPORT SAFETY ENFORCEMENT (SAFE) PROGRAM**

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## **I. Introduction**

The Security & Airport Safety Enforcement (SAFE) program is an awareness and enforcement program designed to promote the safety and security of the airport through the enforcement of LAX Rules and Regulations, the LAX Airport Security Program, applicable Code of Federal Regulations, State of California regulations, and City of Los Angeles regulations. The SAFE program does not limit or otherwise replace any other laws, rules or regulations.

This program is administered by the Los Angeles World Airports' Airport Operations and Airport Police Divisions.

## **II. Responsibility**

It is the responsibility of each individual tenant, sponsor, agency and/or organization that provides services at LAX to ensure that their employees are fully trained and aware of all applicable laws, regulations, procedures and programs.

It is also the responsibility of every LAWA badge holder to know the extent of their badge access, and all laws, ordinances, policies, rules and regulations, and safety & security programs at the airport. It is expected of every badge holder to faithfully carryout their duties and obligations including, but not limited to, obeying the laws, policies, procedures, and all rules and regulations set forth by LAWA and all applicable local, state and federal regulatory agencies.

## **III. Definitions**

<b>AMA</b>	Aircraft Movement Area: Runways, taxiways, safety areas and other areas of an airport that aircraft use for taxing, take-off, and landing, not including apron/ramps and aircraft parking areas.
<b>AOA</b>	Air Operations Area: This area includes paved and unpaved areas used for the movement of aircraft, in addition to associated runways, taxiways, or aprons. Commonly refers to anything within the secured and fenced-in area of the airport.
<b>ARCC</b>	Airport Response Coordination Center: The primary communications and coordination center, used to provide day-to-day coordination and support for all regular and irregular operations at the airport.
<b>ASP</b>	Airport Security Program: A program that describes the actions to be taken to protect airlines, passengers, staff, aircraft and property against terrorist or criminal acts.
<b>ATCT</b>	Airport Traffic Control Tower: Building where air traffic controllers manage and direct air traffic by keeping aircraft at safe distances from each other, as they are directed for takeoff, landing, or taxi.



<b>CTA</b>	Central Terminal Area: The adjacent roadway and surrounding public area in front of the terminals at LAX. The area also encompasses administrative offices and parking structures found around the roadway system in front of the terminals.
<b>FAA</b>	Federal Aviation Administration: The FAA is the authority with powers to regulate all aspects of civil aviation within the United States. These include the construction and operation of airports, air traffic management, and the certification of personnel, airports and aircraft.
<b>GSE</b>	Ground Service Equipment: Aircraft pay movers, tugs, dollies, bulk carts, bag carts, belt loaders, deck loaders, and any vehicle used for servicing of aircraft or the transport of cargo, fuel, persons or equipment within the AOA.
<b>LAWA</b>	Los Angeles World Airports: The airport oversight and operations department for the City of Los Angeles.
<b>LAX</b>	Airport code to identify Los Angeles International Airport.
<b>Public Area</b>	Public portions of terminal buildings, including ticketing counters, satellites, concourses, and baggage claim. Also includes the Central Terminal Area's parking facilities, roadways and adjacent buildings.
<b>Ramp Area</b>	Portion of the AOA used by airport tenants for servicing and loading aircraft. The ramp area is part of the Security Identification Display Area (SIDA).
<b>Restricted Area</b>	The Restricted Area is part of the SIDA, including but not limited to passenger and cargo loading aprons, hangar areas, runways, taxiways and vehicle service roads.
<b>Runway</b>	A piece of pavement on the airport surface designed for aircraft landings and takeoffs.
<b>SAFE</b>	Security & Airport Safety Enforcement, (SAFE) Program: An awareness and enforcement program designed to educate airport tenants and their employees about the safety and security rules of LAX. A point system is used based on the severity of a violation and is structured to hold violators accountable for safety and security-related offenses. All LAX badge holders are accountable to the standards of the SAFE Program.
<b>Safety Area</b>	A defined area on all sides of a runway or taxiway that is prepared or suitable for reducing the risk of damage to aircraft. This area must remain clear of any obstacles that could impede the safe path of aircraft and wingtip clearance. Safety areas at LAX may be identified by a green color painted on the pavement on either side of the taxiways.
<b>SIDA</b>	Security Identification Display Area: Includes any area identified in the Airport Security Program requiring each person to continuously display airport approved identification, unless under airport approved escort.
<b>Sterile Area</b>	Portions of an airport passenger terminal that reside between the security screening checkpoint and aircraft boarding areas.
<b>Taxiway</b>	The parts of the airfield designated for the surface maneuvering of aircraft to and from the runways and aircraft parking areas.
<b>VSR</b>	Vehicle Service Road: A roadway, access lane, passageway, and/or other area designated for the movement of vehicles on the AOA.



