

APPENDIX 5 - SECURITY and AIRFIELD ENFORCEMENT PROGRAM (SAFE)

LIST OF REVISIONS

The following changes were made since the initial program release:

| Date of Revision | Section | Pages | Subject |
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1. Purpose

The Airport's safety and security culture of willful and sustained compliance with the requirements set forth in the Airport Rules & Regulations, and the Airport Security Program (ASP), is best served by the implementation of the Security and Airfield Enforcement Program (SAFE). This program is designed to identify instances of non-compliance, taking prompt and effective corrective actions to prevent repeated offenses of the same or similar violation, and to mitigate identified vulnerabilities. This is a dynamic document that will certainly encounter periodic changes based upon new and/or amended federal mandates, ONT policies, security vulnerabilities, or changes in airport security technologies. To obtain the most current version of the SAFE program, please visit www.flyontario.com.

2. Administration

The SAFE Program is administered by the Airport Security Coordinator (ASC), with direct oversight and enforcement efforts provided by a collective of Airport Officials, to include Airport personnel, Ontario Police Department (OPD) Law Enforcement Officers (LEO), and TBI Airfield Management Inc. personnel (TBI).

3. Applicability

All permittees and security badgeholders having motor vehicle, safety, and security responsibilities pursuant with the Airport Rules and Regulations, and the ASP, are subject to the oversight and enforcement efforts under the SAFE program.

4. Oversight

Airport Officials conduct daily inspections, tests, respond to airport incidents, and enforce identified violations. All permittees and security badgeholders are subject to enforcement action when reasonable grounds exist to believe that a violation has occurred, either by commission or omission, of the following:

- (1) Security Violations.
- (2) Motor Vehicle and Pedestrian Safety Violations involving ground movement and the safety of personnel, aircraft, vehicles, aircraft fueling, and fuel storage/handling occurring within the Airport Operations Area (AOA).
- (3) Landside and/or Ground Transportation violations involving commercial vehicle operators, owners, and drivers transporting or offering to transport passengers, pursuant with the Ground Transportation Rules and Regulations.

5. Enforcement

The SAFE Program includes the implementation of two (2) enforcement systems:

- Safety Point-based System (Attachment 1): Applies to all violations of AOA and Safety Rules and Regulations.
- Security Administrative Fine-based System (Attachment 2): Applies to all violations of Section 7 of the Rules and Regulations and the ASP.

Both enforcement systems utilize a progressive action philosophy premised by the offense, number of offenses, or accumulation of points. For a complete summary of corrective actions and penalties, please reference the attached violation schedules.

The ASC or designee reserves the right to deny, suspend, revoke, or limit the scope of an individual's security badge, endorsements or privileges based upon reasonable grounds and giving due consideration to the nature of the offense. No enforcement decision shall establish precedent, and every instance of noncompliance is considered independently.

6. SAFE - Notice of Violation Process

The Notice of Violation (NOV) is a citation issued by Airport Officials to document violations of the Airport Rules and Regulations and/or the ASP; provides immediate notice to the offender and company; and serves to initiate the corrective action(s) process. The NOV may be issued using a triplicate paper form, or the use of a paperless software solution implemented by the airport.

NOV Triplicate Form Distribution:

- Original Copy: Retained by the Security Badging Office
- Recipient Copy: At the time of issuance, a copy is provided to the security badgeholder or permittee. In the event the recipient cannot be located, a copy shall be given to the security badgeholder or permittee's Authorized Signatory, Supervisor, or Management Representative.
- Company Copy: If not available at the time of issuance, the recipient is responsible for providing the Company Copy to his/her Authorized Signatory, Supervisor, or Management Representative.

Prior to resolution of all incidents, the NOV issuing official shall provide immediate "On the Spot Counseling" to the individual to ensure a complete understanding of the violation and associated requirement(s).

