



POLICY & PROCEDURES FIELD MANUAL

REVISED MAY 2002

**O'Hare International Airport
Midway Airport**

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**O'HARE INTERNATIONAL AIRPORT
AVIATION SPECIAL POLICE
POLICY AND PROCEDURES FIELD MANUAL**

CHAPTER I - GENERAL INFORMATION

I/I MANUAL ESTABLISHED

The City of Chicago Department of Aviation, Special Police Section Manual is hereby established, and is entitled "The Aviation Special Police Policy and Procedures Field Manual," hereafter referred to as the "manual."

I/I.1 PURPOSE

The purpose of this manual is to provide a readily available reference source for personnel assigned to the Special Police Section of the Department of Aviation. The manual is a composite of current policies, procedures and rules established by the management of the Special Police Section and the Department of Aviation. All existing Special Police publications which are in conflict with the contents of this manual are hereby superseded. Portions of existing publications which are not included in this manual and which do not conflict with this manual will remain in effect.

- 1/I.1.2** The information contained in this manual will be used by Aviation Special Police personnel in carrying out their assigned responsibilities at O'Hare International Airport and Midway Airport. Compliance with these procedures will ensure both safety and security of the airport community.

1/I.1.3 APPLICABILITY

Policies and procedures contained in this manual are applicable to all Department of Aviation Special Police personnel assigned to O'Hare International Airport and Midway Airport. Certain segments of this manual may apply to only O'Hare International Airport or Midway Airport and will be noted by an italic *O'Hare* or *Midway* after the heading. All Aviation Special Police personnel are responsible for knowing and having a thorough understanding of the information contained in this manual.

I/I.4 ORGANIZATION OF THE MANUAL

The manual is divided into seven Chapters, the contents of which are briefly described as follows:

- CHAPTER 1 GENERAL INFORMATION.
Includes the organization and functions of the Department of Aviation Special Police Section.
- CHAPTER 2 COMMUNICATIONS.
Includes radio and general communications procedures applicable to the Special Police Section.
- CHAPTER 3 PERSONAL APPEARANCE AND UNIFORMS. Prescribes uniform and appearance standards for Special Police personnel.
- CHAPTER 4 REPORTS.
Outlines the purpose, completion and distribution of Special Police report forms.
- CHAPTER 5 PATROL.
Describes procedures used for patrol of areas within the Special Police Section's jurisdiction.
- CHAPTER 6 FIXED POSTS.
Outlines procedures followed at Special Police posts.
- CHAPTER 7 LINE PROCEDURES.
Describes procedures and policies followed by all Aviation Special Police Officers in the performance of their duties.

1/1.5 POSSESSION REQUIRED.

Special Police personnel will be given a copy of this manual upon initial assignment to the Special Police Section. Each employee will become familiar with the contents of the manual. Special Police personnel will be responsible for recommending changes and updates as necessary to maintain the manual in a current state. Periodic inspections will be made by management to verify individual officer possession and completeness of the manual.

1/1.6 REVISIONS AND AMENDMENTS

1/1.6.1 PERMANENT

Permanent changes to the manual may be made by issuance of policy letters, written directives and special orders from the Managing Deputy Commissioner of

Security, or any official designee. Any revised or amended material will indicate the appropriate Chapter and Section numbers being revised or amended. New pages reflecting the changes will be distributed to all Special Police personnel, indicating the effective date of the change.

1/I.6.2 TEMPORARY

Temporary changes in policies or procedures required by events, circumstances, and/or organizational needs, will be made by issuance of policy letters and/or special orders from the Managing Deputy Commissioner of Security, or his/her designee. Revised or amended material will indicate the Chapter and Section numbers being changed. The policy letter or special order will also include the effective dates for the temporary change, including specific commencement and expiration dates. If necessary, the temporary change may be reissued.

1/1.7 RELATIONSHIP TO OTHER PUBLICATIONS

The manual is intended to supplement other publications that also govern the activities of the Special Police Section, as follows:

- United States and Illinois Constitutions.
- Case Law and Appellate Law (Federal and State).
- Federal Law - U.S. Code, Federal Aviation Regulations, etc.
- Illinois Law - Penal Code, Government Code, etc.
- City of Chicago Ordinances.
- Department of Aviation Administrative Manual.
- Department of Aviation Operations Manual.
- Department of Aviation Security Plan.
- Department of Aviation Airport Emergency Plan.
- O'Hare International Airport Master Security Plan and Emergency Plan
- Midway Airport Master Security Plan and Emergency Plan

1/1.8 INTERPRETATION OF MANUAL PROVISIONS

It will be the responsibility of the senior supervisor at the scene to interpret any provisions of the manual in the event of differences of interpretation. The decision of the senior supervisor making such interpretation will be final and all orders of the supervisor will be carried out. Persons seeking further clarification or interpretation may submit a report to the Managing Deputy Commissioner of Security.

1 /2 ORGANIZATION OF THE SECURITY SECTION

1/2.1 ORGANIZATIONAL CHART

See Appendix E.

1/3 DUTIES OF ASSIGNED SPECIAL POLICE PERSONNEL

MANAGING DEPUTY COMMISSIONER, SECURITY

The Managing Deputy Commissioner, Security, under the immediate direction of the First Deputy Commissioner, Department of Aviation, is responsible for the security of all airport buildings, land, runways, and facilities. The Managing Deputy Commissioner directs and supervises the work of subordinates, and coordinates policies, procedures and programs of the Security Division. The Managing Deputy Commissioner is responsible for required reports, confers with officials of other security and law enforcement agencies, the public, airport tenants and DOA Management for the purpose of handling information, ideas, complaints and general public relations. Through subordinates, the Managing Deputy Commissioner prepares requisitions, and prepares and submits requirements for the annual budget.

1/3.1 ASSISTANT COMMISSIONER OF SECURITY

The Assistant Commissioners of Aviation Security of O'Hare International Airport and Midway Airport, are under the immediate direction of the Deputy Commissioner of Safety and Security. He/she is responsible for required reports, confers with officials of other security and law enforcement agencies, the public, airport tenants and Department of Aviation Management for the purpose of handling information, ideas, complaints and general public relations. Through subordinates, the Assistant Commissioner prepares requisitions, and submits requirements for the annual budget. The Assistant Commissioner also prepares both long and short range plans involving airport security requirements.

1/3.2 AVIATION SPECIAL POLICE LIEUTENANT (SHIFT SUPERVISOR)

The Lieutenant will normally serve as a Watch Commander on one of the three daily watches. In this position the Lieutenant will be responsible to the Managing Deputy Commissioner - Security. Responsibilities will include, but not be limited to: Briefing; Assignment and Supervision of Special Police personnel; protection of Airport property, employees, and members of the public on Airport property; and compliance with TSA Directives applicable to the airport, dealing with security, access control, and traffic control within the AOA. The Lieutenant will maintain all the records and reports appropriate to the position. At the direction

of the Assistant Commissioner of Security other assignments may be directed.

1/3.3 AVIATION SPECIAL POLICE SERGEANT

The Sergeant will be responsible for the supervision of Aviation Special Police Officers in their performance of the physical protection of airport facilities, grounds, roadways, access perimeter points and personnel. The sergeants will be responsible for training Special Police Officers in all patrol and fixed post duties. The Aviation Special Police Sergeant may serve as a Watch Commander when circumstances require. The Aviation Special Police Sergeant may be required to perform the duties of the Special Police Officer during times of manpower shortages.

1/3.4 AVIATION SPECIAL POLICE OFFICER

The Aviation Special Police Officer will be an Illinois certified law enforcement officer. The Officer will be responsible for the protection of the public, travelers and employees at the airport and of airport facilities, grounds and roadways. The Officer may be assigned to the airside and/or landside of the airport.

Special Police Officers will be responsible but not limited to the following duties on each watch:

1. Determine that all persons within the Air Operations Area are either displaying the appropriate access badge and is valid according to the expiration date or persons without an access badge are under escort.
2. Monitor all access points that enter into the Air Operations Area such as baggage claim doors, and all other access doors to determine that the doors are secured properly. Report all deficiencies to the Watch Commander and the Communications Center.
3. Respond to ALL 1542.207 Access Control Alarms, either audible or when assigned by the Communications Center, and acknowledge to the Communications Center the access point status, i.e. secure, propped and secured or repair and maintenance necessary, etc.
4. Special Police Officers assigned to fixed Special Police Posts will open gates only for entering and exiting of vehicles. Gates will not be left open for any reason without the expressed authorization of the Managing Deputy Commissioner. Special Police Officers assigned to fixed posts will approach each vehicle to check for the appropriate badge of the driver and any other occupant of the vehicle. The officer will determine that the vehicle has an Insurance Placard or the vehicle

is exempt by directive. All vehicles will be properly logged.

