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Appendix V- Security and Airfield Enforcement Program (SAFE)

V.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.

V.2 Administration

The SAFE Program is administered by the Security and Badging Office (SBO), with direct oversight and enforcement efforts provided by a collective of Airport Officials, to include SBO personnel, Ontario Police Department (OPD) Law Enforcement Officers (LEO), and Airport Operations

V.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.

V.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:

- V.4.1 Security Violations.
- V.4.2 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).
- V.4.3 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.

V.5 Enforcement

- V.5.1 The SAFE Program includes two (2) enforcement systems:
 - V.5.1.1 Safety Point-based System (Attachment 1): This applies to all violations of AOA and Safety Rules and Regulations.
 - V.5.1.2 Security Administrative Fine-based System (Attachment 2): This applies to all violations of Section 7 of the Rules and Regulations and the ASP.
- V.5.2 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, reference the attached violation schedules.
- V.5.3 The CEO 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.

V.6 Notice of Violation Process

- V.6.1 The Notice of Violation (NOV) is a digital citation issued by airport officials to document violations, provide immediate notice to the offender and company, and serve to initiate the corrective actions process. Prior to resolution of all incidents, the issuing official provides immediate “On the Spot Counseling” to ensure a complete understanding of the violation and associated requirement(s).
- V.6.2 The NOV is distributed by email or text to the offender and company supervisor and/or management representative (e.g., authorized signer) to provide violation details and prescribed corrective actions. Upon receipt of an NOV, the management official must ensure all corrective actions are completed, to include payment of administrative fines. Failing to do so may result in the suspension of the offenders security badge, permit, or privilege.

V.7 Security Enforcement Management System (SEMS)

- V.7.1 The SAFE Program is administered using the SEMS, an on-line software solution that provides for direct collaboration with a company’s Authorized Signer and Management Officials. Authorized Signers are provided access to the SEMS (aka SAFE) during their initial on-boarding process. All Airport and Authorized Signer actions, to include security awareness counseling’s, NOV’s, and corrective action processes, are performed using the SEMS.
- V.7.2 Airport Officials enter all violations into the SEMS and perform a compliance review for previous violations. SEMS email notifications initiate the corrective actions process in accordance with the attached Corrective Action Schedules.

V.8 Commendations

The Airport values the importance of recognizing security badgeholders 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, airport officials issue NOV commendations to recognize security badgeholders and convey such appreciation.

V.9 Company Violations

V.9.1 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:

V.9.1.1 Doors or gates open and unattended, to include baggage belt and jet-bridge doors

V.9.1.2 Failing to immediately notify the airport upon separation of employee with access privileges

V.9.1.3 Failing to return security badges or security keys

V.9.1.4 Falsifying employment/background checks, to include all badging application forms

V.9.1.5 Illegally parked vehicles

V.9.1.6 Failure to report fuel spills

V.9.1.7 Failure to report property damage

V.9.1.8 Having a high percentage of unaccounted-for security badges

V.9.2 Companies receiving repeated violations are subject to punitive actions, to include restricted and/or termination of access privileges. Before access privileges are restricted or withdrawn from a company or firm, the CEO or designee will schedule an administrative hearing with the company to discuss the matter. The CEO or designee will base the decision on a number of considerations, to include:

V.9.2.1 The necessity of the organization to have access to restricted areas or the airport

- V.9.2.2 The number of violations
- V.9.2.3 The number of employees in the organization
- V.9.2.4 Previous discussions with the organization
- V.9.2.5 The organization's ability or lack thereof to correct the problem

V.10 Corrective Action

- V.10.1 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.
- V.10.2 When the CEO 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 CEO or designee may immediately suspend the security badgeholder's secured or sterile area access privileges. The CEO or designee 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 is subject to due process and review.

V.10.2.1 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. 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.

V.10.2.2 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 offenders 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.

V.10.2.3 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.

V.10.2.4 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 SBO, 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.

V.10.2.5 Civil Penalties Imposed by the Transportation Security Administration (TSA)

- a) 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.
- b) 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:

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

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

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

- c) 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.

V.11 Corrective Action Schedules

V.11.1 AOA Pedestrian Safety and Motor Vehicle Operation Violations - Point System

V.11.1.1 This is a progressive point-based system used to track violations of AOA pedestrian safety and motor vehicle operation requirements. The AOA Safety Violation Points Accumulation Schedule (Attachment 1) shall be referenced for all pedestrian and motor vehicle violations.