## IV. Access Icons



**Restricted Area Driver (RAD):** Allows badge holders to drive airport approved vehicles and/or GSE on ramps and vehicle service roads. Prior to being issued, an applicant must have a valid U.S. driver's license, complete a minimum of eight (8) hours of practical day and nighttime driving with a certified trainer and pass an examination.



**AOA Familiarization (AOA):** For badge holders with an operational need to access designated restricted areas of the airfield; however, do not have direct contact with the ATCT. All applicants must complete a training session and receive approval by LAX Airport Operations prior to applying for the icon.



**Air Traffic Control (ATC):** For badge holders requiring communications with the ATCT and access to the AMA. *Must be accompanied by a RAD icon.*



**Aircraft Surface Movement (ASM):** For badge holders that perform aircraft tow/taxi on the AMA. Prior to being issued, an applicant must have received surface movement training sponsored by their organization and complete a training course provided by LAX Airport Operations. *Must be accompanied by a RAD icon.*



**Red Custom Seals:** For badge holders who have an operational need to access non-cleared flights or areas where non-cleared passengers, baggage and cargo may be present.



**Black Custom Seals:** For badge holders who have an operational need to work non-cleared flights/cargo however do not have direct contact with non-cleared passengers.



**Aircraft Fueling:** For badge holders who drive and perform in-to-aircraft fueling. Applicants requesting this icon must have received the required FAA fueling training/certification in addition to the requirements listed for the RAD icon.



**Escort:** For badge holders with the need to escort un-badged personnel. Applicants must attend the Airport Police authorized escort training course.



## **V. Citation Process**

The SAFE Citation is an administrative tool used to address violations of LAX Rules and Regulations, as well as applicable local, state and federal guidelines. Citations may be issued by either LAX Airport Operations or LAX Airport Police electronically or via paper copy. If a paper copy citation is issued, the supervisor of the citation recipient must return the signed notice to the Airport Police station within 72 hours.

The SAFE Citation will include the following information:

- Date and approximate time of the offense
- Violator's name
- Applicable Rule(s) and/or Regulation(s) that may have been violated.

### **Processing and notification of the SAFE Citation will be completed as follows:**

- a. An electronic copy of the citation will be emailed to the violator's point of contact on file for his/her employer.
- b. Any applicable information, such as recall, suspension of privileges etc., will be added to the violator's LAWA badge profile with the Security Badge Office, by the SAFE Coordinator.
- c. If a "Notice of Badge Suspension" or "Notice of Training Required" is warranted, the notice will be sent to badge holder's designated company contact.
- d. Should the badge holder wish to appeal a citation (see Section VIII), the SAFE Coordinator will process the fully completed "Request for Appeal" and will schedule a hearing (see Section XI).



## VI. PENALTIES

Point Threshold	Associated Penalties	Badge Suspension Period
Open	At the discretion of the SAFE office, badge holders may be required to complete training assigned by Airport Operations or Airport Police. Assigned training must be completed within <b>7 days</b> of the "Notice of Training Required." <b>Failure to successfully complete the training within the specified time frame will result in all LAWA badges being recalled or deactivated until the training is completed.</b>	<b>0 days</b>
4	Badge holders that accumulate 4 to 7 points within the last 12 months will be required to surrender their badges to the Airport Police SAFE coordinator by the designated day/time on the "Notice of Badge Suspension."	<b>7 days</b>
8	Badge holders that accumulate 8 to 11 points within the last 12 months will be required to surrender their badges to the Airport Police SAFE coordinator by the designated day/time on the "Notice of Badge Suspension."	<b>30 days</b>
12	Badge holders that accumulate 12 or more points within the last 12 months will be required to attend a mandatory hearing where the penalty will be determined.	<b>Up to and including Revocation</b>

### NOTE:

1. All violations and penalties apply to the violator and all associated LAWA badges held by the violator. Any suspension or revocation will be applied to all badges issued to the violator.
2. No new badges will be issued during the suspension/revocation period.
3. Failure to surrender all badges by the designated day/time will result in the deactivation of all badges associated with the badge holder. Deactivated badge holders will be required to go through the complete badging process for all badges after the end of the suspension period.
4. Any violation may result in a mandatory SAFE hearing.
5. SAFE may modify any citation or warning after completing an investigation.
6. See section XI for badge surrender process.
7. See section XII for badge confiscations.