5. Special Police Officers will be responsible for knowledge and compliance with information in the Employee Information Book, C.O. Book, and Memo Book.
6. All actions, responses, conduct and practices taken by Special Police personnel will be consistent with the policies and procedures set forth in this manual.

1/3.5 ADMINISTRATIVE SERGEANT

The Administrative Sergeant will work under the direct supervision of the Assistant Commissioner of Aviation Security. He/she will be designated to this position by the Managing Deputy Commissioner. The person in this position will coordinate the activities of all three watches, monitor staff, record-keeping, and the preparation of special reports. Duties and responsibilities include general administration activities and the supervisor of staff personnel.

1/3.6 ADMINISTRATIVE ASSISTANT (CLERICAL)

The Administrative Assistant (clerical) will tabulate numerical reports and maintain relevant personnel/timekeeping records of Special Police personnel. The Administrative Assistant will perform other duties as directed by the Managing Deputy Commissioner of Aviation Security and will respond to direction from the Administrative Sergeant consistent with policy.

1/3.7 CHAIN OF COMMAND

The following policy identifies the chain of command within the Special Police Section. This policy will be strictly adhered to, unless unusual circumstances dictate access to a higher level of authority.

- 1) Aviation Special Police Officers will receive assignments and orders from persons serving as Watch Commanders, as well as Aviation Special Police Sergeants and Lieutenants.
- 2) Aviation Special Police Sergeants will be responsible to both the Watch Commander and to the Lieutenants for the conduct of assigned duties. Aviation Special Police Officers may serve as an acting Special Police Sergeant when circumstances require and will have the authority of the position.

- 3) Watch Commanders and Lieutenants will report directly to the Assistant Commissioner of Security. All other Special Police personnel will follow the chain of command through their supervisor and Watch Commander unless unusual circumstances prevail.

1/3.8 LINE OF COMMAND SUCCESSION

The on-duty Watch Commander will be in charge of the Special Police Section when the Assistant Commissioner is not available until such time he/she is relieved by the Assistant Commissioner.

When the Assistant Commissioner is unavailable, he will designate a person to assume operational responsibilities for the Special Police Section. The designated person does not have the authority to issue policy or change existing policy.

1/4 PERSONAL CONDUCT

1/4.1 STANDARDS OF CONDUCT

All Aviation Special Police employees should be aware of the City of Chicago Personnel Rules. Regulations regarding Disciplinary Actions are contained in Rule XVIII, which is found in Appendix F of this manual.

1/4.2 USE OF FORCE

Aviation Special Police (Operations) personnel are permitted to use only the minimum force necessary to control a situation, detain a suspect, and/or prevent the unauthorized entry of persons into restricted areas. Force used by Aviation Special Police Operations personnel on a suspect should be sufficient to meet and overcome the resistance being offered by the suspect.

A General Case Report will be completed whenever the use of force, or an approved control hold is exercised by a Special Police Officer. All arrests with injuries or complaints of injuries will be transported to the nearest hospital emergency room by the Chicago Fire Department and receive a physical evaluation. Special Police Officers will accompany the arrests to the emergency room. Upon medical release, Special Police Officers will transport the arrestee to the CPD office for processing. In the event the arrestee who is alleging injury is unruly, notifications will be made to the Command Center requesting a CPD cage vehicle.

1/4.3 ABSENCE

Unauthorized or excessive absence will be cause for disciplinary action and/or loss of pay. When Special Police personnel miss a day due to illness or other cause, the Watch Commander on duty must be notified at least **two hours** prior to the commencement of the assigned watch.

CU time requested must be submitted **72-hours in advance** and must be approved by the Watch Commander. Supervisors will not approve CE time when it will impede the operations of the Special Police Department.

If emergency CU time or a vacation day is granted, the Watch Supervisor and Special Police personnel will submit a "To - From" memorandum to the Managing Deputy Commissioner.

Special Police employees assigned to **O'Hare** who will be absent due to an illness will call the Special Police Office at (773) 686-2685 or the O'Hare Communications Center at (773) 894-5000. Special Police employees assigned to **Midway** who will be absent due to an illness will call the Special Police Office at (773) 838-0660 or the Midway Communication Center at (773) 838-0656. Personnel will make certain with whom they are speaking.

1/4.4 TARDINESS

Notification to the Special Police Office must be made if an officer is going to arrive late for work. Employees arriving late will be docked in increments of 15 minutes.

1/4.5 USE OF DRUGS OR CONTROLLED DANGEROUS SUBSTANCES

Aviation Special Police Operations personnel will not sample or use an illegal drug or controlled dangerous substance, and will not use any habit-forming drug or narcotic unless such drugs are properly prescribed by a physician, and unless such drugs do not impair his/her performance, and then may only use them as directed. [Special Police Operations personnel found to be in possession of or under the influence of illegal drugs or controlled dangerous substances or in violation of any Municipal, State or Federal law will be subject to discipline or termination.] (See City Personnel Rules)

1/4.6 INTOXICATION

Aviation Special Police Operations personnel will not, while on-duty or while in uniform, drink or be under the influence of any intoxicating liquor.

1/4.7 DRUG AND ALCOHOL TESTING POLICY

The City of Chicago has an obligation to maintain a safe, healthy and productive work environment for its employees. An employee under the influence of drugs or alcohol on the job can be a serious safety risk to himself or herself, to other employees, and in certain instances, to the general public. In order to maintain a safe and healthy work environment the City of Chicago has established the following drug testing policy.

1. The City may require testing of an employee for whom there is a reasonable suspicion that the employee has used drugs or alcohol or is under the influence of drugs or alcohol while at work, on City property or on City business.

The City may require testing of any employee involved in an accident which results in significant injury requiring medical attention or significant property damage while at work, on City property or on City business.

The City may require testing of any employee involved in a fight while at work, on City property or on City business.

2. "Under the influence" is defined as any mental, emotional, sensory or physical impairment due to the use of drugs or alcohol.
"An illegal drug" is defined as any drug that is not legally obtainable; that is legally obtainable but has not been legally obtained; or that is being used in a manner or for a purpose other than prescribed.

"Reasonable suspicion" means a belief that an employee may be under the influence of drugs or alcohol. Such belief must be based on some objective indicia, which may include but is not limited to the following matters: erratic or unusual behavior by an employee, including but not limited to noticeable imbalance, incoherence and disorientation, which would lead a person of ordinary sensibilities to conclude that the employee is under the influence of drugs and/or alcohol; observation of possible ingestion of alcohol or use of drugs; and involvement in an accident, fight or other circumstances which could lead a reasonable person to believe that the use of drugs or alcohol may have been involved.

3. Any employee who refuses to cooperate with testing procedures or tests positive for drug and/or alcohol use will be terminated for a first offence.
4. The City has established an Employee Assistance Program (EAP) which provides help to employees experiencing personal difficulties. The City encourages anyone with a drug or alcohol problem to utilize the EAP. Use of

the EAP is voluntary and confidential. It is the responsibility of all employees to seek assistance from the EAP before alcohol or drug abuse leads to disciplinary action.

An employee's decision to utilize the EAP will not be used as the basis of disciplinary action. However, participation in an EAP program will not preclude discipline, nor will it be a defense to disciplinary action where the information leading to the adverse employment action was gathered from sources other than the EAP. Under no circumstances will enrollment in an EAP program after disciplinary action has been initiated be deemed a defense to such action. Further, the City is under no obligation to offer participation in an EAP program prior to, or in lieu of, imposition of discipline.

1/4.8 STORAGE OF ALCOHOL OR DRUGS

Aviation Special Police Operations personnel will not store or bring into any airport vehicle or facility any alcoholic beverages or controlled substances.

1/4.9 SMOKING WHILE ON DUTY

Special Police personnel will not smoke on-duty while in public view or while assigned to any station which takes them onto the air operations area. Special Police personnel are reminded that O'Hare Airport and Midway Airport have been designated by ordinance as a "no smoking" facility. Smoking in Airport Special Police vehicles is prohibited. The presence of a cigar or cigarette in the mouth of an officer while on duty is contrary to this policy.

1/4.10 SLEEPING WHILE ON DUTY

Sleeping while on duty will not be tolerated and is subject to disciplinary action and/or termination.

1/4.11 SOLICITATION OR ACCEPTANCE OF GRATUITIES

Aviation Special Police Operations personnel will not solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offer or solicitation and the individual's employment with the Department of Aviation, Security and Safety. Complaints received regarding infractions of this policy will be documented and forwarded to the office of the Inspector General.

