

ORANGE COUNTY SHERIFF'S DEPARTMENT AIRPORT OPERATIONS DIVISION



Reference Guide

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Division Commander

INTRODUCTION

This Reference Guide has been prepared to assist Airport Operations Division personnel in performing their duties. It is intended to be used to supplement and not replace or modify information contained within the Orange County Sheriff's Department Policy Manual, Field Operations Manual, and Department Training Bulletins.

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SECTION 1
AIRCRAFT INCIDENTS / ACCIDENTS

I. Definitions:

A. Aircraft Incident:

1. “An incident is defined as an occurrence other than an accident, associated with the operation of an aircraft, which affects the safety or operation” (FAA Order 8020.16A, Appendix F, Page F-2). Damage to an aircraft or personal injury is not required to be considered an incident. Incidents not involving damage are generally reported by Air Traffic Control and in many cases not reported to Airport Police Services.

B. Aircraft Accident:

1. “An aircraft accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards an aircraft with the intention of flight and all persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. All aspects of the exceptions to substantial damage (see "Substantial Damage") are to be considered before making a final substantial damage determination that would classify the occurrence as an accident” (FAA Order 8020.16A, Appendix F, Page F-1).
 - a. “Substantial Damage - damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered substantial damage for the purpose of this order” (FAA Order 8020.16A, Appendix F, Page F-3).

II. Roles and Responsibilities:

A. Introduction:

1. Aircraft incidents and accidents are similar in that they involve an aircraft, which is experiencing some problem requiring action by Airport Police, Airport Operations,

and/or Fire Personnel. Most aircraft incidents do not require fire or rescue operations; however all reported incidents and accidents require a response by Airport Police for potential reporting purposes.

2. An incident / accident may be as minor as an equipment failure causing minor damage or as major as a crash causing injuries and/or fatalities. The more serious and complex an incident or accident; the greater the impact it has on airport operations and public safety. It is important for the various responding units to work in a coordinated effort, to minimize problems, facilitate rescue, first aid and fire suppression. This coordinated effort will also facilitate scene security, communications, information gathering, obtaining support services, and clearing runways for normal flight operations.
3. The following procedures are intended to inform personnel about not only their role in handling aircraft incidents and accidents, but also the roles of Airport Operations and Fire Authority personnel. Understanding the various roles will better educate personnel at the scene.

B. Airport Rescue and Fire Fighting (ARFF):

1. ARFF units will typically respond to all Aircraft incidents / accidents.
2. Responsibilities:
 - a. Operational control of fire suppression, rescue and medical treatment.
 - b. Coordination of other activities at the scene where fire unit operations are in progress.

C. JWA Airport Operations:

1. Responds to all incidents and accidents.
2. Responsibilities:
 - a. Assist Orange County Fire Authority (OCFA) with arranging for needed equipment to remove aircraft from runways and taxiways.
 - b. Coordinate with Airport entities regarding support services.
 - c. Provide assistance to flight personnel and passengers as needed.
 - d. Inspection of runways prior to reopening.

- e. Provide other liaison services and situational updates to JWA.
- D. Airport Police Services (APS):
 - 1. Respond to all accidents and incidents involving damage.
 - a. Sheriff personnel will not be required to respond or make pilot contact on categories where an aircraft lands and taxis without incident.
 - 2. Responsibilities:
 - a. Security of the scene.
 - b. Crowd control.
 - c. Obtain pertinent information for potential report purposes.
 - d. Liaison for responding police agencies.
 - e. Write applicable incident or accident reports and forward to the Federal Aviation Administration (FAA) after being reviewed by JWA Operations.
 - f. Control Center personnel make proper notifications, including the OCSO Department Commander (D/C), if appropriate.

III. APS Response and Operational Procedures:

- A. Airport Police Services:
 - 1. The category type, alert status and level type of incident will determine what action and in what order the following should be handled:
 - a. If first on scene, and if practical, safe and appropriate, provide assistance to the flight personnel and/or passengers.
 - b. Park vehicle(s) in a manner to not interfere with arriving ARFF and Fire units.
 - c. Contact the Fire Captain and determine what assistance you can provide if ARFF units are already on-scene.
 - d. Provide scene security.
 - e. Interview occupants and witnesses for report purposes.

- f. Keep the Control Center and OCSO supervisor(s) updated on the status of the incident for situational awareness.

IV. Category / Alert Classifications and Responses:

A. Category Classifications (as defined by the FAA):

1. Category 1 Aircraft – Single (non-turbine) engine aircraft.
2. Category 2 Aircraft – Multi engine (non-turbine) with a weight less than 12,500 pounds.
3. Category 3 Aircraft – All turbine powered aircraft, and multi-engine (non-turbine) with a weight greater than 12,500 pounds.

