

## **1/1 Airport Police Manual**

The Manual of the Los Angeles Airport Police Division is hereby established, and shall hereafter be referred to as the Airport Police Manual or APM. The manual is a statement of the current policies, rules and guidelines of this Division. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

### **1/1.1 Policy**

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this Division under the circumstances reasonably available at the time of any incident.

### **1/1.2 Disclaimer**

The provisions contained in the APM are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Airport Police and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for Division administrative action, training or discipline. The Airport Police reserves the right to revise any policy content, in whole or in part.

#### **A. Legality of Its Content**

Any chapter, section, sub-section, paragraph, sub-paragraph, item, clause, or phrase contained in the APM found to be illegal, incorrect, or inapplicable, shall not affect the validity of the remaining portions of said manual.

### **1/1.3 Authority**

The Chief of Airport Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws.

The Chief of Airport Police or designee is authorized to issue formal communications which shall modify those provisions of the manual to which they pertain and shall remain in effect until such time as they may be permanently incorporated into the manual.

#### **A. Formal communication may include:**

1. Information Bulletins
2. Legal Bulletins
3. Memorandums

4. Training Bulletins
5. Transfer Orders

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

#### **1/1.4 Supplemental Publications**

The APM is intended to supplement other publications that also govern the activities of the Airport Police, as follows:

- The Constitutions of the United States and California
- Case Law and Appellate Law (Federal and State)
- Federal Law and Regulations
- California Law
- City of Los Angeles Ordinances and Regulations
- Los Angeles World Airports (LAWA) Administrative Manual
- Airport Certification Manual (FAR 139)
- Airport Security Program (49 CFR Part 1542)
- Provisions of applicable Memorandums of Understanding
- Provisions of applicable Memorandums of Agreement with other Agencies

#### **1/1.5 Organization of Manual**

The APM 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

CHAPTER 3 - Personnel Policy and Procedures

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 - Facilities and Property Management

### **1/1.6 Manual Format**

A. APM 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 APM 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 APM 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.

### **1/1.7 Grammatical Construction**

The following rules of grammar shall apply throughout the APM:

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.

### **1/1.8 Definitions**

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

Adult

Any person 18 years of age or older.

Airport Property

Any property owned or controlled by the Los Angeles World Airports.

AOA

Air Operations Area of an Airport.

Board

Board of Airport Commissioners.

Booking

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

### Call

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.

### CCR

California Code of Regulations.

### CFR

Code of Federal Regulations.

### Charter

The Charter of the City of Los Angeles.

### CHP

The California Highway Patrol.

### City

The City of Los Angeles.

### Civilian Employee

Any employee of the Airport Police other than sworn peace officers.

### County

The County of Los Angeles.

### Division (APD)

The Los Angeles Airport Police.

### DMV

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.

### ERB

The City of Los Angeles Employee Relations Board

### Juvenile

Any person under the age of 18 years.

LAPD

The Los Angeles Police Department.

LASD

The Los Angeles County Sheriff's Department.

LAWA

The Los Angeles World Airports.

LAX

The Los Angeles International Airport.

Manual

The Los Angeles Airport Police Manual.

May

Indicates a permissive, discretionary or conditional action.

Member

Any person employed or appointed by the Los Angeles Airport Police, including.

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers

Officer/Sworn Personnel

The term "Officer" and "Sworn Personnel" are used interchangeably and apply to those employees of the Airport 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 (Penal Code § 830.1 et seq.; Penal Code § 830.15(a)).

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

### On-Duty

A member's status during the period when they are actually engaged in the performance of their assigned duties.

### Order

A written or verbal instruction issued by a superior.

### Policy

A course or principle of action adopted or proposed to establish a basis of operational standard.

### POST

The California Commission on Peace Officer Standards and Training.

### Procedures

The manner and methods for carrying out policy and written directions. Procedures describe how a process or system is to be completed.

### Rank

The Civil Service Classification held by an officer.

### Shall (or will)

Indicates a mandatory action.

### Should

Indicates a generally required or expected action, absent a rational basis for failing to conform.

### Supervisor

A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other Division members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one Division member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

### VNY

The Van Nuys Airport.

USC

United States Code.