1/4.12 DISPOSITION OF UNAUTHORIZED GRATUITIES

Any unauthorized gift, gratuity, loan, fee, reward, or any other item falling into any of these categories coming into the possession of any Aviation Special Police Operations employee will be forwarded to the Office of the Managing Deputy Commissioner, together with a written report explaining the circumstances connected there with for proper disposition. The incident will be documented and forwarded to the office of the Inspector General.

1/4.13 SOLICITATION OF SPECIAL PRIVILEGES

Aviation Special Police Operations personnel will not use their uniform or position to solicit special privileges for themselves or for any other person when the privilege is not ordinarily accorded to private persons. Personnel found in violation of this directive will be subject to disciplinary action and/or terminated.

1/4.14 SPECIAL POLICE SECTION NOTICES

Special Police personnel are responsible for reviewing the content in the Employee Information Book, C.O. Book, and Memo Book on a periodic basis. Personnel will not mark, alter, or deface any official notice posted on the bulletin board. Notices of a derogatory, religious or racist nature are prohibited.

1/4.15 COMPLAINTS BY MEMBERS OF THE PUBLIC

It is essential that public confidence be maintained in the ability of the Department of Aviation, Special Police, to investigate and properly adjudicate complaints against its members. The rights of the employee as well as those of the public must be preserved, and any investigation or hearing arising from a complaint must be conducted in a fair and open manner with truth as a primary objective. The Department accepts complaints against its members and conducts preliminary investigations to determine whether the Office of the Inspector General should formally investigate the complaint. Complaints against department members which allege criminal activity should be referred to the Chicago Police Department for proper review and case reporting. Supervisory personnel should conduct the preliminary investigation and ensure that the following information is included in their report.

- a. Name of Complainant
- b. Date Complaint Registered
- c. Type of Complaint
- d. Name of Accused
- e. A brief summary of all actions taken with regard to preliminary investigation and disposition of same.
- f. An indication as to whether any action by either the Department of Aviation Personnel, City of Chicago Personnel, Office of the Inspector

General, or Chicago Police Department would have cause to further completion of the investigation.

1/4.16 COMMENDATIONS

The Department of Aviation expects a very high level of professional conduct from all its employees; however, members of the Special Police Section frequently perform their duties in a manner exceeding the highest standards of the Division. Official commendation of such performance, together with appropriate publicity, is provided to give full recognition to those who have brought honor to themselves and the Department of Aviation.

1/5 AUTHORITY OF AVIATION SPECIAL POLICE OPERATIONS PERSONNEL

Aviation Special Police Officers will be state certified law enforcement officers. They will be commissioned by the Superintendent of the Chicago Police Department as Special Police Officers and will have the authority to make arrests while enforcing state laws and City of Chicago ordinances as specified by the Managing Deputy Commissioner, Security, while on Department of Aviation property. They will not interfere in any police department investigation; however, they will respond to incidents and summon police whenever the need arises. They will effectively and unobtrusively interact with police during these incidents. Every Special Police Officer will conform to and be subject to all the rules and regulations governing Police Officers of the City of Chicago, and to such additional rules and regulations as the Superintendent of Police may make concerning Special Police. **Special Police will possess all the powers of the regular police patrol at the places for which they are respectively appointed or in the line of duty for which they are engaged.** (Municipal Code of Chicago, 4-340)

1/6 WATCHES ESTABLISHED

The tours of duty of the Special Police Section will be known as "Watches", and will be as follows for ***O'Hare International Airport***:

- o First Watch: 2130 - 0600 (PATROL, FIXED POST)
- o Second Watch: 0530 - 1400 (PATROL, FIXED POST)
- o Third Watch: 1330 - 2200 (PATROL, FIXED POST)

The watches will be as follows for ***Midway Airport***:

- o First Watch: 2230 - 0700 (PATROL, FIXED POST)
- o Second Watch: 0630 - 1500 (PATROL, FIXED POST)
- o Third Watch: 1430 - 2300 (PATROL, FIXED POST)

All Special Police personnel are responsible for remaining at their assignment and shall assume all duties and responsibilities for their entire eight hour tour of duty. Special Police personnel will not leave their assignment unless properly relieved.

1/6.1 ROLL CALL

Special Police Officers shall report to roll call in full uniform and be prepared for any assignment. During roll call, personnel will be advised of any special orders. They will be given information that affects procedures on their assignments, and all other pertinent information relative to the performance of their duties. Radios and vehicles will be assigned during roll call. Reporting times for roll call at **O'Hare International Airport** are as follows: 1st watch - 2130, 2nd watch - 0530, 3rd watch - 1330. Reporting times for roll call at **Midway Airport** are as follows: 1st watch - 2230, 2nd watch - 0630, 3rd watch - 1430.

1/6.2 FIXED POST REPORTING

The Special Police Officer beginning a new tour of duty shall determine that all equipment assigned to the post is accounted for before assuming their duties. Missing or damaged equipment shall be reported immediately to the Watch Commander.

1/6.3 OVERTIME

Overtime will be granted in increments of 15 minutes. Likewise, employees who are tardy will be docked in increments of 15 minutes. Employees submitting overtime for late relief must have their Shift Supervisor authorize the overtime. Supervisor authorizing the overtime will submit a report which will indicate the following:

- a. the name of the tardy employee
- b. the reason for the late relief
- c. the type and amount of any disciplinary actions taken or whether or not the relieving employee was docked for tardiness.

1.7 LUNCH BREAKS AND PERSONALS

National fair labor practices call for each employee to receive a 30 minute lunch break. In addition an unwritten national fair labor practice has been to grant each employee two fifteen minute breaks within the eight hour tour of duty. At the discretion of the Watch Commanders, Special Police personnel may be allowed to combine their lunch and personal breaks in order to have a 60 minute lunch break.

Watch supervisors maintain the right to designate specific times for lunch breaks in order to ensure adequate coverage of all post assignments.

CHAPTER 2 - COMMUNICATIONS

2/1 GENERAL

In order to fulfill its assigned responsibilities, the Special Police Division maintains a 24-hour radio-telephone communications system. The phone number to the O'Hare Special Police Office is 773-686-2685. The phone number to the Midway Special Police Office is 773-838-0660.

2/2 PRIORITY OF CALLS

It is not always possible for the Special Police Section to respond to every call for service; therefore, available resources must be organized to give the highest level of efficient service. Priority of call assignment depends on many factors, and it is normally the responsibility of the Aviation Communication Operator to make such assignments. An officer in the field, however, may be required to decide whether to continue on an assigned call or to handle a citizen's complaint or other observed event and cause his/her call to be reassigned. Such determination should be based on the comparative urgency and the risk to life and property of the assigned call and the intervening incident.

When it is impossible to handle a citizen's complaint or observed event, the officer should, if time permits, either give directions for obtaining assistance, or personally initiate the necessary notifications. Supervisory personnel will monitor radio traffic to determine that the appropriate priority is being given to calls for service.

2/2.1 RADIO MESSAGE PRIORITY

Radio messages will be handled in the following order:

2/2.1.1 EMERGENCY RADIO MESSAGES

This classification has priority over all other radio messages, and consists of "Officer needs assistance" messages, Alert messages, and any other message necessary for the preservation of life and property. All units will cease broadcasting when advised that an emergency condition exists.

2/2.1.2 SPECIAL RADIO MESSAGES

This classification has priority over "Routine" messages, and consists of messages requiring immediate attention. Units will refrain from broadcasting routine messages when an incident requiring a "Special Radio Message" is in progress.

2/2.1.3 ROUTINE RADIO MESSAGES

This classification consists of normal radio messages, i.e. radio checks, and requests for relief or lunch breaks. Units with "Routine" messages may broadcast only when the frequency is clear. Lengthy routine messages and messages related to bomb threats, fires, or information that would alarm the general public will be relayed telephonically when possible.

2/2.2 SUPERVISORY RESPONSE

Incidents requiring the response of more than one Special Police Officer or a Chicago Police Officer will be brought to the attention of the Watch Commander or an available Sergeant, by the Aviation Communication Operator. Such incidents may require a response by a supervisor.

2/3 COMMUNICATIONS PROCEDURES

2/3.1 GENERAL RADIO USAGE RULES

The portable radios are for business use only. All conversations should be of an official nature. Airtime is valuable, so conversations should be concise. Do not indulge in unnecessary talk, and get to the point quickly. Side chatter, off-hand remarks or commentary is unacceptable.

Radio conversations can be disruptive and annoying to other Special Police staff, airport employees and the public. Keep the volume of the radio as low as possible, yet audible, keep your voice volume down when transmitting and, whenever possible, conduct radio transmission away from staff or the public. Avoid carrying radios in your hand as they can be easily damaged. They should be worn on the belt, secured with the affixed clips attached to the batteries or secured in radio holders.