All NOV's are entered into the SAFE database by Airport Officials, who review for any accumulated safety violation points or previous security violations against the offender and/or company. After review of the recipients and/or company's compliance history and

appropriate Corrective Action Schedule (attached), the Airport Official shall provide a follow-up NOV corrective action notification to a company's Authorized Signatory and/or Management Official to ensure conveyance of NOV citation details and prescribed corrective actions.

The NOV corrective action notification initiates a collaborative process with the Airport, offender, and the company's Authorized Signatory or Management Official, to ensure the efficient completion and documented demonstration of prescribed corrective actions.

Upon receipt of an NOV corrective action notification, the Authorized Signatory or Management Official must ensure prescribed corrective actions are implemented as directed, to include the payment of administrative fines. Failing to do so may result in the suspension or revocation of the offender's security badge, permit or airport privilege. Required corrective action document(s) may be provided in person, or scanned and emailed to ontsecuritybadgeoffice@flyontario.com, or, when directed, uploaded to a software solution implemented by the airport.

7. Commendations

The Airport values the importance of recognizing security badge-holders exemplifying the purpose of the This is My Airport Security Awareness Program; or other policy, program, or procedure implemented in furtherance of the safety and security of our airport. Accordingly, NOV field citations are also utilized by Airport Officials to recognize and convey such commendations.

8. Company Violations

An NOV is issued to a company when an infraction occurs that is the responsibility of the organization or when a specific violation cannot be attributed to an individual, but apparent someone in the organization committed the violation. Examples of these violations include, but are not limited to, the following:

- Doors or gates open and unattended, to include baggage belt doors
- Failing to immediately notify the airport upon separation of employee with access privileges
- Failing to return security badges or security keys
- Falsifying employment/background checks, to include all badging application forms
- Illegally parked vehicles
- Failure to report fuel spills
- Failure to report property damage
- Having a high percentage of unaccounted-for security badges

Companies receiving repeated violations are subject to punitive actions, to include restricted and/or termination of access privileges, at the discretion of the ASC. Before access privileges are restricted or withdrawn from a company or firm, the ASC or designee will schedule an Administrative Hearing with the company to discuss the matter. The ASC

or designee will base the decision on a number of considerations, to include:

- The necessity of the organization to have access to restricted areas or the airport
- The number of violations
- The number of employees in the organization
- Previous discussions with the organization
- The organization's ability or lack thereof to correct the problem

9. Corrective Actions

All corrective actions are prescribed to ensure the offender and/or company are fully knowledgeable of their safety and security responsibilities, and to impress upon the offender and/or company the importance of willful and sustained compliance with the Rules and Regulations and the ASP. The SAFE program is a progressive action program, whereby the offender's compliance history is considered prior to the determination of corrective actions.

When the ASC or designee determines for any reason that a violation, a criminal act, or the threat of violence or harm by a person holding a security badge constitutes an immediate or continuing threat to the safety and security of the Airport, the ASC may immediately suspend the security badgeholder's secured or sterile area access privileges. The ASC may also temporarily or permanently suspend access privileges if credible information from a Federal, State or Local law enforcement agency deems an individual or an employer as a threat to the security of the Airport. Suspension of access privileges under these circumstances are subject to due process and review.

a. On the Spot Counseling

The issuing official may elect to close violations with "On the Spot Counseling", whereby the issuing official determined a counseling discussion with the individual achieved immediate compliance. **IMPORTANT:** The issuance of an On the Spot Counseling action does not necessarily prohibit the prescription of further corrective actions issued from receipt of additional information, or upon review of an individual and/or company's SAFE compliance history.

b. Suspension of Security Badge

Suspension is the fixed term removal of security badge privileges and may be immediately levied against a security badgeholder who has committed a violation. A suspension results in the temporary deactivation and seizure of the offending person's security badge for the period prescribed in the attached Corrective Action Schedules. Any violation may impact all the recipient's security badge(s) or permit(s). For example, if an individual works for more than one (1) employer, the suspension of one (1) security badge or permit may result in the suspension of all security badges and permits held by the individual.