B. Alert Classifications:

1. Alert – Standby – An aircraft is known or suspected to have an operational defect that effects normal flight operations and is expected to land at the Airport.
 - a. Response: Airport Police units will proceed to standby positions.
 1. These positions are variable on the estimated arrival of the troubled aircraft.
2. Alert – Response – An aircraft accident has occurred on the Airport.
 - a. Response: Assigned Airport Police units will respond directly to the incident after receiving clearance from Ground Control.
3. Alert – Off Airport – An aircraft has or will make a landing off Airport.
 - a. Response: Airport Police will not respond unless directed to by their supervisor.
 1. ARFF units may respond to Off Airport Accidents if deemed necessary by Airport Management, however this could force a closure of the Airport.

C. Responses:

1. The Control Center will be notified via “Crash Phone” of in-progress Category information, and will notify all personnel via radio.

- a. Control Center Personnel will relay all information supplied by the Air Traffic Control Tower.
2. Airport Police unit (s) will take position and be ready to respond to the scene, if necessary.
 - a. Airport Police unit(s) response will be dictated by the event as it unfolds, or as requested.
 - b. APS personnel will respond if a category becomes an incident or accident, Airport Operations requests assistance, or if there are any suspicious circumstances or potential criminal activity involved.
3. Airport Operations personnel should be the primary unit dispatched to all Category calls.
 - a. JWA Airport Operations personnel typically make initial contact with involved parties and advise the Control Center of updated conditions.
 - b. JWA Airport Operations personnel advise the Control Center when conditions are “Code-4” and normal operations are clear to continue.

SECTION 2

AIRCRAFT INCIDENT / ACCIDENT REPORT

I. Aircraft Incident Report:

A. The following is a suggested outline for an “Aircraft Incident Report” narrative.

1. Notification:

- a. Time of Dispatch.
- b. Time of Arrival.

2. Scene / Observation:

- a. Describe the scene when you arrived.
- b. What did you do?
- c. Other agencies on scene.
- d. Aircraft debris.

3. Statements:

- a. Pilot.
- b. Flight Crew.
- c. Passengers.
 - i. Describe injuries and if transported to the hospital
- d. Witnesses

4. Measure “Area of Impact”, skids, and “Area of Rest”

5. Conclusions:

- a. Add any information that doesn’t fit into another area.
 - i. National Transportation Safety Board (NTSB) notification or other agency response.
- b. Don’t speculate on the cause of the accident.
 - i. If NTSB responds, don’t document the cause without conferring with them, even if the cause appears obvious.

6. Evidence:
 - a. Photos taken? By whom.
 - b. Time of photos.

7. Disposition of evidence / debris:
 - a. Where is the evidence?
 - b. Who removed it?

B. FAA Notification:

1. Airport Operations will take care of all FAA notifications during Airport Operating Hours. APS will handle notifications during off hours to the FAA Regional Duty Officer as listed below.
2. The FAA is primarily responsible for investigating certain categories of aircraft accidents as delegated by the NTSB. Such investigations may or may not require on-site inspection, but in either case notification must be made in a timely manner. As a result, the FAA should be notified immediately of all aircraft accidents or incidents.
 - a. Normal duty hours (0730-1630 Monday – Friday)
 - i. Notification of incidents / accidents occurring should be made to the Long Beach Flight Standards District Office, duty inspector at (562) 420-1755
 - b. Other than normal duty hours:
 - i. Notification should be made to the Regional Duty Officer at (310) 725-3300.

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SECTION 4

AIRCRAFT PARKING

I. Introduction:

- A. Orange County Codified Ordinance (OCCO) Article 5, Section 2-1-50, governs aircraft parking enforcement at John Wayne Airport.
- B. Airport Operations Division personnel **do not** have the authority to authorize parking of any aircraft in any location. All requests, disputes or questions should be directed to the Airport Operations Airside Duty Officer (888).

II. Area of Enforcement:

A. Tie down and Hangar Area:

- 1. Parking of John Wayne Airport registered aircraft in the tie down and hangar areas is only authorized to those who have spaces leased or assigned to them by JWA.
 - a. The tie down clerk conducts regular field checks and may identify violators who have not registered with the Airport Administration.
 - b. Citations can be issued for OCCO 2-1-50(k) in these instances. The tie down clerk's name should be noted as the informant.

B. Transient Parking Area Violations:

- 1. OCCO 2-1-50(j) – Pilots parking transient aircraft on County transient areas shall register their aircraft with the Airport Director (or their representative) or the Transient Apron Operator, as soon as possible after landing at the Airport.
- 2. R & R 8.2 a. – Transient area parking is provided primarily for use by transient (non-based) aircraft.
- 3. R & R 8.2 b. – Transient area parking shall be operated on a first come, first served basis. Spaces may not be reserved.
- 4. R & R 8.2 c. – All aircraft, when left unattended, must have a wheel chock properly positioned on at least one main tire and/or nose gear tire. Where provisions are available to tie down aircraft or secure in another manner, all fixed-wing aircraft will be properly tied down at all times when parked in the Transient Areas.
- 5. R & R 8.2 d. – Rotary wing aircraft shall park only on spaces designated for their use.
- 6. R & R 8.2 e. – No aircraft shall be parked or positioned in such a manner that the aircraft creates a hazard or otherwise interferes with the safe and efficient flow of other aircraft.