## VII. SAFETY AND DRIVING VIOLATIONS

All violations of the Rules and Regulations carry a point value; these points will remain on the violator's record for 12 months, for the purpose of administering penalties.

### Category A - Safety and Driving Violations:

The following are examples of Category A violations of the LAX Rules and Regulations which may result in a **one (1) point** citation:

Section	Description
3.11.1	All FOD on ramps and service roads shall be picked up safely or reported to the ARCC (424) 646-5292
5.2.8	No parking or staging of vehicles or equipment on the painted yellow-hashed pedestrian walkways
6.2.6	Aircraft parking position setup is restricted to one hour prior to flight arrival unless the gate is occupied
11.1.7.a	No vehicle may operate in an aircraft parking position except when actively involved in aircraft servicing
11.1.11.a	All vehicles & equipment shall be parked with parking brake engaged
11.2.5.a	Before operating any motor vehicle or equipment, the operator shall ensure that vehicle and or equipment is in roadworthy condition
11.4.2	No baggage or cargo Unit Load Devices (UDL)/cans shall be left on the ground or unsecured on its corresponding ground support equipment/dollies
11.4.3	Chocks and cones shall be transported either inside a vehicle, in an enclosed container or tethered to the vehicle





### Category B - Safety and Driving Violations:

The following are Category B violations of the LAX Rules and Regulations which may result in a **two (2) point** citation:

Section	Description
3.1.2	No person or company shall destroy, damage, or deface any Airport property, nor intentionally abandon any company or personal property
3.1.4	Any accident involving an aircraft and/or a vehicle shall be reported immediately to the Airport Response Coordination Center (ARCC) at (424) 646-5292
3.1.8	Any employee who is determined to have caused an accident and/or property damage is subject to citation.
3.5.10	No person shall be on the AOA and/or operate a vehicle/equipment while wearing headsets/earbuds that cover, rest on, or are inserted into both ears. Approved hearing protection and hearing assistive devices are exempt
3.5.11	No supervisory level employee shall knowingly authorize, approve or direct a subordinate employee to violate any of the LAX Rules & Regulations
3.11.3	Plastic sheeting to cover cargo, pallets or containers shall only be used on the Air Operations Area (AOA) when properly secured to prevent FOD
3.16.3	No passenger baggage carts are allowed on escalators or moving walkways
3.19.1	AOA - No person shall smoke cigarettes, cigars, pipes, or carry any open flames on the AOA except in designated smoking areas
3.19.1.a	The use and possession of e-cigarettes and vaping devices is prohibited on the AOA
3.22.1	No person shall place, discharge, or deposit in any manner paper, trash, rubbish, litter, or other refuse anywhere on the Airport including ramps, stairwells, jet bridges, parking areas, etc., except in proper receptacles and other places designated by LAWA
3.22.2	All wood pallets, cardboard, glass, paper products and plastic waste shall be deposited in proper recycling receptacles
3.22.5	All trash cans/bins/dumpsters located on the AOA, when equipped with wheels, shall have an internal (built-in) wheel locking device to prevent inadvertent movement. The device shall be engaged whenever the unit is left unattended. If not so equipped the wheels shall be removed.
3.22.7	All trash cans on the AOA shall be secured to prevent inadvertent movement.
3.24.1	In accordance with FAA Regulations, no person shall feed, provide habitat, or otherwise introduce or encourage factors on the Airport that attract or may attract birds or other wildlife