c. Revocation of Security Badge

Revocation is the permanent removal of security badge privileges. A revocation may be levied against a person who has committed a serious security violation, or several security violations. This will result in the deactivation of a person's security badge for a period of up to two (2) years. Any revocation action impacts all the recipient's security badges or permits. For example, if an individual works for more than one (1) employer, the revocation of one (1) security badge or permit results in the revocation of all security badges and permits held by the individual. The security badgeholder subject to revocation may not apply for a security badge or be escorted into and within any airport Restricted Area.

d. Administrative Fines

Pursuant with the Security Violation Corrective Actions Schedule (Attachment 2), violations of security requirements may result in the assessment of administrative fines. In coordination with the Security Badge Office, all fines are payable to the Ontario International Airport Authority (OIAA) by the sponsoring company no later than fourteen (14) business days from the date of issuance. Administrative fines remaining unpaid after this time period will result in the suspension or revocation of the offender's Security Badge.

e. Civil Penalties Imposed by the Transportation Security Administration (TSA)

Any company will be responsible for payment or reimbursement to the Ontario International Airport Authority (OIAA) for any civil penalties imposed by the TSA for individual security violations by their employees for violations under 49 CFR Part 1542.

Additionally, both company and employee, may be personally subject to civil penalties imposed by the TSA for individual security violations they commit under 49 CFR Part 1540, to include 49 CFR § 1540.105 - Security Responsibilities of Employees and other Persons, which prohibits the following activities:

1. Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter; and
2. Enter, or be present within, a secured area, AOA, SIDA or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or the presence or movement in, such areas; and
3. Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas,

AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.

Should the Airport be made aware an employee is under investigation by the TSA for individual security violations at the airport, the employee's security badge may be suspended until the employee can provide the Airport with formal documentation from the TSA demonstrating disposition of the investigation.

10. CORRECTIVE ACTION SCHEDULES

a. AOA Pedestrian Safety and Motor Vehicle Operation Violations - Point System

The AOA Safety Violation Points Accumulation Schedule (Attachment 1) shall be referenced for all AOA Pedestrian Safety and Motor Vehicle Operation Violations. This is a progressive point-based system used to track violations of AOA Pedestrian Safety and Motor Vehicle Operation Violation requirements. Points assessed for each reported violation are cumulative and maintained by the Security Badge Office and/or Airfield Operations. Points will remain assigned for each specific infraction as indicated in Attachment 1 – AOA Safety Violation Points Accumulation Schedule and remain on an individual and/or company's compliance history for twelve (12) consecutive calendar months from issuance of the most recent violation. For example, if an individual and/or company receives an additional violation within a 12-month period of a previous violation, the points are added to the 12-month period total.

The Airport, at its sole discretion, has authority to restrict access to the AOA in response to egregious offenses in which further access may result in serious safety and/or security compromises. The security badge of an offender can be seized immediately, pending results of a timely investigation of an egregious incident or violation. Any egregious incident or violation may result in permanent revocation of AOA access privileges. Examples of egregious offenses include intentional or deliberate acts, repeated violations of the same nature, unlawful acts, actions affecting safety of flight, and any violation described in Attachment 1 – AOA Safety Violation Points Accumulations Schedule of six (6) or more points.

b. Security Violations

The Security Violation Corrective Actions Schedule (Attachment 2) shall be referenced for all Security Violations, to include the issuance of administrative fines. The ASC or designee may make exceptions based upon the totality of circumstances, to include the nature and security impact of each violation, and any mitigating or extenuating information received from the investigation.