7. R & R 8.2 f. – No aircraft or portion of an aircraft shall be positioned in such a manner that creates a hazard to vehicles or encroaches upon vehicle roadways.
8. R & R 8.2 g. – No aircraft shall be parked on or positioned over, any portion of the commercial ramp without prior approval by the Airport Director or designee.
9. R & R 8.2 h. – No aircraft shall be parked closer than three (3) feet from any portion of another aircraft; nor shall overlap any structural member of another aircraft.
10. R & R 8.2 i. – No aircraft shall be parked or positioned in any area other than a designated space, or interior taxi lane, for the purpose of fueling, or for the enplaning or deplaning of passengers or cargo.
11. R & R 8.2 j. – Rotary wing aircraft must air taxi to and from taxiway aiming points and designated parking spaces within the Transient Aircraft Parking Areas. Direct approaches or departures are prohibited.

C. Fixed Base Operator (FBO) Aircraft:

1. Aircraft on the FBO lease hold areas may not be cited for parking within their lease area unless requested by the principle lease holder. They may be cited however if they are parked or positioned in such manner that a portion of the aircraft overlaps into a taxiway or vehicle access road creating a hazard. (OCCO) 2-1-50(d), 2-1-50(e), refer to R & R 89-5, V.B.5)

D. General Aircraft Violations:

1. OCCO 2-1-50(d) – No person shall park or loiter an aircraft on any runway or taxiway at the Airport.
2. OCCO 2-1-50 (e) – No person shall park or store an aircraft at the Airport except in areas designated by Airport Operations.
3. OCCO 2-1-50 (l) – No person shall leave an aircraft unattended unless it is properly tied down, placed in a hangar, or otherwise properly secured in accordance with federal or local regulations.
4. OCCO 2-1-50 (x) – Any aircraft found unattended, abandoned, or in an unsafe or non- airworthy condition on the airport shall be subject to removal and storage in an area designated by the Airport Director and be subject to a daily storage fee as established by the Board of Supervisors.

III. Enforcement:

- A. Citations can be issued if a representative of Airport Operations or Airport Administration requests the citation. In these cases the name of the requesting party will be noted on the Deputy's/Officer's notes.
- B. Personnel are encouraged to make personal contact with the offending party(s) in order to resolve problems.

1. If the party is unavailable for contact, a warning notice can be left on the aircraft.
 2. Offending parties should be directed to Airport Operations for clarification on parking areas and regulations.
- C. Any activity regarding aircraft parking problems, citations or warnings, will be recorded on the Deputy's/Officer's Daily Activity Log.

SECTION 5

VEHICLE IDENTIFICATION DECALS / HANGTAGS

I. Airport Operations Area (AOA):

- A. The Air Operation Area includes any part of the airport used or intended for use in landing, takeoff, or surface maneuvering of aircraft. The AOA of the John Wayne Airport is divided into three areas.
1. Runways and Taxiways (“Movement Area”).
 2. Commercial Ramp. This area is adjacent to the main terminal building and is restricted to air carriers operating under lease agreements with the airport.
 3. General Aviation Areas. All areas on the airport used for maneuvering or parking of general aviation aircraft, some of which are under fixed base operator control and some under the jurisdiction of the airport.

II. Vehicle Identification Decal:

A. Authorization:

1. Airport Operations is responsible for controlling the authorization and identification of vehicles permitted on the AOA.
2. Identification decals will only be issued to vehicles of the airlines and fixed based operators, contractors and other parties that have an “operational need” to drive on the AOA.
3. Identification Decals will not be issued to any driver / vehicle that does not have a current and valid access media card (SIDA Badge).

B. Safety Inspection:

1. Prior to the issuance of a vehicle identification decal, all vehicles are required to undergo an equipment inspection conducted by Airport Police Services.
2. APS personnel must complete a “Ramp Permit Inspection” form. He/she will inspect the vehicle as described on the vehicle inspection form.
 - a. In addition to the vehicle inspection, all aviation fuel tenders and refueling vehicles are required to undergo an equipment inspection conducted by a member of the Orange County Fire Authority.

C. Decal Certifying Compliance:

1. APS Personnel should place a decal upon a vehicle, which has been inspected, or will update the present decal certifying the compliance with requirements.

2. Under no condition, may a decal be removed for the purpose of transferring to another vehicle.

D. Term of Decal:

1. Vehicle decals are valid for a period of one year.

E. Suspension of Decal:

1. At any time a vehicle has an equipment failure or damage, the decal may be removed from the vehicle and a notice issued to correct the defect before a new decal can be issued.
 - a. Decals should not be removed for minor violations.