<b>4.5.11</b>	No aircraft shall be moved or towed on the airport except by a vehicle of a type recommended or approved for such purpose. Said vehicles are restricted to routes prescribed by the General Manager
<b>4.5.16</b>	All aircraft being taxied or towed shall proceed with navigational lights illuminated during the hours between sunset and sunrise or during periods of low visibility
<b>4.6.6</b>	Maintenance running of an aircraft engine at the gate is prohibited unless approved by the General Manager or designee and in compliance with the LAX noise abatement procedures. See Section 13 - Noise Abatement
<b>4.7.1</b>	Operators unable to perform run-ups on approved leasehold run-up pads must obtain approval and instructions from the ARCC (424) 646-5292 prior to conducting such activity
<b>4.7.3</b>	Idle engine checks, run-ups and auxiliary power units shall be operated at minimum time required to accomplish the necessary maintenance or preflight check
<b>5.1.2.d</b>	The following regulations apply to the Tom Bradley International Terminal (TBIT) and Midfield Satellite Concourse (MSC): Wheelchair Service Providers shall store equipment in leasehold areas only. At no time shall equipment impact accessible routes, the clear flow of traffic or prohibit free access to emergency exits
<b>5.1.3</b>	Wheelchair Service Providers shall not push more than one occupied wheelchair at a time unless approved by the General Manager
<b>5.1.6</b>	Wheelchair Service Providers shall not place more than one medical device, bag and one carry-on on a passenger's lap
<b>5.2.14</b>	TBIT Bag Room - Towing of equipment shall be restricted to the following: a. One (1) – LD 7 Dolly; b. Two (2) – LD 8 or LD 11 Dollies; c. Three (3) – Baggage Carts; d. Four (4) – LD 3 Dollies
<b>5.2.2</b>	Speed shall be kept at five (5) mph at TBIT Interstitial Bag Room and three (3) mph for the Interline Bag Room
<b>5.10.4</b>	No vehicle or equipment is allowed to park, stage, or traverse on the red-hash marked areas around the passenger boarding bridges
<b>5.10.8</b>	No trash or refuse from aircraft cabins is allowed on the ramp and in ramp trash bins. Trash or refuse collected from aircraft cabins shall be disposed of immediately in trash compactors
<b>6.2.2</b>	Do not block any wheeled fire extinguisher(s)
<b>6.2.3</b>	Building or breaking down of cargo on the gate area is prohibited
<b>6.2.4</b>	Storing of cargo, equipment, or vehicles beyond the building lease limit line is prohibited
<b>6.2.8</b>	All fluid or cargo spills shall be cleaned up immediately



<b>8.4.1</b>	Do not block, wedge, obstruct, or otherwise causing or allowing impairment of the operation of a fire assembly as listed below pursuant to the corresponding Los Angeles Municipal Code (LAMC)
<b>9.1.4</b>	All fuel servicing vehicles shall be properly bonded with the aircraft being serviced during all fueling operations
<b>9.1.6</b>	Except when actively fueling, no fuel tanker shall be parked within 50 feet of any parked aircraft or building. Parking at approved maintenance facilities is exempt while actively being repaired/serviced
<b>9.1.7</b>	Unless empty, all fuel tankers shall have a clear space of at least 10 feet from other vehicles, equipment, fences or barriers when parked and unoccupied
<b>9.1.18</b>	The operator of any fueling service vehicle shall be outside the vehicle and in constant control at all times when refueling an aircraft
<b>9.1.21</b>	All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling or being refueled.
<b>9.1.31</b>	All fuel tankers that are out of service and empty must have a LAWA provided "Tanker Empty" placard clearly visible from 50ft away on the front and rear of the tanker
<b>9.2.6</b>	All fueling service vehicles shall have the parking brake engaged and chocks set on the front and back of a tire whenever parked, fueling or being refueled.
<b>9.5.3</b>	On each shift, fuelers shall inspect their vehicle/cart prior to use to ensure that it meets all applicable standards. This inspection shall be documented on a company provided inspection sheet that shall be kept with the vehicle/cart for the duration of the shift and presented to LAWA for inspection immediately upon request. Fuelers shall continuously monitor their vehicle/cart when in use for any unsafe conditions that may develop
<b>11.1.1.c</b>	All operations of motor vehicles/equipment shall not be operated if constructed, equipped, or loaded in a manner that would endanger persons or property
<b>11.1.1.j</b>	All drivers shall obey all traffic signs/lights, directions and markings
<b>11.1.1.k</b>	All operations of motor vehicles/equipment shall not hinder or endanger the movement of aircraft
<b>11.1.1.o</b>	All occupants use seat belts when equipped while operating on Airport Vehicle Service Roads (VSR)
<b>11.1.1.q</b>	All vehicles/equipment shall be operated in a safe manner
<b>11.1.1.r</b>	Vehicles/motorized equipment can only be towed/moved by equipment designed for such purposes (i.e. tow trucks). Disabled vehicles/equipment can only be pushed to the extent required to be removed from imminent danger
<b>11.1.1.s</b>	Passing or overtaking is not permitted within 50ft of a service road intersection, taxiway intersection, full stop sign/marking, stop for aircraft sign/marking or at any time within the zipper markings