V.11.1.2 Points assessed for each reported violation are cumulative and maintained by the SBO and/or Airfield Operations.

V.11.1.3 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.

V.11.1.4 The CEO or designee may 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.

V.11.2 Security Violations

V.11.2.1 The Security Violation Corrective Actions Schedule (Attachment 2) shall be referenced for all security violations, to include the issuance of administrative fines. The CEO 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.

V.11.2.2 Enforcement of penalties associated with security violations is based upon the number and type of 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.

V.11.2.3 Persons who have had their security badge and associated access privileges 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 CEO 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.

V.12 Violation Hearing

V.12.1 The violation hearing provides an offender and their authorized signer 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.

- V.12.2 For violations not involving confiscation of a security badge, the offender and his/her authorized signer or management official must contact the SBO, at ontsecuritybadgeoffice@flyontario.com, or 909 544-5170, within five (5) business days of the violation to request a violation hearing. If the SBO 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.
- V.12.3 The offender and his/her authorized signer or management official must both be present at the violation hearing. If the offender does not appear for the hearing, or the SBO 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
- V.12.4 A violation hearing officer will be appointed by the CEO or designee to preside over the hearing. Upon completion of the hearing, the violation 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).

V.13 Appeals Process

- V.13.1 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 signer 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.

V.13.2 Within five (5) business days from the violation hearing, the permittee or security badgeholder shall file a Notice of Appeal to the SBO. The Notice of Appeal may be hand delivered, uploaded to the SAFE SEMS (Authorized Signer Portal), or emailed to the SBO at ontsecuritybadgeoffice@flyontario.com. 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.

V.13.2.1 The Public Safety Administrator or designee shall be the designated Appeal Hearing Officer.

V.13.2.2 The Appeal 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.

V.13.2.3 The hearing shall be conducted in an informal manner to determine if the facts support the punitive action.

V.13.2.4 The Appeal Hearing Officer shall not be bound by any technical rules of evidence in the conduct of such hearings.

V.13.2.5 The decision of the Appeal Hearing Officer shall be based upon substantial and reliable evidence.

V.13.2.6 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.

V.13.2.7 The decision of the Appeal 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.

V.13.2.8 The decision of the Appeal Hearing Officer is final.

V.14 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 badged by a different company, the authorized signer or management official from the new company must attend a Violation Hearing with the applicant.

V.15 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	Subject to 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
DRIVERS PERMIT: Driving vehicle on the AOA without a driver’s permit (immediate removal from airfield)	12
RUNWAY INCURSION: Any unauthorized intrusion onto a runway	12
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
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
ACCIDENT REPORTING: Failure to report accident, to include damage to airport property (e.g., signage)	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
MVOP: Driving vehicle on the AOA with an expired Motor Vehicle Operating Permit (MVOP), or without an MVOP (immediate removal from airfield)	9
PROPERTY DAMAGE: Damage to airport property (replacement costs)	6
SMOKING: Unauthorized Smoking On The Airfield	6
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
TAXIWAY / VEHICLE CONTROL LINE ENTRANCE: Driving a vehicle, or towing an aircraft, onto or across a taxiway or vehicle control line without proper authorization	6
FUEL SPILLS	6
WALKING: On or across taxilane, or terminal to terminal	4
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	4

DESCRIPTION OF OFFENSE	POINTS
EMERGENCY / YIELDING RIGHT-OF-WAY: Failure to give right-of-way to any emergency response vehicle	4
SPEEDING: Excess of posted/marked or identified speed limits for operating location	3
SEATBELT USE: Not using a seatbelt or other safety equipment on a vehicle so equipped	3
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
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	3
FOD: Creating a FOD hazard (littering) or failing to pick up FOD	3
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	3
OBEYING SIGNS, MARKINGS, INSTRUCTIONS: Failure to obey lawful signals of Airport Official, or comply with posted signs, markings, traffic signals	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
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
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: 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 SBO within five (5) business days of 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 CEO or designees 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.*

V.16 Attachment 2 – Security Violation Corrective Actions Schedule

V.16.1 Class - 1 Security Violations

Security Badge Violations

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

Reporting Violations

- a) Failure to immediately report a challenge failure to OPD/Airport Officials
- b) Failure to immediately report any security violation or suspicious behavior to OPD/Airport Officials
- c) Failure to immediately report an ACAMS alarm and/or wait for responding OPD/Airport Officials