III. Hangtags:

A. JWA Airport Operations personnel are responsible for issuing vehicle hangtags for use in the general aviation areas. All non-emergency vehicles, which do not have Commercial Ramp or AOA decals, must display a hangtag while inside the Air Operations Area.

1. Hangtags are numbered and assigned to airport tenants and are not transferable.

B. Drivers of transient or temporary vehicles required to operate on the AOA must:

1. Obtain authorization from Airport Operations, Airport Maintenance or Airport Police Services (APS).
2. They must be escorted during the entire time the vehicle is on the AOA.

IV. Exemptions:

A. Official airport vehicles are exempt from displaying decals.

1. Fire Department. Aircraft Rescue and Fire Fighting Vehicles are painted red or yellowish green and are equipped with revolving red beacons and contain radio equipment including Ground Control frequencies.
2. Airport Police Services. Sheriff's vehicles are painted black and/or white; and may or may not be marked with an insignia.
3. Maintenance Equipment. Maintenance vehicles are painted chrome yellow or orange and are equipped with revolving amber beacons and radio equipment including Ground Control frequencies.
4. Airport Operations Vehicles. Operations vehicles are painted white or blue and are equipped with revolving amber beacons and radio equipment including Ground Control frequencies.

5. Administration Vehicles. Airport Administration vehicles are painted white and are equipped with revolving amber beacons and radio equipment including Ground Control frequencies.
6. Government Vehicles. Vehicles that display government issued license plates. For example: FAA vehicles, Homeland Security (inc. TSA), Customs and Border Patrol...etc.

V. Enforcement:

- A. All vehicles, unless under proper escort, must display a vehicle identification decal or hangtag when on any portion of the AOA, including an FBO.
- B. OCSD Personnel are responsible for ensuring compliance with all vehicle identification requirements. Citations may be issued under the authority of Orange County Codified Ordinances (OCCO) 2-1-52 (k) (3) or Airport Rules and Regulations Section 2.16.
- C. Hangtags and decals are not transferable.
 1. A hangtag or decal being used in an unauthorized manner should be confiscated and the vehicle should be escorted off of the AOA.

SECTION 6

FUEL SPILLS

I. Introduction:

- A. Fuel spills are a common occurrence at an airport due to the large volume of fuel being transferred to storage tanks, trucks and aircraft. They are usually accidental in nature. Some are caused by negligence, while others are the result of faulty equipment. They may be as minor as a gallon of fuel on the ground or a major incident with a large spill requiring a major clean-up operation with disruption of airfield traffic.
- B. Every spill, no matter how small, shall be investigated as to its cause so that remedial action may be taken. Every spill shall be treated as a potential fire source. The Control Center should be notified of **all spills**. APS dispatch will in turn notify Airport Operations, ARFF and the ATC tower.

II. Safety Procedures:

- A. The following safety procedures shall be followed in the event of any fuel spill:
 - 1. Aircraft fueling operations should be immediately discontinued.
 - 2. No electrical or automotive equipment shall be operated in or near the spill area until safe conditions are restored.
 - 3. Fueling operations may be continued only after the spill has been cleaned up and/or approval of the fire department obtained.

III. Responsibility at Scene:

- A. Orange County Fire Authority (ARFF):
 - 1. ARFF units will be notified of all **fuel spills** (via “Crash Phone”).
 - a. They will want to know the size of the spill, whether it is uncontrolled, on a hot surface, under an aircraft, or if there are potential sources of ignition.
 - 2. ARFF response will be persistent to their policy and procedures regarding fuel spills.
- B. JWA Airport Operations:
 - 1. They should respond to all fuel spills.
 - 2. Document the incident for airport management and make necessary notifications.
 - 3. Act as a liaison to the fire department to arrange for additional equipment and personnel if needed.
 - 4. Assist with the moving of aircraft if necessary.

C. Airport Police Personnel:

1. Control Center:

- a. Notify Orange County Fire Authority, Air Traffic Control and Airport Operations personnel via “Crash Phone”.

2. Field Officers:

- a. Respond to all fuel spills to provide traffic and crowd control.

3. Most fuel spills can be documented with a Daily Activity Report entry.

- a. If there is damage to property, or at the direction of a supervisor further reporting may be necessary.

SECTION 8

GROUND TRANSPORTATION ENFORCEMENT

I. Applicable Enforcement Sections:

- A. Orange County Codified Ordinances (OCCO):
 - 1. 2-1-42 Taxicabs and Other Commercial Carriers. (Including TNCs)
 - 2. 2-1-43 Courtesy Vehicles.
 - 3. 2-1-44 Car Rental Agencies.
- B. John Wayne Airport Rules and Regulations (R&R):
 - 1. Section 12 Commercial Vehicles.