Enforcement of penalties associated with security violations is based upon the number and type of the security violations which occur over a two (2) year rolling period. If successive security violations occur in a shorter period of time, the penalties are likely to be more severe, up to and including suspension or revocation of the offender's security badge. Revocation in this case is defined by removal of the security badge and all

unescorted or escorted access to Restricted Areas of the airport. Persons who have had their security badge and associated access revoked may not apply for a period of two (2) years and may not be escorted into or within any Airport Restricted Area. Depending upon the circumstances, in the reasonable discretion of the ASC or designee, this period may be extended or shortened based upon mitigating or aggravating circumstances. The penalty components are described in Attachment 2 - Security Violation Corrective Actions Schedule. All imposed administrative fines are in addition to any other rights or remedies available to the Airport.

11. VIOLATION HEARING

The Violation Hearing provides an offender and their Authorized Signatory or Management Official an opportunity to explain the circumstances that led to the violation. The process also provides an opportunity to further counsel the individual regarding the subject requirements of the Airport Rules and Regulations and/or ASP.

For violations not involving confiscation of a security badge, the offender and his/her Authorized Signatory or Management Official must contact the Security Badging Office, at ontsecuritybadgeoffice@flyontario.com, or 909 544-5170, within five (5) business days of the violation to request a Violation Hearing. If the Security Badging Office is not contacted within five (5) business days, the offender's security badge, permit or other airport privileges may be suspended until the Violation Hearing is held.

The offender and his/her Authorized Signatory or Management Official must both be present at the Violation Hearing. If the offender does not appear for the hearing, or the Security Badging Office has not been notified for rescheduling within twenty-four (24) hours of the missed hearing, the offender's security badge and/or permit(s) will be suspended. One rescheduled hearing will be permitted; however, if a hearing requires a rescheduling more than once, the offender's security badge access and/or permit(s) may be suspended until the hearing has been attended.

A Hearing Officer will be appointed by the ASC or designee to preside over the hearing. Upon completion of the hearing, the Hearing Officer may assess corrective actions befitting the violation and/or offender's compliance history, in accordance with the appropriate Corrective Action Schedules, to include remedial training, administrative fines, and possible suspension and/or revocation of the offender's security badge and/or permit(s).

12. APPEALS PROCESS

All decisions to impose punitive actions, to include an administrative fine, or the suspension or revocation of a security badge or permit, will be expressed to the offender or his/her Authorized Signatory at the Violation Hearing. Any party aggrieved by a decision to impose a punitive action may appeal the decision in accordance with the procedures below. This process allows the offender an opportunity to reveal any

extenuating circumstances which may influence the assessment of punitive actions associated with the violation.

- a. The permittee or security badge-holder shall file a Notice of Appeal with the ASC or designee within five (5) business days from the Violation Hearing. The Notice of Appeal shall set forth the specific objections to the punitive action. The objections shall form the basis of the appeal. If no appeal is received, permanent punitive actions will be assessed based upon the offense cited.
- b. The Chief Operating Officer (COO) or designee shall be the designated Hearing Officer.
- c. The Hearing Officer shall set a time and location for the hearing no later than fifteen (15) business days after receipt of the Notice of Appeal.
- d. The hearing shall be conducted in an informal manner to determine if the facts support the punitive action.
- e. The Hearing Officer shall not be bound by any technical rules of evidence in the conduct of such hearings.
- f. The decision of the Hearing Officer shall be based upon substantial and reliable evidence.
- g. All parties to the hearing shall have the right to present evidence. The burden of proof shall always be on the party appealing the punitive action.
- h. The decision of the Hearing Officer shall be rendered within fifteen (15) business days after the closing of the record and shall be based upon the evidence presented. The decision shall 1). Affirm the punitive action; or 2). Modify the punitive action; or 3). Reverse the punitive action.
- i. The decision of the Hearing Officer is final.

13. Former Employee

Security badge applicants must resolve all previous violations that are pending before being allowed to proceed in the fingerprinting or badging process. Violations are transferrable and apply to an offender in accordance with the applicable Corrective Actions Schedule. If a security badge applicant is a former security badgeholder having a pending violation, and attempting to be employed/badged by a different company, the Authorized Signatory or Management Official from the new company must attend a Violation Hearing with the applicant.

