



LAX Security Credential Section

AIRPORT POLICE DIVISION

NEWSLETTER

FEBRUARY 2017

BADGE ACCOUNTABILITY

It is the responsibility of each company to maintain accountability of all Security Badges issued to their employees. Security Badges must be retrieved and returned to the Security Credential Section (Badge Office) 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. Security Badges must be returned to the Badge Office on a completed "Update Form" the next business day.

In cases when a Security Badge is not retrieved from the individual at the time of separation, the 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 Security Badge, notification must be made immediately. Upon this notification, the Badge Office will "revoke" the individual's access, to prevent them from accessing the AOA, Restricted or Secured Areas. In these cases, an Update Form must still be filled out and submitted, indicating what steps the company has taken to retrieve the Security Badge from the individual.

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

LAX Concessions Re-badging

During the months of December 2016 and January 2017, Concession Identification cards and LAWA Administrative Security badge holders were re-badged. Concessions Identification cards went from Teal to **Tan** and LAWA Administrative Security badges went from White to **Orange**. At the beginning of February 2017 any remaining outstanding airport issued identification that was Teal or White were invalidated. Badge holders that retained the former cards must return the card and restart the badging process. We are beginning the preparation to Re-badge Maroon & Green Security badge holders in the up coming months.

Updated Fingerprint Results

As a result of re-vetting, every Authorized Signer should check for updated fingerprint results on a daily/weekly basis. Applicants are receiving fingerprint results while they have an active badge.

Authorized Signer Tips

Authorized Signers, there are a few simple steps that you can follow in order to assist your employees.

1. Schedule an appointment using the online appointment system.
2. Please remind your employees they must arrive on time to their appointment
3. Ensure that the applicant has a VALID government issued photo ID, PLUS a photocopy of the ID.
4. They must also have their ORIGINAL proof of work authorization, PLUS a photocopy of that document.
5. A fully completed application with no errors, write over's, white out or scratch-outs.
6. Applicants who are receiving a first time badge or who have had a break in access for more than 6 months, are required to conduct airport security training after clearing fingerprints and before sending them into the Security Badge Office.
7. First time badge holders must also have a copy of their fingerprint clearance attached to the badge application. When completing badge applications, use only job titles and work locations listed on your Organization Fact Sheet and do not deviate from the listed information.
8. Please do not send applicants in with expired documents.
9. Please cancel any appointment you will not need. This allow someone else to use that available appointment.

RESTRICTED AREA DRIVER EXAM REMINDER

On January 1, 2017, the Restricted Area Driver's Exam was updated. A new study guide was also made available. Please be sure to download the January 2017 study guide posted on our website on the Applicants tab.

We also request those taking the Restricted Area Driver's Exam arrive at least 10 minutes early Late arrivals will not be allowed entrance and will need to reschedule for another day and time.



HOLIDAY CLOSURE

The SBO will be closed in observance of **Presidents Day** on **Monday, February 20, 2017**

LAX Security Badge Office
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

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: sbo.lawa.org

Certified Trainer Class

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

New 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 at 11:00 a.m., and on the last Tuesday of the month at 10:30 a.m.

To schedule a reservation, please email: 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

To Reach Us

Telephone: (424) 646-5500