II. Enforcement:

- A. Primary monitoring of ground transportation at John Wayne Airport will be done by Airport Landside Operations personnel.
 - 1. Landside Operations personnel may request assistance from Airport Police Services when they determine enforcement action is needed.
- B. Ground Transportation violations can be written as a misdemeanor or infraction.
 - 1. Reports should establish the violation.
 - a. Officer's / Deputies' personal observation of the offense.
 - b. Statement from Airport Landside Operations Coordinator who observed the offense.
 - c. In cases of soliciting, the person who was being solicited should be identified and interviewed. In order to establish soliciting, the violator must make a specific attempt to solicit by using signs or voice.
 - 2. Reports must show knowledge and intent on part of the violator.
 - a. Verbal statement by violator in which he/she admits knowledge of violation.
 - b. Any written documentation on file which had been sent to the company advising them of the applicable rule and regulation.
 - c. Any prior verbal or written warnings given regarding past violation.
 - i. If verbal warning, a statement will be needed by the person who gave the warning and the specific date and time given.

- d. Any signs posted advising of the specific rule and regulation.
4. Report should contain violator statements regarding:
- a. Did he/she know they were committing a violation?
 - b. Prior occasions to deliver or pick-up passengers?
 - c. Were they given any instruction or training by their employer regarding airport rules and regulations?
 - d. Had they been previously warned about the violation?
 - e. How long have they worked for the company or other companies which service John Wayne Airport?
5. The following information should be attached to the report.
- a. Copy of specific ordinance and rule and regulation.
 - b. Copy of any correspondence sent to the violator or violator's employer regarding applicable rules and regulations.
 - c. Copy of any written warning given on prior occasions regarding violations.

SECTION 9

ALARMS

I. General:

- A. There are three categories of alarms, which personnel at John Wayne Airport may encounter. Alarms that are designed to prevent or detect criminal activity, alarms that summon emergency assistance, and alarms that detect security violations.
- B. Personnel should remain alert when responding to any alarm regardless of the type. Always be prepared to act, and always remember officer safety.

II. Intrusion/Robbery Alarms:

- A. Types of Alarms:
 - 1. Interior alarms (Terminal).
 - a. Activated by a person penetrating an alarmed door.
 - b. The alarm may be audible or silent.
 - 2. Perimeter alarm (AOA):
 - a. Activated by a person entering from the outside through a door, window or roof access (may be a silent alarm).
 - 3. Interior or exterior motion detectors (3160 Airway Building):
 - a. Activated when a person passes across a projected beam of light or whose movement a motion detector picks up (may be audible or silent).
 - 4. Robbery or Duress alarms (3160, Terminal Admin. Counter and Pay booths):
 - a. Can be activated by a victim without the suspect's knowledge.
 - b. The alarm will be silent at the scene.
 - c. Possibility that a suspect may still be present.

III. Emergency Alarms:

- A. These alarms may or may not mean criminal activity is occurring.
- B. Elevator alarms:
 - 1. Alarms used when an elevator stops working and a person is trapped inside.
 - 2. Personnel should be sent to elevator alarms to determine if someone needs assistance.

SECTION 10

FIRE ALARMS

I. Types of Alarms:

A. Trouble Alarms:

1. Audible Alarm with a yellow light on the Fire Control Box.
 - a. The yellow light indicates a possible malfunction in the fire alarm system.
 - b. Airport maintenance personnel should be notified and will address the alarm.

B. Fire Alarms:

- a. Audible alarm with red light display on the Fire Control Box in the Control Center accompanied by audible and visual alarms in the Terminal.
- b. Indicates possible smoke and/or fire in the terminal building or parking structures.

C. Fire Alarm Boxes:

1. Red alarm boxes are located throughout the terminal and parking structures and are activated by removing the cover and pulling down on the handle.
 - a. When the clear plastic cover is opened a local alarm will sound. This is not the fire alarm, but a deterrent for setting off a false alarm. Placing the plastic cover back into place resets the local alarm.

II. Procedures:

A. Control Center:

1. Audible alarm with yellow trouble light.
 - a. Silence audible alarm on panel by pressing the panel silence button on the Fire Control Box.
 - b. Notify Airport Maintenance.
2. Fire Alarm - Audible alarm with red trouble light.
 - a. Check Fire Control Box for location of alarm.
 - b. Contact Orange County Fire Authority Dispatch and advise them of the fire alarm.

- c. Unified Command will be established with APS, OPS and Fire.
- d. Once the location is determined, dispatch an officer to the location to determine if a fire exists, and relay that location to OCFA.
- e. Make a terminal emergency page to notify passengers and tenants of evacuation (if applicable).
- f. If it is determined that it was a false alarm, notify Orange County Fire Authority and airport maintenance of the false alarm.

B. Field Personnel:

- 1. APS personnel should begin checking their assigned area for any indication of fire.
- 2. Personnel should check fire pull boxes for any that have been pulled.
- 3. Advise the Control Center if a fire alarm box is located.
- 4. Advise the Control Center if fire or smoke is located.
- 5. DO NOT advise Code-4 until it has been confirmed that there are no other active alarm locations in the terminal or parking structures.