ATTACHMENT 1 – AOA SAFETY VIOLATION POINTS ACCUMULATION SCHEDULE

| 4 POINTS | 6 POINTS | 9 POINTS | 12 POINTS |
|---------------------------------|--|--|--|
| Remedial Training Within 7 Days | 1- Day suspension of AOA access / driving privileges | 14-day suspension of AOA access / driving privileges | Possible permanent suspension of AOA access / driving privileges |

- All AOA Safety Violations include the issuance of 1). Notice of Violation, and 2). On the Spot Counseling by the Issuing Official(s).

| DESCRIPTION OF OFFENSE | POINTS |
|---|---------------|
| PHYSICAL IMPAIRMENT: Alcohol or drug use confirmed by OPD LOSS OF DRIVING PRIVILEGES | NA |
| RECKLESS DRIVING: Operation of a vehicle in a manner which could cause harm or injury to persons or property and/or speeding in excess of two (2) times the speed limit | 9 |
| SAFETY: Non-vehicular horseplay | 9 |
| UNAUTHORIZED SMOKING ON THE AIRFIELD | 6 |
| ACCIDENT REPORTING: Failure to report accident, to include damage to airport property (e.g. signage) | 9 |
| PROPERTY DAMAGE: Damage to airport property (replacement costs) | 6 |
| RUNWAY INCURSION: Any unauthorized intrusion onto a runway | 9 |
| CUTTING OFF/ BLOCKING AIRCRAFT: Impeding path of taxiing/towed aircraft (cut-off) or blocking path with parked equipment, tugs, materials or vehicles including parking equipment or vehicle on or within the taxilane object-free area | 6 |
| WALKING: On or across a runway, taxiway, taxilane, or terminal to terminal | 4 |
| FUEL SPILLS | 6 |
| HAZMAT: Hazardous operations within a hangar, to include fuel transfers, hot work, spray painting, paint stripping, storage of items that can produce open flames, flammable or combustible liquids storage at an aircraft storage area exceeding the limits allowed in accordance with the rules and regulations; hazardous material disposal into the storm drains, wastewater sanitary systems, or onto the ground or apron | 9 |
| HAZMAT: Disposing of batteries, used tires, hazardous liquids, or any substance in violation of the law, ordinance and/or Airport Rules and Regulations | 9 |
| SPEEDING: Excess of posted/marked or identified speed limits for operating location | 3 |
| TAXIWAY / VEHICLE CONTROL LINE ENTRANCE: Driving a vehicle, or towing an aircraft, onto or across a taxiway or vehicle control line without proper authorization | 3 |
| SEATBELT USE: Not using a seatbelt or other safety equipment on a vehicle so equipped | 3 |
| NOT FOLLOWING AIRPORT ATCT INSTRUCTIONS: Failure to obtain prior proper authorization, training, or follow the instructions of ATCT while operating on or within the AOA and/or AMA | 3 |

