

LAX Security Badge Office



AIRPORT POLICE DIVISION

NEWSLETTER

OCTOBER 2016

Authorized Signer Refresher Schedule

As of 6/1/2016, the Authorized "Refresher" Course is being offered on Tuesdays only. This class now fills up much more quickly than in previous years. If the class is full, you will be scheduled the following week. If your Authorized Signer certification is due to expire, please e-mail: sbotraining@lawa.org to schedule yourself for the class. ALL Authorized Signers have access to their signatory expiration date via the Organization Fact Sheet. Because signers are provided this resource, it is beholden on them to know their expiration, and schedule the refresher accordingly. Our computer system does not generate a reminder e-mail.

Appointments

- Demand for fingerprinting, badging and driver examination appointments is incredibly strong this season. Thus, Authorized Signers should be reviewing their Expiring Badge Detail at least once per month to identify employees with imminent badge expirations. All Authorized Signers are provided a report of badges that are set to expire *within the next three months*. Please log into to your Online Reports to view this report.
- Cancelled appointments *do* open up continually — so one way to address the challenge of appointment availability is to check the appointment system daily and secure these cancellation appointments if you see them. Numerous companies have already taken advantage of these opportunities!
- Driver Examination appointments are particularly in high demand — which is compounded by the rate of both no-shows and test failures. Please make certain that your employees arrive at the examination on time, and are provided the Driver Test Study Guide — *which should be studied in advance*. The Guide, available in English and Spanish, can be downloaded from our website at: sbo.lawa.org

No-Shows & Test Failures deny others the timely opportunity to receive their Driver Icon!

- It is anticipated that the SBO will receive additional staff in 2017 — and with that, we expect to increase our appointment schedule. However, due to the current appointment backlog, our Coordinators are being flooded with non-appointment accommodation requests — a demand that is exceedingly difficult to meet. Please be proactive about securing appointments, as accommodations are often based on *feasibility*.

Badge Coordinators

- A new team of Coordinators has been added to the SBO! With the influx of new talent, the SBO is revising the distribution of companies per Coordinator. Authorized Signers will be notified in the coming months if their Coordinator changes.
- Following the redistribution of companies, the first assignment for all Coordinators will be to review ALL company contracts to ensure that access is granted only to *active* contracts. It is beholden upon a Company to know its contract expiration(s), and to provide the SBO with proof of *every* contract that requires restricted area access. Access for ALL expired contracts will be removed if it is still extant. Companies will be given prior notification, so please respond to any Coordinator's outreach to avoid removal of access that your company may still need.

REMINDER!!!

Help keep our airport safe and secure... *and avoid fees*.....Please be diligent to collect and return SIDA badges and terminal ID cards from your employees who no longer require access to LAX.



HOLIDAY CLOSURE

The SBO will be closed in observance of **Columbus Day** on **Monday, October 10, 2016**

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.
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; or
Refer to our website, sbo.lawa.org, for the list of specific e-mail addresses.