<b>11.1.2.a(1)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 20 MPH on all vehicle service roads
<b>11.1.2.a(2)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 10 MPH on VSR "K"
<b>11.1.2.a(3)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 10 MPH on all ramp/apron areas outside the aircraft limit line
<b>11.1.2.a(4)</b>	Vehicles shall be operated on the AOA in strict compliance with speed limits of 3 MPH or walking speed, on all ramp/apron areas inside the aircraft limit line
<b>11.1.2.a(5)</b>	Speeds should never exceed a reasonable and prudent speed, consistent with existing traffic, lighting and weather conditions
<b>11.1.3.a</b>	No person shall use mobile devices while operating vehicles on the AOA unless using hands-free equipment
<b>11.1.5.a(3)</b>	All vehicles on the AOA shall yield the right-of-way to all aircraft and the following vehicles ... busses operating on taxiways and displaying a rotating yellow beacon when responding to an emergency
<b>11.1.5.b</b>	Vehicles operating on roadways take precedence over vehicle traffic in adjacent areas (e.g. leaseholds, aircraft parking ramps and equipment parking areas)
<b>11.1.9.a</b>	Minimum safe distances shall be maintained when operating a motor vehicle in front of or behind aircraft with engines running
<b>11.1.11.f</b>	No vehicle shall be stopped or parked on any taxiway, taxilane, access lane, or area marked with solid red or red hatched lines
<b>11.1.11.h</b>	Vehicles/GSE equipped with raising or lowering attachments and/or extensions (e.g. aircraft stairs, maintenance lifts etc.) shall be left in the lowered position when unattended or when not in use (boom lifts are exempt)
<b>11.4.1.a</b>	No more than (five) 5 baggage carts shall be towed on the AOA
<b>11.4.1.b</b>	No more than 4 LD-3/LD7 dollies or any other combination of equipment shall be towed on the AOA
<b>11.4.1.c</b>	Only one 20ft dolly may be towed at a time. No other equipment may be towed concurrently with a 20ft dolly
<b>11.4.1.d</b>	All freight, cargo and baggage shall be transported in a manner that prevents spillage.
<b>11.5.1</b>	The use of another company's GSE is not allowed without written agreement between the companies' authorized representatives
<b>11.6.4.a</b>	Passengers and employees may only be transported in vehicles designed for such purpose, provided the driver is appropriately trained to operate said vehicle
<b>11.6.4.b</b>	Each occupant must be in a seat with the seat belt fastened (if equipped). The number of occupants on-board may not exceed the number of seating positions and vehicle seating capacity



11.8.1	No repairing, dismantling, or servicing of vehicles and GSE in any area other than the tenant's approved leasehold is allowed
11.11.1	Pedestrian traffic is prohibited on AOA roadways and areas outside of the apron limit lines
14.2.1	Equipment washing, degreasing, etc., shall only be allowed where the effluent can be collected, treated, and properly disposed. Discharge of hazardous materials at both LAWA and tenant facilities directly emptying into the storm drain system is prohibited

### Category C - Safety and Driving Violations:

The following are Category C violations of the LAX Rules and Regulations which may result in a **three (3)** point citation:

Section	Description
3.5.5	No person shall place any solids in, or pour any liquid other than water down floor drains, manholes, storm water drains, or sewer connections
4.5.1	Any non-flight crewmember who tows, taxis, or otherwise moves an aircraft on any movement area a distance of more than 1,500 feet (defined as a "Long Tow"), must successfully complete the Aircraft surface movement (ASMP) training and hold the ASMP icon on their SIDA badge
5.1.8	Wheelchair Service Providers shall accompany passenger with connecting flights until appropriately transferred to the receiving airline or dismissed by the passenger
5.6.2	Do not block, obstruct, impede access to, tamper with, or steal equipment intended for life saving purposes (Automated External Defibrillators (AED), Panic Buttons, Emergency Phones, Emergency Stair Chairs, etc.)
8.4.6	Fire extinguisher equipment shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention.
8.4.16	Use of a fire extinguisher under any circumstances shall be reported to Airport Police Dispatch (424) 646-7911, and as soon as practical, the ARCC (424) 646-5292.
11.1.1.n	All operations of motor vehicles and or equipment shall not be operated across taxilanes between terminals unless they are marked with appropriate (zipper) markings
11.1.5.a(1)	All vehicles on the AOA shall yield the right-of-way to all aircraft and the following vehicles: Aircraft that are being taxied, towed, or otherwise moved, including their towing and guiding vehicles
11.1.5.a(2)	All vehicles on the AOA shall yield the right-of-way to all aircraft and the following vehicles: Emergency equipment responding to an emergency (i.e., Aircraft Rescue and Firefighting (ARFF), Airport Operations, Airport Police and LAFD vehicles displaying a red flashing light)



<b>11.1.6.a</b>	No pedestrians or vehicles are allowed on aircraft movement areas unless approved by LAX Airport Operations and the FAA Air Traffic Control Tower
<b>11.4.1.i</b>	No freight, cargo or baggage shall exceed the width of the vehicle/equipment being used for transport. Any load exceeding 4' beyond the length of the vehicle/equipment being used for transport must be flagged or lighted. Exceptions may be requested by contacting Airport Operations prior to transport at 424-646-292.