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| MECHANICAL CONDITION: Operation of a vehicle of unsound or unsafe mechanical condition | 3 |
| TEXTING / DISTRACTED: Texting or use of cell phone while driving on the AOA or in Bagwell | 3 |
| OBEYING SIGNS, MARKINGS, INSTRUCTIONS: Failure to obey lawful signals of Airport Official, or comply with posted signs, markings, traffic signals | 2 |
| DRIVE LANE VIOLATIONS: Failing to utilize (shortcutting) drive lanes or service roads; yield to through traffic on service road or adhere to posted markings, signage, guidance or notices | 2 |
| ELECTRONIC DEVICE USE: Driving while using an electronic device not authorized or operationally necessary | 2 |
| TOWING/SAFE LOADS: Exceeding authorized tow limits or numbers (bag carts/dollies) / unsafe load | 2 |
| LICENSE: Valid driver's license not in possession (immediate removal from airfield) | 2 |
| MVOP: Driving vehicle on the AOA with an expired or without a Motor Vehicle Operating Permit (immediate removal from airfield) | 9 |
| MVOP: Driving vehicle on the AOA without a driver's permit (immediate removal from airfield) | 12 |
| TAILGATE: Allowing others to ride on a vehicle tailgate or cabin service vehicle platform or exceeding vehicle design, or designated seating, passenger or storage capacity | 2 |
| EMERGENCY / YIELDING RIGHT-OF-WAY: Failure to give right-of-way to any emergency response vehicle | 2 |
| AIRCRAFT TOW TRAINING: Towing of Aircraft without the proper level of drivers training | 3 |
| CHOCKING AND BRAKES: Failure to properly chock and set parking brakes of any parked, unattended or running equipment, vehicle or wheeled apparatus, or while fueling aircraft | 3 |
| PARKING: Illegal parking around aircraft parking gates | 2 |
| PARKING: Staging or storing of ground support equipment (GSE) or vehicles in an unauthorized area (aircraft parking area, fire lane, Object-Free Area, etc.) | 2 |
| VEHICLE SAFETY: Exceeding designed vehicle capacity | 2 |
| VEHICLE SAFETY: Failure to transport freight, cargo, or mail in a safe manner | 2 |
| WILDLIFE: Feeding wildlife or pets on airfield | 2 |
| FOD: Creating a FOD hazard (littering) or failing to pick up FOD | 2 |
| FOD: Uncollected trash, leaving a dumpster lid open, or creating a wildlife hazard | 1 |
| EQUIPMENT: Failure to use headlights at night or during reduced visibility | 1 |
| EQUIPMENT: Using another company's equipment without authorization | 1 |
| EQUIPMENT: Maintenance of equipment in unauthorized area | 1 |
| BIKES, SKATES: Unauthorized riding of bikes, scooters, or skates on the AOA | 1 |
| VESTS: Failure to wear reflective vest on AOA when required | 1 |

ATTACHMENT 1 GUIDANCE

APPEALS: *All appeals must be requested in writing and addressed to the Airport Security Coordinator within five (5) business days from a Violation Hearing. The request shall set forth the specific objections to the punitive action, the basis of the appeal, and include any and all supporting material. If no appeal is received within the allotted time, permanent penalties will be assessed based upon the offense cited.*

APPLICABILITY: *The AOA Safety Violation Points Accumulation Schedule applies to all AOA violations committed within a rolling twelve (12) month period. Other violations not listed above will be classed with similar violations, at the Airport Security Coordinator, Airfield Operations Manager and/or Hearing Officer's discretion. Violations more serious than those listed, that may pose a threat to the health, welfare, and safety to people, property, or the airport; or failure to complete required corrective actions, may result in the suspension or revocation of the individual's security badge, airport permits, and privileges.*

ATTACHMENT 2 – SECURITY VIOLATION CORRECTIVE ACTIONS SCHEDULE

CLASS - 1 SECURITY VIOLATIONS

Security Badge Violations

- Altering the appearance of a security badge with stickers or other encumbrances
- Failure to display a security badge above the waist, below the neck, on the outermost garment
- Display or use of a security badge for company not working for at the time
- Failure to challenge individuals not displaying a security badge
- Failure to cooperate during a security badge challenge
- Using or attempting to use an expired security badge
- Using or attempting to use a security badge previously reported lost or stolen

Reporting Violations

- Failure to immediately report a challenge failure to OPD/Airport Officials
- Failure to immediately report any security violation or suspicious behavior to OPD/Airport Officials
- Failure to immediately report ACAMS alarms and/or wait for responding OPD/Airport Officials