Clear Zone Violations

- a) Violation of AOA perimeter clear zone

V.16.2 Class - 2 Security Violations

Security Badge Violations

- a) Failure to immediately produce a security badge when challenged
- Escort Violations

Escort Violations

- a) Not controlling or monitoring an escorted vehicle (e.g., not positioned as lead vehicle)
- b) Not controlling or monitoring escorted person(s) or following approved escort procedures
- c) Failure to transfer escorting responsibilities to an authorized escort
- d) Escorting without a means (phone, phone #, radio) to immediately contact OPD/Airport Officials
- e) Failing to ensure escorted visitor displays an Escort Required Badge

Access Violations

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

Reporting Violations

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

Other Violations

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

V.16.3 Class - 3 Security Violations

Access Violations

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

Interference Violations

- a) Interfering with security screening procedures (e.g. Aviation Worker Screening, TSA screening, or Delivery Inspections).

V.16.4 Class - 4 Security Violations

Security Badge / Security Key Violations

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

Access Violations

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

Escorting Violations

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

Other Violations

- a) Altering, defacing, tampering or vandalizing airport property, security systems, devices, or security badge
- b) Knowingly introducing a TSA prohibited item into the sterile area not required for official duties
- c) Failure to pay security violation administrative fine within fourteen (14) business days
- d) Failure to disclose an arrest for any disqualifying offense
- e) Bypassing the screening checkpoint when personally traveling and/or escorting someone who's traveling on a commercial flight
- f) Failing to comply with any airport security system, inspection, or procedure
- g) Bypassing, eluding, evading, or avoiding any airport security system, inspection, or procedure
- h) 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 	<ul style="list-style-type: none"> \$300.00 Administrative Fine 14-Day Suspension of Security Badge Remedial Training 	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 	<ul style="list-style-type: none"> \$400.00 Administrative Fine 14- Day Suspension of Security Badge Remedial Training 	<ul style="list-style-type: none"> \$500.00 Administrative Fine 30-Day Suspension of Security Badge Remedial Training 	
3 rd Offense	<ul style="list-style-type: none"> \$200.00 Administrative Fine 14-Day Suspension of Security Badge Remedial Training 	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		
1st Offense	Lost or Stolen <u>Security Badge</u> <ul style="list-style-type: none"> 48-hour Badge Recovery Waiting Period \$70.00 Re-issuance Fee 	Lost or Stolen <u>Security Key</u> <ul style="list-style-type: none"> \$70.00 Re-issuance Fee Indemnification of Re-key/core costs
2nd Offense	Lost or Stolen <u>Security Badge</u> <ul style="list-style-type: none"> 48-hour Badge Recovery Waiting Period \$150.00 Re-issuance Fee 	Lost or Stolen <u>Security Key</u> <ul style="list-style-type: none"> \$150.00 Re-issuance Fee Indemnification of Re-key/core costs
3rd Offense	Lost or Stolen <u>Security Badge or Security Key</u> <ul style="list-style-type: none"> No Re-Issuance within a two (2) year period Revocation of Security Badge, Keys & Restricted Area Access 	
Prior to the re-issuance of any security badge or security key reported stolen , a copy of the respective Police Report must be provided to the SBO.		
Unrecovered Security Badges and Security Keys		
All Offenses	Unrecovered Security Badge Failure to recover security badge upon employee separation or conclusion of operational need \$250.00 Administrative Fine	Unrecovered Security Key Failure to recover security key upon employee separation or conclusion of operational need Company Indemnification to the Airport for all Re-keying and re-coring costs
TSA Civil Penalties		
All Offenses	TSA-issued Civil Penalty to the Airport (Employee or Company Violations) <ul style="list-style-type: none"> Company Indemnification to the Airport 	

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 SBO 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 CEO or designees 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.

UNRECOVERED SECURITY BADGE: A \$250.00 administrative fine is assessed for each security badge not recovered at the time of employee separation, transfer, or completion of a project or contract. This fine is assessed no earlier than ten (10) business days from the date of the employee's separation, transfer, or completion of a project or contract. During this period, the company must provide the SBO with a completed Badge Recovery Worksheet demonstrating the company's reasonable efforts to recover the security badge.