

CHAPTER I – General Provisions

1/1 LAWA Police Manual

1/1.1 Policies and Procedures

The Manual of the Los Angeles World Airports Police is hereby established, and shall hereafter be referred to as the "**LAWA POLICE MANUAL**." It is a compilation of current policies, procedures and rules as established under previously existing Police directives, manuals and approved practices. It supersedes all previously issued Manuals and directives, except that the portions of existing manuals, directives and regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of the LAWA Police Manual. Policies contained within the LAWA Police Manual are objective rather than situation oriented. They are intentionally broad in scope to encompass most situations, and are therefore, statements of guiding principles to be followed. The policies of the Police establish a basis of operational standards that assist employees in the necessary exercise of discretion while discharging their responsibilities. Policy may be deviated from when circumstances create sufficient justification to do so. Such deviations shall be subject to administrative review.

- A. The LAWA Police Manual is intended to supplement other publications that also govern the activities of the Police, as follows:
 - 1. The Constitutions of the United States and California
 - 2. Case Law and Appellate Law (Federal and State)
 - 3. Federal Law and Regulations
 - 4. California Law
 - 5. City of Los Angeles Ordinances and Regulations
 - 6. Los Angeles World Airports (LAWA) Administrative Manual
 - 7. Airport Certification Manual (FAR 139)
 - 8. Provisions of applicable Memorandums of Understanding.
 - 9. Provisions of applicable Memorandums of Agreement with other Agencies.

All Police employees shall conform with rules and provisions contained within the LAWA Police Manual.

1/1.2 Organization of Manual

The LAWA Police Manual is composed of sixteen (16) Chapters which are hereby established and whose contents may be briefly described as follows:

- CHAPTER 1 - General Provisions
- CHAPTER 2 - Role and Authority - FAA Mandates
- CHAPTER 3 - Personnel Policy and Procedure
- CHAPTER 4 - Training
- CHAPTER 5 - Management Rules and Procedures
- CHAPTER 6 - Uniforms and Grooming
- CHAPTER 7 - Weapons and Use of Force
- CHAPTER 8 - Field Operations

CHAPTER 9 - Support Functions

CHAPTER 10 - Traffic

CHAPTER 11 - Arrest, Transportation, and Booking

CHAPTER 12 - Vehicle Operations

CHAPTER 13 - Communications

CHAPTER 14 - Records

CHAPTER 15 - Security Access Control Unit Access Post Procedures

CHAPTER 16 - Fleet and Facilities / Property Management

1/1.3 Manual Format

A. LAWA Police Manual shall be divided in the following manner:

- 1. CHAPTER - Division of the Manual
- 2. SECTION - Division of Chapter
- 3. SUB-SECTION - Division of Section
- 4. PARAGRAPH- Division of Sub-Section

B. Numbering of Contents

The contents of the LAWA Police Manual are referenced utilizing a modified decimal numbering system:

- 1. The first digit(s) followed by a diagonal line indicates the Chapter.
- 2. The following digit(s) followed by a decimal point indicates the Section.
- 3. The following digit(s) to the right of the decimal point indicates the Sub-section.
- 4. The letter following the second decimal point indicates the paragraph.

The numbering of Chapters and Sections may not be in consecutive numerical sequence, so as to facilitate the inclusion of revisions and new data.

C. Decimal System

A typical reference under the decimal system used in the Manual would be "3/8.20.A" which conveys several facts:

- "3" The first one or two digits indicates the Chapter of the Manual.
- "8" The following one or two digits indicates the Section of the Manual.
- "20" The last one or two digits indicates the Sub-section of the Manual.
- "A" The letter indicates the paragraph.
- "3/8.20.A" Indicates the material contained could be found in Chapter 3, Section 8, Sub-Section 20, Paragraph A of the Manual.

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1/1.4 Grammatical Construction

The following rules of grammar shall apply throughout the LAWA Police Manual:

A. The Use of Tenses

The present tense includes the past and future tenses; and the future, the present.

B. Singular and Plural

The singular number includes the plural; and the plural, the singular.

C. Verbs

"Shall" is mandatory, and "may" is permissive.