### Category D - Safety and Driving Violations:

The following are Category D violations of the LAX Rules and Regulations which may result in a **four (4)** point citation:

Section	Description
3.1.7	All persons involved in an accident, including all witnesses, shall remain at the scene of the accident, unless otherwise authorized by a LAWA representative
4.5.5	Aircraft shall not be taxied, towed, or otherwise moved on any part of the operational areas until specifically cleared to do so by the FAA ATC Tower
4.5.9	No aircraft shall be taxied, towed, or otherwise moved on the airport in a careless or negligent manner or in disregard of the rights and safety of others or without due caution and circumspection, or in a manner which endangers persons or property, and at a speed that cannot ensure complete control at all times
5.1.7	Unless dismissed by the passenger, wheelchair Service Providers shall not leave passenger unattended for more than 30 minutes
5.1.9	Wheelchair Service Providers shall not solicit gratuities from passengers, nor make any inference that gratuities are necessary
9.1.1	All fueling operations shall be conducted by trained personnel per Federal Aviation Regulations (FAR) Part 139.321 (b-f)
9.1.14	All fueling service tankers require a current "Division 5 permit" from the Los Angeles Fire Department (LAFD).
9.1.17	The delivery of fuel shall at all times be under the control of the vehicle operator. Latching or fastening devices on the control units (deadman) are not permitted
9.1.32	All newly introduced fueling service vehicles/carts shall be inspected and approved by Airport Operations prior to initial operation in the AOA.
9.1.33	All aircraft fueling operations shall be conducted by trained personnel per Federal Aviation Regulations (FAR) Part 139.321 (b-f).
9.4.1	All fuel spills shall immediately be reported to the ARCC (424) 646-5292 and/or Airport Police Emergency Dispatch (424) 646-7911.
9.5.1	A current list of fueling equipment inventories shall be submitted on a monthly basis to <a href="mailto:regulatorycompliance@lawa.org">regulatorycompliance@lawa.org</a> , no later than the last day of each calendar month.
9.5.2	A current list of aircraft fuel handling personnel shall be submitted on a monthly basis to <a href="mailto:regulatorycompliance@lawa.org">regulatorycompliance@lawa.org</a> , no later than the last day of each calendar month.
11.1.1.b	All operations of motor vehicles and or equipment shall not be operated in a careless or negligent manner or in a way that would endanger persons or property



<b>11.1.10.a</b>	No vehicle shall be driven in any area between a bus and an aircraft, loading gate, or building when the area is actively being used as a walkway for passengers
<b>11.11.2</b>	Pedestrians on the runways and taxiways are strictly prohibited



## Category E - Safety and Driving Violations:

The following are examples of Category E violations of the LAX Rules and Regulations which may result in immediate confiscation of the airport badge and a mandatory SAFE Hearing. Immediate airport badge confiscations can occur for any violation depending on the severity of the violation. Please refer to the Badge Confiscations section XI.

Section	Description
<b>3.5.1.a</b>	All employees that operate a motor vehicle or automotive equipment on Airport property shall not consume or be under the influence of any intoxicating beverages, drugs, or narcotics while on duty; nor shall any person operate a motor vehicle, attend, or assist with any aircraft operation while under the influence of alcohol, drugs, or any controlled substance
<b>4.5.3</b>	An escort provided by LAX Airport Operations is required when any aircraft is taxied, towed, or otherwise moved across any runway, when a non-flight crewmember is attending the controls
<b>11.1.6.c</b>	No vehicle or pedestrian shall access an active runway unless escorted by Airport Operations with appropriate clearance from ATC
<b>11.3.1.a</b>	A Restricted Area Driver (RAD) Icon is required to drive any vehicle or equipment on vehicle service roads and ramp areas outside of tenant leaseholds. Drivers receiving driver's training by a LAWA authorized RAD trainer in the front passenger seat are exempt from this requirement
<b>11.3.1.c</b>	No driver shall operate a motor vehicle unless appropriately licensed



## VIII. SECURITY VIOLATIONS

All violations of the Rules and Regulations carry a point value; these points will remain on the violator's record for 12 months, for the purpose of administering penalties.