FCC regulations govern all language used on the air. Use of profane and/or obscene language is strictly forbidden. Making derogatory, personal and sarcastic remarks is also prohibited.

2/3.2 RADIOS TO REMAIN ON WHILE ON-DUTY

All officers equipped with radios are required to monitor their radios during their entire tour of duty including during breaks.

2/3.3 LENGTH OF TRANSMISSIONS

Transmissions shall not exceed 20 seconds in length. Lengthy messages will be communicated by telephone.

2/3.4 RADIO CHECKS

Officers will request a radio check upon starting their assigned activities. Response to radio check requests will include information as to the clarity and strength of the transmission.

2/3.5 TRANSMISSION SEQUENCE

- o Depress the push-to-talk switch.
- o Give unit designation. Wait for acknowledgment before continuing.
- o Acknowledge messages with a distinct "10-4".
- o If the location of a call is some distance away, give your Estimated Time of Arrival (ETA) to the location.

2/3.6 RADIO TRANSMISSION LANGUAGE

Special Police Officers will make their transmissions using short-direct sentences, without the use of codes. Slang or obscene language will not be used. Phonetic alphabetic will be used when necessary to clarify spelling.

2/3.7 RESPONSE TO RADIO CALL

Special Police Officers responding to a radio call from the Communications Center or another unit will respond with their identification i.e. "3001."

2/3.8 MISUSE OF RADIO EQUIPMENT

Use of DOA communications equipment is limited to official business only. Proper radio procedures are to be followed at all times. Officers shall observe FCC requirements at all times.

2/3.9 REQUEST FOR SUPERVISOR

When an officer needs routine advice from a supervisor, a radio request will be broadcast, giving the location and nature of the advice requested. If circumstances permit, consideration should first be given to telephoning the request to the Communications Operator.

2/3.10 ASSIGNMENT OF RADIO EQUIPMENT

Radios will be assigned at the beginning of each watch and the number of the radio will be logged by the Desk Officer. Each employee will be responsible for his/her assigned radio and its care.

2/4 RADIO CODES

Radio codes are not to be used unless authorized by the Managing Deputy Commissioner of Security.

2/4.1 PHONETIC ALPHABET

A -	ADAM	N -	NORA
B -	BOY	O -	OCEAN
C -	CHARLES	P -	PAUL
D -	DAVID	Q -	QUEEN
E -	EDWARD	R -	ROBERT
F -	FRANK	S -	SAM
G -	GEORGE	T -	TOM
H -	HENRY	U -	UNION
I -	IDA	V -	VICTOR
J -	JOHN	W -	WILLIAM
L -	LINCOLN	X -	X-RAY
K -	KING	Y -	YOUNG
M -	MARY	Z -	ZEBRA

2/4.2 RADIO FREQUENCIES

All Special Police personnel operating vehicles on the AOA should be familiar

with the following radio frequencies used by the Air Traffic Control Towers for all 3 airports with regard to departures and arrivals.

O'Hare - ORD

- (1) Tower: North runways - 126.90
 South runways - 120.75
- (2) Approach: 119.0/360-159
 125.7/180-359
- (3) Departure: 125.0/340-159
 127.4/160-219
 125.4/220-334
- (4) ATIS: 135.4
- (5) Ground: 121.9 / 121.75
- (6) IFR.CLR.DEL.: 121.6
- (7) Flight Watch: 122.0 WX Info
- (8) Butler Unicom: 122.95

Midway - MDW

- (1) Ground: 121.7
- (2) Local: 118.7
- (3) ATIS: 120.05
- (4) Cl.Del.: 121.85
- (5) Unicom Freq:
 - Butler 122.45
 - Monarch 129.65
 - Red Carpet 123.30
 - Central 130.80

Meigs

- (1) Ground: 121.8

(2) Local: 121.3

2/5 USE OF TELEPHONES

The telephone is as important to special police communications as the radio. It is the primary method for the public to obtain information or to notify special police of a problem and for DOA Special Police personnel to communicate routine and emergency matters. In addition, the caller, whether he or she is a fellow DOA employee, airport tenant, vendor or a member of the public, will get an impression of your special police organization, the DOA/City, and of you by the way you answer the telephone and respond to the caller. Aviation Special Police Operations personnel should use the following telephone courtesy techniques:

- o Handle incoming calls immediately.
- o Identify your office (e.g., "Aviation Special Police Office").
- o Identify yourself to the caller (e.g., "Officer Smith. May I help you?").
- o Have a pad and pencil ready when answering the phone.
- o Speak slowly and clearly. If the caller is in trouble, use a calm, assured tone of voice.
- o Be as polite, courteous and professional as possible. Do not use slang or be too casual.
- o Do not be content to say "I don't know." and leave it at that. Instead, say "Let me find out for you" and try to help the caller. Offer to call back with the information.

Remember that the caller will form an impression of you and your organization based on how you handled the call. Therefore, you want him or her to think that you are businesslike, professional, and helpful.

2/5.1 USE OF CITY TELEPHONES

City telephones will not be used for other than City business, unless approval is received from a supervisor. All calls will be limited to five minutes or less. Personal

calls will not be forwarded unless it relates to an emergency.

2/5.2 TELEPHONIC NOTIFICATION OF OVERTIME

When a duty assignment requires that an employee work overtime, the employee may notify his/her family over a City telephone. Such a call is considered City business.

2/6 CALLS FOR SERVICE

Telephone calls for special police service shall be answered by the Desk Officer in the Special Police Office. When calls for service are received in this manner, the Communications Center will be notified of the nature of the call.

2/7 COLLECT TELEPHONE CALLS

Collect telephone calls will be not be accepted.

CHAPTER 3 - PERSONAL APPEARANCE AND UNIFORMS

3/1 GENERAL APPEARANCE AND GROOMING

It shall be the duty of every officer and civilian of the department to maintain a clean and neat appearance at all times.

3/1.1 BEARING

When on duty, all personnel shall maintain a military type bearing and avoid mannerisms such as slouching, shuffling and hands in pockets.

3/1.2 PHYSICAL CONDITION

The City of Chicago has **NO** light duty status. All employees are expected to be in condition to work any assignment. Employees who become ill at work may be excused at the discretion of the watch commander. This will be noted on the watch supervisor log. Prolonged absences due to illness may require the employee to submit to a physical examination prior to being allowed to return to work. Employees found to be in poor or sub-standard physical condition or mental health by a competent medical authority, may be transferred to assignments or duty status in keeping with their condition until they are certified capable of performing or returning to their regular assignments or duty.

3/1.3 HAIR

Hair shall be neat, clean, well groomed and properly trimmed at all times when on duty. If tinted or colored, the shade should appear natural. The hair shall be cut or secured to a length which shall not touch or extend below the top of the shirt or jacket collar. The length and fullness of the hair shall not interfere with the proper wearing of the uniform cap. Spiked hair, sculptured hair, and non-natural multi-colored hair is unacceptable. Hairpieces may be worn which meet the above standards. Sideburns shall not extend below the bottom of the earlobe, and shall end in a clean-shaven horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion by more than 1/4" of the unflared width.

3/1.4 MOUSTACHES

Moustaches, if worn, will be neatly trimmed and of natural color. They shall not extend below the border of the upper lip or the corners of the mouth, and may not extend to the side more than 1/4" beyond the corners of the mouth.

3/1.5 BEARDS

Beards, if worn, will be neatly trimmed and of natural color. Long and excessively bushy beards are prohibited.

3/1.6 HANDS AND FINGERNAILS

Hands and fingernails shall be neat and clean. Nail polish, if used, must be of a neutral shade.

3/1.7 MAKEUP

Female Aviation Special Police Operations personnel may wear sufficient makeup to enhance the facial features, but shall maintain a businesslike appearance. Excessive eye makeup or unnatural shades of lipstick will not be worn.

3/1.8 JEWELRY

Jewelry such as wedding or class rings may be worn. Earrings, bracelets or exposed necklaces shall not be worn.

3/1.9 EXCEPTIONS

Officers assigned to low-visibility assignments may be exempted from any of the requirements of this section by the Managing Deputy Commissioner of Security.

3/2 UNIFORMS

3/2.1 GENERAL

Special Police personnel shall possess at all times a serviceable uniform and the necessary equipment to perform uniformed field duty. Uniforms shall be maintained in a clean, serviceable condition. Uniform outer garments will be authorized only by the Managing Deputy Commissioner of Security. Exemptions from this requirement may be granted by same.