SECTION 11

LOST AND FOUND PROPERTY

I. Theft vs. Lost Property:

A. Definitions:

1. Theft:

- a. The unlawful taking and carrying away of something of value, being the property of another, with the intent to permanently deprive the owner of the property taken.

2. Lost Property:

- a. Lacks the criminal elements of theft. The owner/victim is unable to furnish a location, time, and/or date or any definite information regarding the disappearance of their property.

II. Property Room Access:

A. Outer Property Room:

1. All APS personnel will have access to this area for the booking and temporary storage of Lost & Found property.

B. Inner Property Room Storage:

1. Access to this area is limited.
2. Notify a supervisor for recovery of items when property personnel are off-duty or unavailable.

III. Property Releases:

A. The property room is manned Monday-Friday from 0400-2000 hours.

B. After Hours:

1. Scheduled releases will be kept in the outer property room and can be released by the handling Deputy or Officer.
2. Unscheduled releases should be handled at the discretion of the Shift Supervisor.

C. Property Release Procedure:

1. Potential owners of any lost property should be verified by them giving the officer an accurate description of the item they are attempting to retrieve.

2. Personnel should complete the required computer release information. (Remedy Program)
3. Officers should also complete the associated “Property Release and Waiver Form.”
 - a. This includes name, address, phone number and type of identification.
 - b. Remove the property tag and staple it to the Property Release and Waiver Form.

IV. **Found Property:**

A. Receiving lost/found property:

1. The officer will make an immediate attempt to obtain the name of the rightful owner.
2. Property recovered after hours can be stored in the Outer property room inside the wall cabinets, out of plain view.
 - a. Logging of found property will still be required.
3. If owner information is obtained, the officer should attempt to notify the owner.
4. If no owner responds and the item is luggage or an airline tagged item, the officer will contact an employee from the designated airline to attempt to locate contact information for the rightful owner.
5. Any Airport access media (i.e. SIDA badges) will be returned to the badging office and documented appropriately.
 - a. Notify Control Center personnel immediately to insure that the badge has been deactivated.

B. The right of finder to claim property that the rightful owner does not claim.

1. The statutes that deal with the method by which finders of lost property may protect themselves and acquire title to lost property are located in Chapter 4, Article 1 of the California Civil Code.
 - a. These civil codes and releasing of property to the rightful owner/finder are the responsibility of the OCSD Property / Evidence Detail.
 - b. Employees and Tenants of John Wayne Airport are **not** entitled to claim found property that was discovered in the course of their duties or during their shift.

C. Finder Responsibility:

1. Per California Civil Code Section 2080.1(a): The finder of property with an estimated value of one hundred dollars (\$100.00) or more must turn the said property over to a Law Enforcement Agency, within a reasonable amount of time, and make an affidavit describing the property and where they found it.
2. The finder of the property who has signed an affidavit to claim the property must contact the OCSD Property / Evidence detail after the 90 day holding period and before the 120th day.
3. Any time a finder requests an affidavit for found property, a property report must be taken immediately and a copy of the affidavit must be forwarded to the OCSD Property / Evidence detail with the property that the affidavit is for.

D. Deputy / Officer Responsibility:

1. It is the responsibility of all APS personnel to take possession of ALL property offered to them.

E. Logging Lost & Found Property:

1. There is a terminal in the property room and in the Control Center that can be utilized for booking and releasing property.
2. Information on lost & found articles should be entered in the computer.
3. When completing a description of items, keep in mind the following:
 - a. An accurate description of the property must be made, including a serial number, if available.
 - b. Use language that allows the person reading the description to differentiate one item from another (i.e. white metal watch with a black colored face).
 - c. Avoid using language that adds value to the item (i.e. gold colored watch, silver earring, etc.).

4. Item Tagging:

- a. The item tag should be attached to all property booked into the property room.
- b. The item tag should include the following:
 - i. Item number:
 - ii. Bin number:
 - iii. Date:

a. Date the item was recovered.

c. The item tag should be placed in a position so it can be read and the tag cannot be easily removed.

F. Property Reports:

1. Property reports should be written, under the following circumstances.

a. When the finder of the property desires to claim it and an affidavit is attached to the property.

b. Property being transferred from the Airport to the OCSD Property / Evidence Detail.

c. At the direction of a Supervisor.

d. When a wallet has cash in excess of \$100.00 dollars.

G. Special Handling of Money:

1. Cash over \$100.00 dollars shall be counted and placed into a money envelope.

2. Found money in the amount of three hundred dollars (\$300.00) or more requires a Supervisor's or acting Supervisor's initials along with the initials of the reporting officer.