### Category A - Security Violations:

The following are examples of Category A violations of the LAX Rules and Regulations which may result in a **one (1) point** citation:

Section	Description
7.5.9	The badge holder is responsible for ensuring all badges are kept free from mutilation, damage or defacement

### Category B - Security Violations:

The following are Category B violations of the LAX Rules and Regulations which may result in a **two (2) point** citation:

Section	Description
4.1.3	No person shall enter an aircraft without the consent of the owner or representative in-charge
7.2.6	Security doors shall be kept secured as required by the ASP
7.2.8	Any badge holder shall report an activated audible alarmed door to Airport Police: (424) 646-7911
7.3.3	All tenant escorts shall be documented except escorts taken through LAWA's Security Vehicle Access Posts. Note: Escorts shall record their information on the standard issued LAWA escort form. All escort logs shall be retained for twelve months for auditing purposes. For escorts originating at LAWA Security Vehicle Access Posts, a log is not required because the information will be captured by security personnel assigned to the post.
7.3.4	No more than one vehicle shall be escorted unless approved by General Manager or designee. All escorted vehicles shall be continuously controlled and monitored
7.3.5	All vehicles left unattended must comply with vehicle identification and access media requirements
7.3.6	No more than five persons shall be escorted by any individual unless approved by General Manager or designee. All escorted individuals shall be continuously controlled and monitored



7.3.7	All escort logs must be completed with proper information prior to conducting an escort. The escorted person must possess valid government identification. The escort logs must be kept in possession of the escorter, until the conclusion of the escort. It must be presented upon demand for inspection from Airport Police personnel.
7.4.1	The perimeter fence shall have a 10-foot clear zone on the exterior and 5-foot clear zone on the Secured Area (AOA) side. The clear zone shall remain free of any equipment, vehicles, and obstructions, including trees, brush, and poles
7.5.5	All LAX issued Security Identification Badges shall be worn on the outer-most garment above the waist and below the neck while in the Secured Area (AOA), SIDA, or Sterile Area
7.5.6	Each person issued an LAX Security Identification Badge granting restricted area access is responsible for challenging any individual who is not properly displaying an LAX issued Security Identification Badge appropriate for the area
7.5.8	All prohibited item logs shall be complete
7.5.10	Only company purchased and LAWA authorized prohibited items, which are essential to the operation of the business, are allowed in the sterile area

#### Category D - Security Violations:

The following are Category D violations of the LAX Rules and Regulations, which may result in a **four (4) point** citation:

Section	Description
3.5.2	Vandalism and graffiti are strictly prohibited
3.5.9	All persons shall comply with the lawful orders of Airport Operations and/or Airport Police
7.2.2	Any badge holder(s) who allow other persons unauthorized access on to the Secured Area, SIDA, or Sterile Area by tailgating or piggy-backing will be subject to citation and or badge confiscation
7.2.7	No badge holder responsible for activating an audible alarmed door shall leave the alarmed door unattended
7.2.10	Tenants shall be responsible for controlling access into the Secured Area (AOA), SIDA, or Sterile Area through doors located on their leasehold. Any tenants that fail to properly control access will be subject to a citation and may lose their access to the Secured Area (AOA), SIDA, or Sterile Area
7.2.11	Aircraft operators shall prevent unauthorized access to aircraft



<b>7.2.12</b>	Each security badge holder is responsible for presenting his/her own access media when transitioning through ACAMS controlled portals, including gates, turnstiles, etc., wherever there is a reader present
<b>7.3.1</b>	All escorts shall be conducted by an authorized employee possessing a LAX issued Security Identification Badge with an appropriate escort icon
<b>7.3.8</b>	Any person conducting an authorized escort must be within visual line of sight, in order to monitor and control the escorted person(s). Failure to follow all escort procedures may result in revocation of escorting privileges and/or badge confiscation
<b>7.5.2</b>	No badge holder may circumvent, compromise, modify, interfere, deface, vandalize or cause a person to tamper, interfere with, modify or attempt to circumvent any security system
<b>7.5.4</b>	No badge holder may use or allow use of any airport issued access medium or identification system that authorizes the access, presence, or movement of persons or vehicles in the Secured Area, SIDA, FIS, or Sterile Area in any other manner than for what it was issued
<b>7.5.11</b>	Any person in possession of one's own LAX issued Security Identification badge that has been reported lost or stolen must immediately report it to the Security Badging Office. If the badge is discovered lost or stolen after business hours, the employee shall report such discovery to their immediate supervisor or manager. The immediate supervisor or manager shall contact the Airport Police immediately at (310) 646-4268

### Category E - Security Violations:

The following are examples of Category E violations of the LAX Rules and Regulations which may result in immediate confiscation of the airport badge and a mandatory SAFE Hearing. Immediate airport badge confiscations can occur for any violation depending on the severity of the violation. Please refer to the Badge Confiscations section XII.