3/2.2 BASIC UNIFORM - ALL OFFICERS

3/2.2.1 SHIRT

Shirts shall be long sleeve, Flying Cross, and navy blue in color with military creases. They shall be permanent press, 65% Dacron and 35% Rayon, with shoulder epaulets, badge tab or patch, two pleated breast pockets with scalloped button flaps, pencil pocket, and permanent collar stays. Shirt sleeves shall have two black buttons on the cuff and one on the sleeve facing. Shoulder patches shall be affixed to each shoulder, ½" below the shoulder seam. Shirts may be tailored if necessary to fit properly and present a neat appearance. Pocket flaps shall be kept buttoned. Bulky items will not be carried in the shirt pockets.

Short sleeve shirts shall be the same specifications except the sleeves shall be short and the sleeve buttons are eliminated.

Sergeants and Lieutenants shall wear shirts with the same specifications as described with the following exceptions. The material shall be white in color and Sergeant stripes will be placed ½" below the shoulder patches.

3/2.2.2 TROUSERS

Trousers shall be navy blue in color, 12 ounce serge, 80% Dacron Polyester and 20% wool. The pants shall be cuffless and have no other decoration affixed. They shall be tailored to fit properly, and present a neat appearance. Length shall be adjusted so that there is no observable "break" in the front crease of the trousers when the wearer is standing, and with no portion of the wearer's socks being visible.

3/2.2.3 HATS

Aviation Special Police personnel assigned to Terminal Patrol, Sergeants and Lieutenants will wear the police style five point hat when in public view.

The three flap hat (optional winter headgear) with a Department of Aviation Special Police emblem or a Department of Aviation Special Police hat shield may be worn by fixed post personnel.

The billed baseball type cap with the DOA Special Police emblem sewn on the front panel may be worn by personnel at the discretion of the Managing Deputy Commissioner.

3/2.2.4 JACKET

Jackets shall be of the "Chicago Police Department style", hip length, with

zippered openings on both sides, shoulder epaulets, zip-out lining, detachable pile collar and 2-way pockets. The material shall be spark resistant and weather proof. In the spring and fall months, the jacket shall be worn without the pile collar and the zip-out lining shall be optional. During the winter months, the jacket shall be worn with the pile collar attached and with the zip-out lining in. The color shall be navy blue. Buttons shall be silver in color. Sergeants and Lieutenants shall have gold buttons. Shoulder patches shall be placed on each sleeve, 1/2" below the shoulder seam.

Aviation Special Police Personnel may opt to wear the "Chicago Police Style" leather jacket, ensuring that proper emblems on either sleeve identify the wearer as a Aviation Special Police employee.

Sergeant stripes shall be placed 1/2" below the shoulder patches.

3/2.2.5 SWEATERS (OPTIONAL)

If a sweater is to be worn as an outer garment then it must be the WOOLLY PULLY type sweater, navy blue in color, v-neck, with shoulder epaulets, shoulder and elbow patches, and badge and nameplate tabs. Shoulder patches shall be placed on each sleeve, 1/2" below the shoulder seam. Sergeants stripes shall be placed 1/2" below the shoulder patches. If a sweater is to be worn under the uniform jacket, a navy blue cardigan style sweater with either a zipper or button front will also be acceptable. No shoulder patches will be required on this type of sweater.

3/2.2.6 NECKTIE

Neckties shall be solid black color with a dull finish. They will not be less than 2 1/2" nor more than 3 1/2" wide at the widest point. The distance between the bottom of the tie and the top of the belt shall be not less than 1" nor more than 3". BREAKAWAY TIES ARE MANDATORY.

Whenever the uniform jacket is worn, a tie shall also be worn. A silver tie bar not more than 2" long by not more than 1/4" wide will be worn with the tie, in line with the bottom of the pocket flap. Supervisors tie bars will be gold colored.

3/2.2.7 SHOES

Shoes shall be black plain toe shoes in either the oxford style or high top shoe style capable of a high gloss shine. The "Spotbilt" black gym shoe which is used

by CPD is also authorized.

3/2.2.8 SOCKS

Socks will be a solid black color without designs. If white socks are required for medical reasons, black socks shall be worn as an outer cover.

3/2.2.9 GLOVES

Gloves shall be black in color, with a plain finish.

3/2.2.10 SCARF

A scarf may be worn during cold weather and shall be black or navy blue in color.

3/2.2.11 OVERSHOES

Overshoes shall be black in color and worn with trouser legs outside of boot tops except in extreme weather conditions.

3/2.2.12 EQUIPMENT BELT

All uniformed Aviation Special Police personnel will wear an equipment belt (Sam Browne) when on duty. (Exception: Personnel assigned to office functions are exempt from this requirement. They may wear their required equipment on the trouser belt.) The equipment belt may be either the buckle type, with a chrome colored buckle, or the Velcro type without a buckle. All required equipment will be worn on the equipment belt. All leather equipment shall be either black patent leather or black plain leather style and will be kept polished and in good repair.

3/2.2.13 NAMEPLATE

Nameplates, brushed brass color with black lettering, will be worn above the flap of the right shirt pocket, centered below and in line with the seam. When the nylon jacket is worn, the nameplate will be worn on the jacket in the same manner.

3/2.3 EQUIPMENT

The on-duty Watch Commander is responsible for the accountability of all keys, radio's and other Special Police equipment on his/her watch. If any item is not accountable for, the on-duty Watch Commander will note it in his log, and take

appropriate action. If the on-coming Watch Commander notes any items missing, he/she will notify the Managing Deputy Commissioner by voice mail and complete the necessary report.

3/2.3.1 BATON

Special Police personnel may carry an authorized baton in a baton ring in line with the seam of the trousers when deemed appropriate by the Managing Deputy Commissioner. The baton may be the standard wooden type or ABS plastic type.

3/2.3.2 KEY RING

A key ring shall be worn to the rear of the baton ring. Special Police personnel will carry a handcuff key along with other issued keys.

3/2.3.3 HANDCUFFS AND HANDCUFF CASE

Aviation Special Police Operations personnel will carry handcuffs in a handcuff case either the closed style or open top style. The recommended location for the handcuff case is centered over the left or right rear pocket.

3/2.3.4 RADIO CASE

The radio case shall be worn in any location that allows easy access to the radio, yet does not restrict access to the baton or handcuffs.

3/2.3.5 CITATION BOOKS

Citation books shall be carried when on duty.

3/2.3.6 PEN

At least one (1) ball-point pen with black ink will be carried when on duty.

3/2.3.7 FLASHLIGHT

A flashlight shall be available at all times and shall be carried during the hours of darkness.

3/2.3.8 DOCUMENTS

When on duty, Special Police personnel will carry their ORD Access Control Badge or MDW Access Control Badge, City of Chicago I.D. card, and their Illinois Driver's License.

3/2.3.9 OFFICER'S NOTEBOOK

Special Police personnel are required to carry an Officer's Notebook on their person while on duty. The Notebook will be used to record information regarding assignments, vehicles, and equipment issued to the Officer. Any notes applicable to reports or duty assignments will be recorded in the notebook. Whenever a suspect is to be given his Constitutional rights prior to questioning, they will be read to the suspect, verbatim, from the Officer's Notebook.

3/2.4 SUMMER UNIFORM

The summer uniform will be worn from May 1 to October 31. These dates are subject to change based on seasonal temperatures.

The summer short sleeve shirt will be worn without a tie, open neck, with one button unbuttoned, with a white "T" shirt and no visible jewelry or religious medals displayed.

3/2.5 WINTER UNIFORM

The winter uniform will be worn from November 1 to April 30. These dates are subject to change based on seasonal temperatures.

The winter long sleeve shirt will be worn with a tie and the nameplate will be worn on the outermost garment.

3/2.5.1 TURTLENECK / TURTLENECK DICKEY (OPTIONAL)

Turtleneck/Turtleneck Dickey (Blauer)	-	Specification# 9161.26A
Turtleneck/Turtleneck Dickey (Elbeco)	-	Specification# 9161.26B
Turtleneck/Turtleneck Dickey (Eagle)	-	Specification# 9161.26C

The following restrictions will apply:

1. The long sleeved uniform shirt will be worn over the turtleneck / turtleneck dickey with **only** the top button unfastened and no tie.
2. Under no circumstances will the turtleneck / turtleneck dickey be worn when the temperature is at or above 70 degrees Fahrenheit.
3. The turtleneck / turtleneck dickey is authorized as an optional winter uniform garment that may be worn from 01 November through 30 April.
4. Revision to CPD General Order 98-10 Addendum 5

3/2.6 COURT ATTIRE

Officers summoned to court will appear in full uniform.

3/2.7 UNIFORM INSPECTION

Watch Commanders and Sergeants shall hold informal daily inspections of personnel under their command at all roll call sessions. A written report will be submitted to the Managing Deputy Commissioner of all non-compliance of uniform regulations. Such reports will be forwarded through the appropriate Watch Supervisor.