3. Packaging:

a. All money will be packaged in the same manner regardless of the amount.

i. Numbers of denominations.

ii. Total amount.

iii. Date / Time counted.

iv. Person(s) counting.

v. Witnesses to the counting.

b. The envelope will be sealed with yellow Sheriff's evidence seal.

i. The seal will display the following

a. Amount of money.

b. Date and Time.

c. Collecting Deputy / Officer's signature and PIN#.

- c. The amount of money to be booked shall be placed in the description portion of the property computer. Descriptions such as “misc. currency” or “U.S. Currency” are **not acceptable** without an amount.

4. Wallets and Purses:

- a. Wallets and purses containing money should be handled in the following manner.
 - i. It is the discretion of the reporting Deputy / Officer to log the property in a manner that is appropriate to maintain the integrity of the money and allows the owner to retrieve their property in a timely manner.
 - ii. If the officer has had positive contact with the rightful owner or their designee.
 - a. Make arraignments to return the property to the owner/designee.
 - b. Follow up with the property technician / officer to insure arraignments are met.
 - c. If the owner/designee does not come to claim the property within the parameters of the arraignments made with handling personnel, forward the property (with a report) to the Property / Evidence detail.
 - iii. If the officer is unable to locate the owner/designee, or has no positive contact with the owner/designee and the amount of money is **more** than \$100.00.
 - a. Write a property report and forward the property to the Property / Evidence detail.
 - iv. If the officer is unable to locate the owner/designee, or has no positive contact with the owner/designee and the amount of money is **less** than \$100.00.
 - a. Book property per normal JWA procedures and place in Bin #12. **DO NOT SEPARATE MONEY FROM WALLET**

H. Property for Destruction:

1. Acquire DR # from the Control Center.
2. Log the property into the OCSD Property / Evidence Computer and mark it for destruction.
3. Place sharps into the provided sharps containers.
4. Place the property into the evidence locker located inside the property room.
5. Property / Evidence detail will handle the destruction of all items.

I. Property for Safekeeping:

1. It is the policy of the Airport Operations Division to **not accept** property for safekeeping.
 - a. Exceptions: Items recovered with no owner information that are firearms, knives, etc.

J. FCN Numbers:

1. FCN Numbers are obtained from Teletype (714-834-6458) under the following circumstances:
 - a. You have reason to believe the item may be stolen.
 - b. Items that have a serial number and have a high estimated value (i.e. Laptops, weapons, etc.).
2. Teletype will not issue an FCN number without a DR #.

V. **Evidence:** For Department evidence booking procedures refer to Field Operations Manual sections 19 and 44, as well as Training Bulletin 19-20.

1. The following evidence items will be logged in at the Brad Gates Building and will **not** be stored at JWA.
 - a. Narcotics
 - b. Firearms
 - c. Cash
 - i. In excess of \$2,500.00
 - d. Bulk property belonging to arrestees
2. Once evidence has been dropped into the locker it can only be accessed by the OCSD Property/Evidence detail.

SECTION 12

MEDICAL AID RESPONSE

I. Purpose:

- A. Airport Police Services has the responsibility, when responding to a request for medical aid, to render first aid (if necessary), summon support (paramedics), render public assistance, provide crowd control and document facts relating to the circumstances of the incident.

II. Response Procedure:

- A. Responsibilities of the Control Center officer upon receipt of a call for medical aid:
 - 1. Obtain the following from the caller:
 - a. Nature of the illness or injury.
 - b. Exact location of the incident.
 - c. Name/identity and phone number of caller.
 - 2. Dispatch personnel to the incident.
 - 3. Ensure a medical bag containing an AED is obtained by one of the responding personnel if necessary.
 - 4. Upon request for paramedics, the Control Center will notify OCFA Dispatch and be prepared to provide the nature of the incident as well as the exact location.
 - 5. The Control Center will have the appropriate personnel position themselves to best facilitate the arrival of OCFA personnel and ambulance.
 - 6. The Control Center will maintain the call history and record all pertinent information from the beginning of the call until the incident is ended.
 - 7. Notify the on-duty Airport Operations Personnel and Airport Police Services Sergeant.
- B. Responsibilities of the Assigned Personnel:

1. Respond as quickly as possible and assess the situation.
 - a. Determine injuries/illness and if paramedics are needed.
 - b. Determine facts such as number of victims, age, sex and condition.
 - c. Determine if there is an ongoing hazard such as exposed wires, slippery floor, etc.
2. Radio initial observations and requests for needed support units as soon as practical.
3. Consider first aid measures if appropriate.
4. Maintain crowd control to ensure victim's safety and provide access for support units.
5. Gather facts from victim and witnesses. Note conditions.
6. Airport Police personnel will not release information regarding the incident to unauthorized persons. Inquiries will be referred to the Sergeant.