1/1.5 Definition of Terms

The following words and terms shall have the meanings herein assigned, unless it shall be apparent from the content that they have a different meaning:

Airport Property.

Shall mean any property owned or controlled by the Los Angeles World Airports.

AOA.

Shall refer to the Air Operations Area of an Airport.

Board.

Shall mean the Board of Airport Commissioners.

Booking.

Shall mean the process of registering in the official records the custody of persons or property.

Call.

Shall mean a visit made by an employee in response to a station assignment, a request from a private person, or a communication, or in furtherance of an investigation or an assignment.

Charter.

Shall mean the Charter of the City of Los Angeles.

CHP.

Shall refer to the California Highway Patrol.

City.

Shall mean the City of Los Angeles.

Civilian Employee.

Shall mean any employee of the LAWA Police other than sworn peace officers of the Los Angeles World Airports (Section 830.33 P.C.).

County.

For LAX, VNY and PMD, shall mean the County of Los Angeles. For ONT shall mean the County of San Bernardino.

DMV.

Shall refer to the California State Department of Motor Vehicles. Employee/Personnel.

The terms "employee" and "personnel" are used interchangeably and apply to any person employed by the Los Angeles World Airports.

Juvenile.

Shall mean any person under the age of eighteen years.

LAPD.

Shall mean the Los Angeles Police Department.

LASD.

Shall refer to the Los Angeles County Sheriff's Department.

LAX.

Shall mean the Los Angeles International Airport.

LAWA

Shall mean the Los Angeles World Airports.

OFD

Shall mean the Ontario Fire Department.

Officer/Sworn Personnel.

The term "Officer" and "Sworn Personnel" are used interchangeably and apply to those employees of the LAWA Police, regardless of rank, who are "sworn in," as provided by law, to perform duties of a peace officer of the City of Los Angeles, Los Angeles World Airports (Section 830.33 P.C.).

Exception: The term "officer" when preceded by a modifier may pertain to other than sworn personnel (e.g., security officer).

ONT

Shall mean the Ontario International Airport.

OPD

Shall mean the Ontario Police Department

PMD

Shall mean the Palmdale Regional Airport.

Rank.

Shall refer to the Civil Service Classification held by an officer.

SBSO

Shall mean the San Bernardino Sheriff Department.

VNY

Shall mean the Van Nuys Airport.

1/1.6 Maintenance and Updating

The LAWA Police Manual is available to LAWA Police personnel in electronic format exclusively through the K: drive in the folder K:\Airport Police Manual.

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Access to the K: Drive and all manual chapters are managed by control lists which are submitted by the Office of Support Services to the LAWA Information Technology Group. Further restrictions are placed on access to Chapters 8 and 15, which are limited to all sworn personnel and Traffic/Security supervisory personnel only.

Commanding Officers shall ensure that personnel under their command are issued and complete a K: Drive Access Acknowledgement Form which must be signed by the employee and the employee's direct supervisor. Completed Acknowledgement Forms are to be returned to Manuals and Orders Unit, Professional Standards Section.

The electronic version of the LAWA Manual on the K: drive shall be updated quarterly or when necessary. All LAWA Police personnel shall be informed when the electronic version of the Manual is updated.

1/1.7 Legality of Its Content

Any Chapter, Section, Sub-section, paragraph, sub-paragraph, item, clause, or phrase contained in the Los Angeles World Airports Police Manual found to be illegal, incorrect, or inapplicable, shall not affect the validity of the remaining portions of said Manual.

1/2 Written Directives

1/2.1 Policy

It shall be the policy of the LAWA Police that all formal procedures, processes, directives, standards and constraints that are to be adhered to by Police employees shall be in writing and signed by the Chief of Airport Police or a designee acting in that capacity.

Once a directive is signed, it shall be placed in the Manual on the K: drive and shall be finalized within three (3) months from the date of signature.

All LAWA Police Personnel shall be responsible for remaining current on the Manual and all updates on the K: drive.

Policies, standards, procedures, rules and regulations established by the LAWA Police shall be adhered to. Failure to comply with or deviation from promulgated policy and procedures shall be cause for disciplinary action. All deviations or failures to comply shall be subject to LAWA Police review and appropriate administrative action.