3/2.8 IMPROPER UNIFORM

Improper appearance in uniform will be cause for disciplinary action.

3/2.9 UNAUTHORIZED EQUIPMENT

The City of Chicago may not indemnify Special Police personnel who use unauthorized equipment in the line of duty. Unauthorized equipment includes but is not limited to the ASP, PR-24, Pepper Spray, OC Spray and Mace.

CHAPTER 4 - REPORTS

4/1 GENERAL

The Department of Aviation, Special Police and Safety uses a wide variety of forms and reports to complete its functions. The Watch Commander is responsible for ensuring all reports are submitted and complete. This Chapter describes some of those reports.

4/2 REPORT FORMS

4/2.1 SUPERVISORS LOG / SHIFT SUMMARY

The Watch Commander of each watch shall complete a Supervisor's Log for the period of assignment. Significant incidents occurring on the watch will be identified. Incident reports completed during the watch shall be stapled to the supervisor's Log. The completed form will give the Managing Deputy Commissioner a short synopsis of the Supervisor's activity during the watch. It will also allow the Managing Deputy Commissioner to follow-up quickly on any changes in manpower workloads or negative security trends.

4/2.2 DAILY ACTIVITY LOG

Special Police Officers assigned to vehicle patrol and terminal patrol shall complete a daily activity report for each eight hour watch or for any part of a watch which involves one of these assignments.

4/2.3 ESCORT FORM

The escort form will be filled out every time a person or vehicle is escorted onto the AOA. Failure to fill out this form properly can lead to TSA penalties being levied against the airport. The information on the form will also be used in investigations of incidents on the AOA committed by persons without valid badges.

4/2.4 DEPARTMENT OF AVIATION SPECIAL POLICE GENERAL CASE REPORT

A report will be made on all security incidents by the Special Police personnel witnessing, responding to, and/or discovering an incident. This would include damaged gates, damaged vehicles, unauthorized personnel (persons not holding valid badges) on the AOA, or any crime committed on airport property. Incident reports must be filled out and signed by the reporting Special Police officer and co-signed by a Supervisor before the end of each watch. Each case report will be assigned an event number.

4/2.5 LOST AND FOUND PROPERTY

All found property from the terminal area and outlying parking lots will be turned over to the Chicago Police Department, Airport Section and a field contact card prepared describing the item, where found, when and officers to whom it was turned over to. Property which will be placed in Chicago Police inventory will be receipted by the CPD officer and the receipt attached to the incident report.

4/2.6 CONFISCATED I.D. BADGES

Any green, blue, red, grey, or yellow I.D. badge that is confiscated by Special Police personnel will require a confiscated I.D. Badge report and citation, if applicable. The reports will be submitted to the Watch Commander's office before the end of the watch.

4/2.7 FIELD CONTACT CARDS

The field contact card will be made for incidents that do not require a general case report, miscellaneous incidents, and for warnings for traffic, ID badge and safety vest violations.

4/2.8 VEHICLE / EQUIPMENT USAGE REPORTS

Each driver of an Aviation Special Police vehicle will complete, prior to his/her tour of duty, an Operators Vehicle Usage Report which will describe the condition of and other relevant data on the vehicle. It will be the responsibility of the driver of the vehicle to complete this report with complete accuracy and it shall be complete in every detail.

The Operators Vehicle Usage Report will be maintained in a loose leaf binder containing individual sections for each vehicle for a 60 day period.

Vehicles discovered with damage will be immediately reported to the Watch Commander. This will ensure proper time verification when damage to a department vehicle is reported.

Subsequent to this immediate notification of vehicle damage, discovered damage will

be more extensively detailed in a damage-to-vehicle report which will include the following information:

- a. Date and time damage was discovered
- b. Location and description of damage
- c. Previous driver of vehicle

Without exception, any damage sustained by the vehicle which is not reported will be attributed to the last person assigned to the vehicle prior to it being reported.

4/2.9 AIRFIELD CITATIONS

All Special Police Officers are responsible for enforcement of airfield badge violations (Municipal Code of Chicago, 10-36-353), traffic regulations on the AOA (Municipal Code of Chicago, 10-36-357), and safety vest violations (Municipal Code of Chicago, 10-36-355) and issuing airfield citations when necessary.

4/3 COMPLETION OF REPORTS

All reports will be completed using a ball-point pen with black ink. Reports will be completed accurately and in a concise manner. They must be neat and legible and contain all essential information.

4/4 APPROVAL OF REPORTS

All reports will be checked by a supervisor for propriety, essential information, clarity, and legibility. Reports will be submitted for approval to the Watch Commander upon completion before the end of their tour of duty. Supervisors will not change any reports, but will return reports to the officer for any necessary changes.

4/5 RELEASE OF SPECIAL POLICE SECTION REPORTS

Unless otherwise provided, copies of Special Police Section reports will not be released to any person or outside agency without the express approval of the Managing Deputy Commissioner of Security, or the Office of the Corporation Counsel. The Managing Deputy Commissioner may require special reports which cover a special consideration or activity. These reports will be completed as directed.

CHAPTER 5 - PATROL

5/1 GENERAL

The Special Police Section maintains patrol assignments to carry out the federally mandated aviation security requirements and to ensure the general safety and security of Chicago airports. Special Police personnel may be assigned to patrol in mobile units, on foot in terminal areas or other special locations.

The primary function of patrol is to ensure the security of the airport and compliance with airport regulations. Special Police personnel must act on their own initiative and, in response to calls for service, protect life and property.

5/2 PATROL AREAS

Priority for assignment to these patrols is specified by Managing Deputy Commissioner Directives.

5/2.1 TERMINAL RAMP - MOBILE PATROL

A. Responsibilities:

1. Observe all ramps and doors leading to the AOA to determine that no unauthorized persons are present.
 - a. Enforce badge requirements.
 - b. Challenge persons observed to be violating security requirements.
 - c. Enforce the provisions of the Airport Security Plan applicable to the AOA.
 - d. Conduct random badge inspections.
2. Enforce traffic regulations on the AOA
 - a. Monitor vehicle speeds.
 - b. Enforce compliance with traffic control devices.
 - c. Direct compliance with vehicle presence in defined areas.
 - d. Enforce compliance with ORD drivers license requirement.
 - e. Enforce compliance with the safety vest requirement.

3. Report unsafe conditions
 - a. Report hazards which may cause accidents.
 - b. Report safety equipment that may be missing.
4. Remain Alert for Emergencies.
5. Carry out those assignments in accordance with instructions given by the Managing Deputy Commissioner, Watch Commanders and Sergeants.
6. Prepare complete reports in a timely manner consistent with Special Police Section directives.
7. Special Police personnel assigned this activity shall not leave his/her assignment without the permission of the Watch Commander and proper relief has been made.
8. Complete Operator's Vehicle Usage Report, record mileage, damage, and sign the reports.
9. Special Police personnel shall exercise good judgement and exhibit professionalism when taking enforcement action or requesting airport employees to display I.D. Badges.
10. Incidents where airport employees refuse to display or produce the appropriate I.D. while in the secured area of the AOA may be arrested for Obstructing Service of Process (Chapter 720 ILCS Section 5/31-3). A General Case Report will be completed and the Watch Commander will be notified.

5/2.2 TERMINAL PATROL - FOOT PATROL

Assignments to Terminal Patrol may vary according to watch and personnel needs. Special Police Officers may be assigned to any or all of the terminals including the concourses.

A. Responsibilities:

1. Observe use and condition of all doors leading to the AOA.
 - a. Ensure only authorized persons are using doors.
 - b. Enforce badging requirements.
 - c. Be alert to door malfunctions and conditions which require correction and report immediately.
 - d. Enforce the provisions of the Airport Security Plan applicable to the Terminal Area.
 - e. Challenge persons believed to be in violation of security requirements.
 - f. Aviation Special Police Officers may interface with airline personnel during air carrier operations, baggage handling etc, if violations are observed but discretion must be used as not to disrupt airlines operations.
2. Patrol baggage processing and delivery areas.
 - a. Determine that security provisions are in effect.
 - b. Enforce badging requirements.
 - c. Ensure baggage carousels are secured when not in service.
3. Respond to Access Control Alarms
 - a. Proceed to designated point of alarm as dispatched.
 - b. Assess reason for alarm and take corrective action when possible.
 - c. Report to the Aviation Communication Operator in accordance with directives. Responses which involve unusual circumstances will be reviewed with the appropriate supervisor.
4. Found Baggage
 - a. Advise the appropriate airline of all found baggage tagged with an airline destination

- tag.
 - b. Receive and turn over to Chicago Police that property found in terminal and parking lot areas. Prepare a field contact card and obtain a receipt when property placed in CPD inventory.
 - c. Obtain receipt for property held which has not been placed with the Chicago Police Department, as well as prepare a field contact card.
5. Provide Public Assistance
- a. Render assistance to airport visitors and tenant customers.
 - b. Respond to emergencies in the Terminals and assess, evaluate and call for appropriate assistance to conclude emergency.
6. Remain alert to conditions and situations which affect the safety and welfare of Airport employees and patrons.
- a. Investigate suspicious persons.
 - b. Report unsafe conditions.
 - c. Enforce the appropriate Federal, State, and City laws which regulate peoples' conduct on the Airport.
7. Remain available to respond to radio dispatches which direct the officers activity.
8. Carry out those assignments in accordance with instructions of the Managing Deputy Commissioner, Watch Commanders and Shift Sergeants.
9. Prepare complete reports in a timely manner consistent with Division directives.

