



# LAX Security Badge Office

AIRPORT POLICE DIVISION

NEWSLETTER

NOVEMBER 2016

## COMPANY AUDITS

October 14th was the deadline to turn in the 2016 Badge Accountability self-audit. In accordance with the Transportation Security Administration (TSA) regulations, all companies participating in the LAX Security Badge Program must submit to and successfully pass an audit of employee Security Files. Some companies failed to comply with audit requirements, or failed the audit itself resulting in a loss of badging privileges, which may lead to loss of access to Airport facilities.

Badge Office personnel are required to review employee Security Files of individuals who are badged under your organization.



It is strongly recommended that a separate folder be created strictly for these Security Files, and that they be kept in a secure, locked location. Security Files for each employee should contain:

- **Evidence of fingerprint clearance**
- **Record of Airport Security Training**
- **Restricted area driver training log** (if applicable)
- **10-year background verification checklist** (if applicable)

Additionally, at the time of the audit, your organization should have provided a copy of current employment verification documentation for specified employees. This documentation includes payroll rosters, check stubs, or W2s. Companies are required to maintain employee security files for at least 180 days after employees no longer require access.

To remove your company's pending status with the Security Badge Office, please submit your 2016 Badge Accountability self-audit. It will be processed within 24 hours of receipt.

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## Badge Office Policy Online Appointment Process

We remind you of the following Security Badge Office policies regarding the online appointment process:

- *All appointments require a valid employee name that will be verified via valid photo ID at the time of processing.*
- *Appointments are non-transferable and will not be processed if the name on the appointment does not match the name on the applicant's photo ID.*
- *All scheduled appointments that are no longer needed should be cancelled as soon as possible. This includes appointments made before a company is granted an approved Special Accommodation for their employees only.*
- *All appointments will be honored no more than 30 minutes before or after your actual appointment time. This means no check-in earlier than 30 minutes before your appointment, and no check-in 30 minutes after your appointment.*

If you are experiencing difficulty in securing online appointments, please contact your Badge Coordinator.

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## AUTHORIZED SIGNER REFRESHER SCHEDULE

The Authorized Signer "Refresher" Course is being offered on Tuesdays and Thursdays. If the class is full, you will be scheduled the following week. If your Authorized Signer certification is due to expire, please email: [sbotraining@lawa.org](mailto: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 email.

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## **HOLIDAY CLOSURES**

The SBO will be closed in observance of **VETERANS DAY** on **November 11, 2016**  
And **THANKSGIVING** on **November 24, & November 25, 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](http://sbo.lawa.org)

### Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: [sbo.lawa.org](http://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](mailto: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](http://sbo.lawa.org)

### To Reach Us

Telephone: (424) 646-5500; or  
Refer to our website, [sbo.lawa.org](http://sbo.lawa.org), for the