Every employee is responsible for a working knowledge of promulgated policy and procedures signed by the Chief, a designee, or for information contained in formal administrative procedures and processes manuals.

1/2.2 Procedures

The manner and methods for carrying out LAWA Police policy and written directions shall be called Procedures. These procedures shall describe how a process or system is to be completed.

A. Rules and Regulations

Rules and regulations are directive or prohibitive in nature. Rules and regulations must be written and shall be contained in a LAWA Police manual within one (1) year after the Chief has signed the directive or information.

B. Format for Written Directives

1. The format for written directives shall contain the following major headings:

- a. Purpose
 - b. Policy or Information
 - c. Procedures or Process
2. The following additional headings may be used:
 - a. Responsibilities
 - b. Notifications
 - c. Amendments
 - d. Other headings that assist in clarification of the directive and makes the information more comprehensive or informative.
 - C. Other Formal Communication

At the direction of the Chief of Airport Police, the following types of directives may also be issued:

1. Transfer Orders
2. Information Bulletins
3. Training Bulletins
4. Legal Bulletins
5. Memorandums

Note: Transfer Orders, Information Bulletins, and Memorandums shall be formatted as specified in the LAWA Correspondence Guidelines.

1/2.3 Directive Review

A. Suggestions for Policy - New and Revised

LAWA Police employees are encouraged to make suggestions for new policy/procedures or revision of existing policy/procedures. Suggestions should be in the form of a written Employee Report or memo, forwarded via chain of command, to LAWA Police Manuals and OrdersUnit.

B. Directive Review

1. New or Revised Policy

A directive shall be drafted outlining the new or revised policy/procedure. Manuals and OrdersUnit shall create a directive file, containing the source document. Upon completion, the directive file shall be presented to the Training Unit O.I.C. for review and approval. Upon approval, the Training Unit O.I.C. shall sign the Directive Review Checklist and return the directive file to Manuals and OrdersUnit.

2. Draft Directive Review

- a. The draft directive shall be sent to all Command Staff, mid-management personnel and Association representatives via electronic mail (e-mail) for review. Those who wish to comment on this draft directive may do so within the specified time period. Comments shall be e-mailed back to Manuals and OrdersUnit within five calendar days of the original e-mail.
- b. Manuals and OrdersUnit shall print and review all Comments concerning the draft directive and edit the final draft directive, as needed. All printed comments shall be placed in the directive file.

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- c. The file, with a copy of the final draft directive, shall be forwarded to the Administration Section Commanding Officer.
3. Final Review
- a. The Administration Section Commanding Officer shall review all comments concerning the draft directive and the draft directive. If any additional revisions are needed, the file shall be returned to Manuals and Orders Unit.
- b. If any conflicting comments are made concerning the draft directive, the comments shall be reviewed by the Administration Section Commanding Officer and the Deputy Chief, Office of Support Services, for resolution.
- The directive file shall be forwarded to the Deputy Chief, Office of Support Services for review and approval.
- c. The Assistant Chief, Office of Support Services, shall review the directive file and directive and coordinate with Manuals and Orders Unit for any further modifications to the draft directive.
- d. A final draft directive and cover memo shall be made by Manuals and Orders Unit and forwarded to the Assistant Chief, Office of Support Services. The directive file and final draft directive shall then be forwarded to the Chief of Airport Police for review and signature.
- e. If the Chief of Airport Police requests further modifications to the directive, the directive shall be returned to Manuals and Orders Unit.
- f. The signed copy of the Directive shall be returned to Manuals and Orders Unit for distribution.
4. City Attorney Review

If it is determined that a directive should be reviewed by the City Attorney's Office, the Office of the Chief of Airport Police shall draft a memo addressed to the City Attorney's Office requesting the review.

5. Exemptions to the Directive Review Process
- a. Emergency or time-sensitive Directives may circumvent the normal review process and be forwarded directly to the Chief of Airport Police for signature.
- b. Directives based on memorandum issued by the Office of the Chief of Airport Police or the Deputy Chief of Operations shall only be reviewed by the Officer-In-Charge, Training Unit, the Administration Division Commanding Officer and the Assistant Chief, Office of Support Services prior to being forwarded to the Chief of Airport Police for signature.
- c. Minor changes to the LAWA Police Manual, based on memorandum issued by the Office of the Chief of Airport Police or in coordination with Executive Command Staff.