5/2.3 FIELD PATROL

Assignments to mobile Patrol will be made by the Watch Commander. Responsibilities contained in this section may be assigned to Shift Sergeant or be assumed by the Watch

Commander.

A. Responsibilities:

1. Conduct the necessary vehicle conditions and maintenance report in accordance with Division Directives. This includes the Operator's Vehicle Usage Report, which must identify mileage, damage, and include a signature.
2. Conduct a perimeter patrol of the Airport to determine the conditions of the perimeter fence. Deficiencies shall be reported immediately to the Watch Commander and the Communication Center.
3. Patrol the airport parking lots and off-airport City property as time permits to deter criminal activity in those areas. Lights which are observed to be inoperative and other conditions which impact on safety or security shall be reported immediately to the Communication Center for the Watch Commander's attention.
4. Enforce the provisions of the Airport Master Security Plan.
 - a. Access Controls
 - b. Challenge persons believed to be violating security requirements.
5. Enforce Airport Traffic Regulations (Consistent with Terminal Ramp Responsibility). This includes monitoring vehicle traffic in the Hanger Area, Cargo Area, and all service roads on the AOA.
6. Report unsafe conditions.
7. Have knowledge of Airport Emergency Plans and carry out responsibilities outlined.
 - a. Scene response
 - b. Escort assignments
 - c. Perimeter control

- d. Assistance to Incident Commander who will be represented by either CPD or CFD.
8. Back up Assignments to other Special Police Officers as dispatched.
9. Carry out those assignments in accordance with instructions given by the Managing Deputy Commissioner, Watch Commander, and Field Supervisors.
10. Prepare complete reports in a timely manner consistent with Division Directives.
11. The vehicle operator shall ensure that all emergency equipment is accounted for in the vehicle.
12. Vehicles will not leave airport property or designated assignments without the approval of the Watch Commander. When a vehicle is authorized to leave airport property, the Communications Center will be notified via radio stating the starting mileage of the vehicle and upon returning to airport property, the Communications Center will be notified of the finishing mileage and that the vehicle is ready for assignment.

5/2.4 WATCH COMMANDER

The Watch Commander shall have the full responsibility for making watch assignments within the provisions set forth by the Managing Deputy Commissioner establishing priorities. Priorities for staffing will be followed. The Watch Commander will be responsible for conducting a watch Roll Call prior to the assignment of personnel.

The Watch Commander will be available for response to an event, assist officers, conducting post, mobile and foot patrol inspection and arranging relief as needed. In addition, the Watch Commander will review, approve and initial all reports from the previous day's watch.

In the absence of a timely response by a Special Police Officer to a 1542.207 alarm or dispatch, the Watch Commander may respond if practical.

The Watch Commander will conduct his/her duties and responsibilities in accordance with laws, policies of the City of Chicago, applicable TSA standards and the content of this manual. Decisions, resolution of problems and incidents, including discipline, will be conducted in keeping with the long term goals of the division.

The on-duty Watch Commander is responsible for the accountability of all keys, radio's and other Special Police equipment on his watch. If any item is not accountable for, the on-duty Watch Commander will note it in his log, and take appropriate action. If the on-coming Watch Commander notes any items missing, he/she will notify the Deputy Commissioner by voice mail and complete the necessary report.

At **Midway**, all unused keys will be kept in the Watch Commander's office.
At **O'Hare**, all unused keys will be kept in the Radio Room or in the locked key cabinet in the Sergeant's Room.

5/2.5 SHIFT SERGEANT

The Watch Commander has the option of assigning the available Shift Sergeant to meet the needs of established watch priority staffing. Those duties, responsibilities and accountability thereof assigned to the Watch Commander may be delegated to a Shift Sergeant.

The Shift Sergeant shall be assigned supervisory Activities, i.e., inspection training, planning or controlling which enhance the efficiency of the Special Police Section.

The Shift Sergeant will respond to a 1542.207 alarm or dispatch when in position to arrive at the location sooner than other Special Police personnel.

Whenever two or more Supervisors are assigned to a watch, one supervisor will be responsible for the following:

1. Ensure radios, batteries, rain coats and other Special Police equipment are at posts.
2. Ensure Hot Sheets are at the Post.
3. Inspect officers for proper attire.
4. Inspect post for cleanliness.

5/3 SPECIFIC PATROL PROCEDURES

When deemed appropriate, the Managing Deputy Commissioner or respective

Watch Commanders may alter normal patrol routine due to special circumstances.

5/3.1 OFF-FIELD CITY OWNED PROPERTIES

Special Police Officers assigned to field patrol will be responsible for checking off-field city properties. Officers will notify the Communications Center that they are leaving the airfield to check the off-field properties. Special Police Officers will ensure that the gates and fence line to these city properties are in good condition and secured. Any deficiencies found will be reported to the Communications Center and the Watch Commander.

5/3.2 TERMINALS AND INTELLIGENCE GATHERING

Special Police personnel will patrol the assigned Terminal(s) and maintain a positive visible security presence. Daily liaison with businesses located on airport property is necessary in order to learn what concerns and problems they may have and to gain essential intelligence information on suspect groups working the airports.

5/3.2.1 FIRST AMENDMENT GROUPS AND DESIGNATED AREAS

Officers will monitor the presence of any First Amendment Rights Groups and will ascertain adherence to policies of the airport.

All persons seeking to solicit or distribute literature and/or express his or hers first amendment rights must comply with the following:

- 1) Persons must submit an application and receive a permit from the Commissioner of Aviation. They must have this permit with them when expressing their first amendment rights on airport property.
- 2) Persons expressing their first amendment rights may do so only in designated areas which are marked by a sign and blue taped parameters. The locations for **O'Hare Airport** are listed below:

Terminal #1 Upper Level by Door #5.

Terminal #2 Upper Level by Door #2A and by Door #2E.

Terminal #3 Upper Level by Door #3B and by Door #3F.

The locations for **Midway Airport** are listed below:

Near vestibules 2UL and 3UL in the Terminal's Upper Level.

5/3.3 AED INSPECTIONS

The Watch Commander will assign Special Police Officers to inspect the AED's that are located throughout the terminal areas to ensure that the AED's are present and have not been tampered with. The procedures that will be followed are as listed:

To simplify arming and resetting the AED cabinet, Red and Blue dots have been affixed to all cabinets. The **RED DOT** indicates the position the key is unarmed.

All AED cabinets are to be **visually inspected** on the **2nd and 3rd watch**. Visual inspection includes: visually checking that the key lock position is pointing toward the red dot, AED Unit is inside the cabinet and checking the adjacent phone. The cabinet is not to be opened on a visual inspection unless there is an apparent problem.

All AED cabinets are to be **manually inspected** on the **1st watch**. Manual inspection includes: testing all audible and silent alarms, phones and visual inspection of the AED unit. The AED unit should have the yellow seal intact and a flashing X in the upper right-hand corner which indicates a good battery. If the seal is not intact, the flashing X is RED, or any of the alarm points are not working the unit is to be immediately brought to the OCC at O'Hare or the DOA desk officer at Midway for exchange or secured until repairs have been made by Siemens. When taking an AED from the cabinet (for repair and/or replacement) the officer will display the "Out of Service" sign in the cabinet window. If the unit passes the inspection, the Officer will rearm the cabinet by turning the key in the horizontal position pointing to the RED dot.

5/3.4 TAUT WIRE INTRUSION DETECTION SYSTEM or TWIDS (O'HARE)

5/3.4.1 GENERAL INFORMATION

The Department of Aviation Special Police will be responsible for responding to alarms received by the Taut Wire Intrusion Detection System or TWIDS. The TWIDS begins west of Post One and extends west and south until it ends at the Federal Express Metroplex Building #611. The TWIDS consists of seventy-nine zones and is approximately five miles in length. Fourteen alarmed gates are positioned along the TWIDS. These gates consist of six roller gates, two man gates, three creek gates, two drainage gates, and one

lift gate.