Clear Zone Violations

- Violation of AOA perimeter clear zone

CLASS - 2 SECURITY VIOLATIONS

Security Badge Violations

- Failure to immediately produce a security badge when challenged

Escort Violations

- Not controlling or monitoring an escorted vehicle (e.g. not positioned as lead vehicle)
- Not controlling or monitoring escorted person(s) or following approved escort procedures
- Failure to transfer escorting responsibilities to an authorized escort
- Escorting without having a communication means to immediately contact OPD/Airport Officials

Access Violations

- Forcing open a security door by any means
- Accessing or within a Restricted Area without a security badge in possession
- Leaving a Restricted Area door or gate open and unattended
- Failure to ensure a Restricted Area vehicle gate closes and secures before departing
- Failure to ensure a Restricted Area pedestrian door closes and secures before departing

Reporting Violations

- Failure to immediately report a lost or stolen security badge or security key

Other Violations

- Failure to comply with Duty-Free Security Tamper Evident Bag (STEB) procedures
- Performing Restricted Area access point and/or security measure modifications without airport approval, to include addition, modification or removal of CCTV systems.
- Causing disruption at the TSA screening checkpoint
- Failure to comply with lawful orders from Airport Officials, to include OPD and TBI personnel
- Authorized Signatory violations
- Jeopardizing public safety
- Leaving prohibited items unsecured in a sterile area
- Failure to secure, inventory, log, or audit sterile area prohibited items

CLASS - 3 SECURITY VIOLATIONS

Access Violations

- Accessing Restricted Area by Piggybacking or Tailgating
- Loaning a security key or controlled combination code to another authorized badgeholder
- Using another authorized individual's security key or controlled combination code

Interference Violations

- Interfering with security screening or security procedures

CLASS - 4 SECURITY VIOLATIONS

Security Badge / Security Key Violations

- Loaning a security badge to any individual
- Using another individual's security badge
- Duplication of a security badge or security key

Access Violations

- Knowingly allowing unauthorized access to a Restricted Area
- Entering a Restricted Area during a security badge suspension period.

Escorting Violations

- Knowingly escorting an individual having a suspended or revoked security badge

Other Violations

- Altering, defacing, tampering or vandalizing airport property, security systems, devices or security badge
- Failing to comply with security screening or security procedures
- Knowingly introducing a TSA prohibited item into the sterile area not required for official duties
- Failure to pay security violation administrative fine within fourteen (14) business days
- Failure to disclose an arrest for any disqualifying offense
- Bypassing the screening checkpoint when personally traveling and/or escorting someone who's traveling on a commercial flight
- Bypassing, eluding, or evading any airport security system, inspection or procedure

- Circumventing security equipment or facilities or deliberately compromising security

All Security Violations include the issuance of 1). Notice of Violation, and 2). On the Spot Counseling by the Issuing Official(s); and may include TSA Referral Action.

| 2 Year Period | Class - 1 Violations | Class - 2 Violations | Class - 3 Violations | Class- 4 Violations |
|-------------------------|--|--|---|--|
| 1 st Offense | <ul style="list-style-type: none"> • Remedial Training | <ul style="list-style-type: none"> • \$200.00 Administrative Fine • 7-Day • Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | <ul style="list-style-type: none"> • \$300.00 Administrative Fine • 14-Day • Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | Revocation of Security Badge, Keys & Restricted Area Access |
| 2 nd Offense | <ul style="list-style-type: none"> • \$50.00 Administrative Fine • 7-Day Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | <ul style="list-style-type: none"> • \$400.00 Administrative Fine • 14- Day Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | <ul style="list-style-type: none"> • \$500.00 Administrative Fine • 30-Day • Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | |
| 3 rd Offense | <ul style="list-style-type: none"> • \$200.00 Administrative Fine • 14-Day Suspension of Security Badge • Remedial Training: [Badgeholder and his/her Supervisor or Manager] | Revocation of Security Badge, Keys & Restricted Area Access | Revocation of Security Badge, Keys & Restricted Area Access | |
| 4 th Offense | Revocation of Security Badge, Keys & Restricted Area Access | | | |