III. Reporting Procedure:

- A. Regardless of the nature and seriousness of the reported medical problem, Sheriff's personnel will respond to all medical aids and evaluate the situation personally.
 1. All responses to medical aids at John Wayne Airport will be documented on a Casualty Report Form or documented on the officer's Daily Activity Report; depending on the circumstances of the medical aid.
 - a. Reports will be written in FBR when the medical aid is the result of a slip, trip or fall
 - b. Reports will be written in FBR when the medical aid involves and airport tenant or employee
 - c. A Deputy will handle medical aids involving deaths, mental cases, serious work related incidents or any situation of a suspicious nature or unusual nature.
 2. Casualty Reports should contain the following facts:
 - a. Name of victim.
 - b. Address – home and work.
 - c. Telephone – home and work.
 - d. Date of birth.

- e. Witnesses names, addresses and phones.
 - f. Disposition of all property.
 - g. Statements by victims and witnesses.
 - h. Names of paramedics/station number.
 - i. Ambulance Company, if applicable.
 - j. Nature and apparent extent of injury/illness.
 - k. Apparent cause of injury.
 - l. Factors influencing incident (i.e., wet floor, loose carpet, exposed wire, etc. or lack of any apparent factor – dry, flat stone floor, or flat smooth carpet, etc.).
3. Incidents in which the county or Airport may incur civil liability should be brought to the attention of the Airport Police Service's Sergeant, as soon as practical.

SECTION 13

AIRPORT SPECIFIC REPORT FORMS

I. General:

- A. Many different forms are used in the everyday functions of the Airport Operations Division. Deputies and Special Officers should be familiar with the type and use of all departmental report forms.

II. Airport Related Forms:

A. Aircraft Incident Form:

- 1. Used to document aircraft accidents/incidents occurring on Airport Property.
- 2. This form can also be utilized if, OCSD personnel is assigned an aircraft accident or incident off Airport Property.

B. Notice of Violation Form: (NOV)

- 1. A Notice of Violation is for administration action only. The NOV is used whenever a violation is committed by an airport employee and usually when the violation is minor in nature and the officer or deputy feels a citation is not warranted.
- 2. The violator is required to sign the NOV. If they refuse, the word "REFUSED" should be placed in the signature box.
- 3. The violator will receive the yellow copy of the NOV. The remainder of the copies will be turned in with the Officers/Deputies paperwork.

C. AOA Access Vehicle Inspection Form:

- 1. This form is completed by the APS personnel inspecting a vehicle prior to issuance of a ramp permit. This inspection is necessary before a vehicle can operate on the AOA (general aviation and tie down tenants are exempt).

SECTION 14
GLOSSARY OF ACRONYMS

OCSD TERMS:

DESCRIPTION:

APS	Airport Police Services
BOLO	Be On the Lookout
CAD	Computer Aided Dispatch
CC	Control Center
CIRT	Critical Incident Response Team
CP	Command Post
DC	Department Commander
EAP	Event Action Plan
ECB	Emergency Communications Bureau
ECD	Electronic Control Device
EDT	Explosives Detection Team
FOM	Field Operations manual
IAP	Incident Action Plan
ICS	Incident Command System
JTTF	Joint Terrorism Task Force
OCIAC	Orange County Intelligence Assessment Center
OCSD	Orange County Sheriff's Department
OCTAP	Orange County Taxi Administration Program
POM	Patrol Operations Manual
PSR	Professional Service Responder
PVS	Patrol Video System
QRF	Quick Response Force

SSO	Sheriff's Special Officer
SWAT	Special Weapons and Tactics
TLO	Terrorism Liaison Officer

AIRPORT TERMS:

DESCRIPTION:

AOA	Airport Operations Area
CODE BRAVO	Baggage not screened or partially screened
CODE SIERRA	Alarm System Failure (full or partial)
RON	Remain Over Night (Aircraft Parking)
ARFF	Airport Rescue and Fire Fighting
FBO	Fixed Base Operator
FOD	Foreign Object Debris
IFR	Instrument Flight Rules
JWA	John Wayne Airport
NOTAM	Notice to Airmen
NOV	Notice Of Violation
OCFA	Orange County Fire Authority
SIDA	Security Identification Display Area
STANCIL	Airport audio & Motorola recording system
VFR	Visual Flight Rules
UC	Unified Command

FEDERAL TERMS:

DESCRIPTION:

DHS	Department of Homeland Security
CBP	Customs and Border Protection
ETD	Explosives Trace Detection
FAA	Federal Aviation Administration
FAM	Federal Air Marshall

FAR	Federal Air Regulation
FBI	Federal Bureau of Investigation
TSOC	TSA Security Operations Center
NTSB	National Transportation Safety Board
TSA	Transportation Security Administration
VIPR	Visible Intermodal Prevention and Response

OTHER KEY TERMS:

DESCRIPTION:

LES	Law Enforcement Sensitive
SSI	Security Sensitive Information
ALS	Advanced Life Support (Paramedics)
BLS	Basic Life Support (First Aid Kit)
FOUO	For Official Use Only