Section	Description
<b>3.5.1.b</b>	Consumption, possession, use, display, transfer, distribution, sale, transportation, advertisement, marketing or growth of any controlled substance or possession of paraphernalia on LAWA property is prohibited
<b>7.5.12</b>	Any act of violence committed on LAWA property is strictly prohibited



## **IX. Request for Appeal**

Badge holders have the right to appeal citations via a SAFE Hearing process. In order to exercise the right to appeal, the badge holder must submit a completed “Request for Appeal” form within 7 days of the date the citation was issued.

Failure to file a completed “Request for Appeal” within 7 days of the citation will constitute a plea of “No Contest” and acceptance of having committed the violation. This will prohibit the badge holder from any further action on contesting the citation, resulting in accrual and assessment of any sanctions and/or points to be entered into the badge holder’s record associated with the citation.

Note: “Request for Appeal” can only be submitted by the badge holder listed on the citation. Hearings will not be scheduled unless a completed and substantiated “Request for Appeal” has been filed within the specified timeframe.

The “Request for Appeal” form can be found at <http://www.lawa.org/safe/>

## **X. Hearing Process**

All hearings shall be heard before a panel of SAFE Hearing Officers. This hearing is administrative in nature and the badge holder will be given an opportunity to present any relevant extenuating circumstances.

The Hearing shall be in person at a location determined by the SAFE Coordinator. Attendance of the badge holder and his/her 2<sup>nd</sup> level supervisor or manager is mandatory. Failure of the above relevant parties to attend an appeal hearing will result in a “sustained” decision for the citation being challenged. With the exception of immediate badge confiscations, all penalties associated with the contested violation shall be suspended until the hearing panel has issued a written ruling.

Security related violations, where the hearing panel’s decision is a suspension of 15 days or greater, will be forwarded to the Airport Security Coordinator (ASC), or designee, for additional review and final approval. It’s the sole discretion of the ASC, or designee, to accept or overrule the recommendations made by the SAFE program hearing panel. Once the ASC, or designee, has reviewed the circumstances and has rendered a decision, that decision is final and is not appealable. The badge holder will be notified in writing by the Airport Police SAFE coordinator of the final decision.



## **XI. Badge Surrender (Suspension)**

When a “Notice of Badge Suspension” is warranted, the notice will be sent to badge holder’s designated company contact. The company will be responsible for immediately notifying the badge holder of the pending suspension and provide the employee with the “Notice of Badge Suspension” which will specify the procedure for surrendering all badges issued to the badge holder. Failure to surrender all badges by the designated day/time will result in the deactivation of all badges associated with the badge holder. Deactivated badge holders will be required to go through the complete badging process for all badges after the end of the suspension period.

## **XII. Badge Confiscation**

The Airport General Manager or designee reserves the right to immediately confiscate, deactivate and/or restrict a badge holder’s LAWA issued badge in cases of gross negligence or egregious security offenses. Some examples include being under the influence of any narcotic or controlled substance on airport property, causing a significant accident resulting in substantial damage or injury, entering a movement area without proper approval, driving a vehicle on the AOA without a valid RAD icon, intentional or deliberate acts, repeated violations of the same nature, criminal acts, criminal investigations or implications of any involvement in criminal activity.

## **XIII. Contacts**

For questions and additional information about the SAFE Program, please visit [www.lawa.org/safe](http://www.lawa.org/safe), contact LAX Airport Operations or Airport Police at the following contacts:

- a. SAFE Program Administrator | (424) 646-5890 | [safe@lawa.org](mailto:safe@lawa.org)
- b. SAFE Program Airport Police Officer | (424) 646-5646 | [laxpdcrimeanalysis@lawa.org](mailto:laxpdcrimeanalysis@lawa.org)
- c. Airport Police Vehicle Inspection Coordinator | (424) 646-5645
- d. LAX Security Badge Office | (424) 646-5500
- e. LAX Regulatory Compliance and Safety Office | (424) 646-5883  
[regulatorycompliance@lawa.org](mailto:regulatorycompliance@lawa.org)