OTHER OFFENSES

| 2 Year Period | | UNACCOUNTABLE SECURITY BADGES AND SECURITY KEYS |
|---|---|---|
| <p><i>*Prior to the re-issuance of any airport property reported stolen (security badge or security key), a copy of the associated Police Report must be provided to the Security Badge Office.</i></p> | | |
| 1st Offense | <p>* Lost or Stolen <u>Security Badge</u></p> <ul style="list-style-type: none"> • 48-hour Badge Recovery Waiting Period • \$70.00: SBO Re-issuance Fee | <p>* Lost or Stolen <u>Security Key</u></p> <ul style="list-style-type: none"> • 48-hour Key Recovery Waiting Period • \$70.00: SBO Re-issuance Fee • Indemnification of Re-key/core costs |
| 2nd Offense | <p>* Lost or Stolen <u>Security Badge</u></p> <ul style="list-style-type: none"> • 48-hour Badge Recovery Waiting Period • \$100.00: SBO Re-issuance Fee | <p>* Lost or Stolen <u>Security Key</u></p> <ul style="list-style-type: none"> • 48-hour Key Recovery Waiting Period • \$100.00: SBO Re-issuance Fee • Indemnification of Re-key/core costs |
| 3rd Offense | <p>Lost or Stolen <u>Security Badge</u> or <u>Security Key</u></p> <ul style="list-style-type: none"> • No Re-Issuance within a two (2) year period • Revocation of Security Badge, Keys & Restricted Area Access | |
| All Offenses | <p>TSA-Issued Civil Penalty to the Airport – Employee or Company Violations</p> <ul style="list-style-type: none"> • Company Indemnification to the Airport <p>Separated Employee – Company Violations</p> <ul style="list-style-type: none"> • \$250.00 Administrative Fine: Failure to Recover Security Badge or Key upon Employee Separation. • \$250.00 Administrative Fine: Failure to Demonstrate Security Badge or Security Key Recovery Efforts. | |

ATTACHMENT 2 GUIDANCE

ADMINISTRATIVE FINES: Payable to the Ontario International Airport Authority (OIAA) by the sponsoring tenant or permittee no later than fourteen (14) business days from the date of issuance. Administrative fines remaining unpaid after this time period will result in the suspension or revocation of the offender’s security badge.

APPEALS: All appeals must be requested in writing and addressed to the Airport Security Coordinator or designee within five (5) business days of the Violation Hearing. The request shall set forth the specific objections to the punitive action, the basis of the appeal, and include any and all supporting material. If no appeal is received within the allotted time, permanent penalties will be assessed based upon the offense cited.

APPLICABILITY: The Security Violation Corrective Actions Schedule applies to all security badgeholder violations committed within a rolling twenty-four (24) month period. Other violations not listed above will be classed with similar violations, at the Airport Security Coordinator’s and/or

Hearing Officer's discretion. Violations more serious than those listed, that may pose a threat to the health, welfare, and safety to people, property, or the airport; or failure to complete required corrective actions, may result in the suspension or revocation of the individual's security badge, airport permits, and privileges.

SECURITY BADGE AND SECURITY KEY RECOVERY ADMINISTRATIVE FINE(S):

Failure to Recover Security Badge or Security Key: A \$250.00 administrative fine applies to any security badge or security key not recovered at the time of employee separation, transfer, or completion of a project or contract. The administrative fine shall be assessed against any company failing to provide the Security Badging Office, within ten (10) business days of the employee's separation, transfer, or completion of a project or contract, the recovered security badge or security key.

Failure to Demonstrate Recovery Efforts: A separate and distinct \$250.00 administrative fine shall be assessed against any company failing to provide the Security Badging Office, within ten (10) business days of the employee's separation, transfer, or completion of a project or contract, a completed Badge Recovery Form, issued by the Security Badge Office, demonstrating the company's reasonable efforts to recover a security badge or security key.



RULES AND REGULATIONS

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