1/2.4 Directive Distribution

- A. Amendments, additions, deletions or revisions to the LAWA Police Manual shall be in the form of Directives, as issued by the Chief of Airport Police.
- B. Approved Directives shall be issued to affected employees.

- C. The Office of Support Services clerical staff shall be responsible for coordinating the issuance of approved Directives and a generic Directive Receipt List electronically to all affected Sections, Units or details as well as other LAWA Police personnel assigned to other airports for dissemination.
- D. Affected Section Heads, Unit Supervisors, and Commanding Officers of LAWA Police at other airports shall be responsible for forwarding a completed Directive Receipt List to the Office of Support Services within fifteen (15) calendar days of the issuance of the Directive. The Directive Receipt List shall indicate those employees who have received the approved Directive(s). Each employee shall sign their names beside their printed names on the Directive Receipt List, acknowledging receipt of the Directive. All completed Directive Receipt Lists shall be forwarded to Manuals and Orders Unit for retention purposes.
- E. If an employee is on long term illness, IOD, vacation, etc., the Office of Support Services clerical staff shall ensure the employee receives a copy of the Directive.

1/2.5 Duties and Responsibilities - Manuals and Orders Unit

Manuals and Orders Unit shall:

- A. Maintain and index all formal directives, source documents, and supporting documentation. These documents shall be retained for two (2) years or as otherwise directed by the Chief of Airport Police.
- B. Be responsible for reviewing, revising, and updating directives.
- C. Place all formal directives in the LAWA Police Manual on the K:Drive within three (3) months from the date of the Chief's signature.
- Note: When the directive is placed in the LAWA Police Manual, the source document becomes invalid as a directive.**
- D. Be responsible for providing instruction in LAWA Police policy and procedures to all entry level sworn personnel who have completed academy training, as well as pre-service entry level personnel, during the agency orientation phase of their training.
- F. Maintain one master copy of the LAWA Police Manual.

1/2.6 Use of Nondiscriminatory Language

The City's Affirmative Action Plan requires that all artificial barriers to equal employment opportunity be removed. All sexist and discriminatory language should be removed from all City communications. This includes letters, memos, newsletters and other printed material.

- A. Stereotype words and images
- Stereotypic words and images sometimes emerge through language that may inadvertently perpetuate racial, ethnic or sexual bias. It is every employee's responsibility to avoid the use of any words or phrases that may connote bias.
- The most subtle form of sexism is the omission of women in references which include humanity as a whole. The word "man" has been used to describe not only the male gender but also all people in general. In order to ensure that official communications are free of sexist language, the following guidelines shall be used.

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1. Include all people in general references by substituting asexual words and phrases for "man" words.

Discriminatory

Mankind, man-hours, manned, manhole

Nondiscriminatory

People, humanity, human resource, workers, workforce, staffed, maintenance hole.

2. Refer to women and men equally.

Discriminatory

Man and wife, ladies and men, Bill Hansen and Miss White and Bill.

Nondiscriminatory

Husband and wife, women and men, Bill Hansen and Julie White, Miss White and Mr. Hansen.

3. The use of "man" or "woman" as a suffix or prefix in job title.

Discriminatory

Chairman, chairwoman, foreman, workman, fireman, policeman, workmen's compensation.

Nondiscriminatory

Chairperson, chair, supervisor, manager, laborer, employee, staff member, firefighter, police officer, workers' compensation.

- B. The use of generic "he."

The common use of the generic "he" can create serious problems in attempting to avoid sexist language. Rewording sentences to eliminate unnecessary gender pronouns, replacing masculine pronouns with one, you, he or she are appropriate alternatives to eliminating the potential usage of discriminatory language.

- C. Do not refer to a person's race or sex except when it is essential for communication. Review all newsletters and other publications generated to ensure that all groups are fairly represented and that sexist or discriminatory language is used.

All City employees should adhere to these guidelines when preparing board reports, letters, forms, memos, newsletters, and other printed material so as to avoid any sexist or discriminatory language occurring in any official written communication.