5/3.4.2 TWIDS BEAT ASSIGNMENTS

Two special police vehicles will be equipped with TWIDS mobile maps. These vehicles will be assigned to Beat 3003 and Beat 3004. To ensure a rapid response Beat 3003 will patrol the TWIDS fence line for the first half of the shift (four hours) and will be relieved by Beat 3004 who will patrol the TWIDS fence line for the second half of the shift (four hours). Beat 3004 will remain on patrol until relieved by Beat 3003 of the next watch (face to face relief). Patrol officers on the four-hour TWIDS patrol will respond to TWIDS alarms only. Watch commanders may use the TWIDS patrol units for other assignments only during emergency situations. Patrol officers on the four-hour TWIDS patrol will take their lunch when not on TWIDS patrol. Under certain circumstances, it may be necessary for the watch commander to assign an eight-hour TWIDS patrol due to manpower shortages or vehicle maintenance. In this case a relief unit would be required to break the TWIDS patrol unit for lunch.

5/3.4.3 PATROL AREA

To ensure a response time of five minutes or less, officers on TWIDS patrol will have a limited patrol area. The patrol area will consist of any air-side road that borders the Taut Wire Perimeter Intrusion Detection System. Officers on TWIDS patrol will not leave the patrol area unless relieved by another officer or the officer is authorized to do so by the watch commander.

5/3.4.4 RESPONSE BY AVIATION SPECIAL POLICE TO TWIDS ALARMS

When an alarm is triggered, it will appear on the mobile map. Also, an alarm will appear on the wall map located in the O'Hare Communications Center. All alarms generated by the TWIDS will be treated as a breach of security. Patrol officers will use the vehicle's emergency equipment while responding to TWIDS alarms. Upon approaching the target alarm, the officer will use caution. Officers will determine the cause of the alarm and notify the OCC of his or her findings (weather, wildlife, intruders, unknown etc.).

5/3.4.5 TWIDS NIGHT OPERATIONS

Units on night time TWIDS patrol will be issued hand held spot lights to assist in determining causes for TWIDS alarms. Whenever possible, the "Night Sight" equipment (Thermal Imaging Unit) will assist in determining the possible causes for the TWIDS alarm. Watch Commanders will assign the "Night Sight" equipment to only trained officers.

5/3.4.6 FEDERAL EXPRESS METROPLEX GATE

TWIDS Zone Gate 78 is located air-side of Federal Express Gate 13A. Gate 13A will remain controlled by Federal Express. TWIDS Zone Gate 78 which

is an automatic gate will be controlled by the City of Chicago. The gate's control box is located next to the motor box and is kept locked. Also the TWIDS Zone Gate 78 will be kept locked with a FAA approved airfield (Medeco) lock. Aviation Special Police will be required to open the TWIDS Zone Gate 78 when requested by Federal Express for cargo loading operations. Federal Express will notify Aviation Special Police when the gate can be secured. All Federal Express's requests for gate access will be made through the OCC.

5/3.4.7 CREEK GATES 15A, 15B, AND 15C

The three creeks located on the west side of the airfield have been equipped with motorized lift gates. Aviation Special Police will control the keys for these gates. There are two types of keys. One key is for lifting the gate and the other key is to access the gate's motor. A city construction foreman will notify Aviation Special Police for the gate key to clear debris from the creeks. Aviation Special Police will supply the key to the construction foreman and the construction crew will open the gate. The officer will remain on the scene until the gate has been secured and the key has been returned.

5/3.4.8 AGI/LOCKHEED TANK FARM ACCESS

Officers responding to TWIDS alarms located in the AGI/Lockheed Tank Farm must drive up to the main gate with the vehicles emergency equipment on. The AGI/Lockheed gate operator will observe the emergency vehicle by a video camera and allow access to the fuel farm.

5/3.4.9 AIRPORT REPAIR AND CONSTRUCTION COMPLEX (ARC) ACCESS

Officers responding to TWIDS alarms located in the Airport Repair and Construction Complex (ARC) will be equipped with a remote control to access automatic Gate 19.

5/3.4.10 GATE LOCATIONS ON THE TWIDS

The lift gate at TWIDS Zone 1-3 will correspond with Gate 19U.

The roller gate at TWIDS Zone 2-2 will correspond with Gate 17A.

The roller gate at TWIDS Zone 10-3 will correspond with Gate 19G.

The roller gate at TWIDS Zone 13-3 will correspond with Gate 16D.

The man gate in the A.G.I. tank farm at TWIDS Zone 21-1 will lead to land side access.

The drainage gate northwest of Post 2A at TWIDS Zone 24-1 will lead into a drain pipe.

The roller gate at TWIDS Zone 27-2 will correspond with Gate 15.

The lift gate at TWIDS Zone 35-3 will correspond with Gate 15A (north creek).

The lift gate at TWIDS Zone 37-3 will correspond with Gate 15B (center creek).

The lift gate at TWIDS Zone 39-2 will correspond with Gate 15C (south creek).

The man gate at TWIDS Zone 45-2 will correspond with Gate 15D (man-gate).
The drainage gate west of the cemetery at TWIDS Zone 67-1 will lead into a drain pipe.

The roller gate at TWIDS Zone 72-2 will correspond with Gate 13B.

The automatic roller gate at TWIDS Zone 78-1 will correspond with Gate 13A.

5/3.4.11 SUPERVISORS' RESPONSIBILITIES

Watch commanders will ensure that all sergeants are familiar with the operations and procedures of the TWIDS.

Sergeants will ensure that officers assigned to TWIDS patrol have been properly trained on the use of the mobile map. Also, sergeants will issue the TWIDS Operational Software Manual to TWIDS patrol officers. This manual contains zone maps, system operations, and information on the mobile map.

5/3.5 BEAT ASSIGNMENTS (O'HARE)

3001 - Field patrol -

Responsibilities: Includes but not limited to patrol of all Department of Aviation properties including off-field properties, fence line checks, AED response, gate access for tenants, ordinance enforcement.

Equipment: gate keys and portable AED.

3002 - Field patrol -

Responsibilities: Includes but not limited to patrol of all Department of Aviation properties including off-field properties, fence line checks, AED response, gate access for tenants, ordinance enforcement.

Equipment: gate keys, portable AED, and equipment case.

3003 - Field patrol -

Responsibilities: Includes but not limited to patrol of all Department of Aviation properties including off-field properties, fence line checks, AED response, gate access for tenants, ordinance enforcement and TWIDS patrol. Equipment: gate keys and portable AED.

3004 - Field patrol -

Responsibilities: Includes but not limited to patrol of all Department of Aviation properties including off-field properties, fence line checks, gate access for tenants, ordinance enforcement and TWIDS patrol.

Equipment: gate keys and portable AED.

3005 -Ramp patrol -

Responsibilities: Includes but not limited to patrol of all

terminal ramp areas including the Southwest cargo area and the Lynx cargo area (formally known as Continental Cargo). Equipment: portable AED.

- 3006 -Ramp patrol - Responsibilities: Includes but not limited to patrol of terminal ramps #1 and #2. Also patrol of the hanger area located between Post #1 and Post #2.
- 3007 -Ramp patrol - Responsibilities: Includes but not limited to patrol of terminal ramps #3 and #5.
- 3008 -Ramp patrol - Responsibilities: Includes but not limited to patrol of the military ramp and surrounding fence line. To assist Post #12 when necessary. To conduct surveillance of tenant operations on the military ramp.
- 3009- Post #1 - Responsibilities: Post #1 Escort Vehicle will escort lost persons off the airfield and intercept unauthorized persons attempting to enter the AOA.
- 3041-Terminal Relief - Responsibilities: Includes but not limited to breaking the terminal posts for lunch.
- 3042 - Field Relief - Responsibilities: Includes but not limited to breaking the field posts for lunch.
- 3043 - Field Relief - Responsibilities: Includes but not limited to breaking the field posts for lunch.
- 3044 - Field Relief - Responsibilities: Includes but not limited to breaking the field posts for lunch.
- 3051- Terminal #5 - Responsibilities: Includes but not limited to respond to access control alarms, passenger assists, crowd control, ordinance enforcement, and to assist the Custom Doors.
- 3052-Terminal #5 - Responsibilities: Includes but not limited to respond to access control alarms, passenger assists, crowd control, ordinance enforcement, and to assist the Custom Doors.
- 3053-Terminal#5 - Responsibilities: Includes but not limited to breaking the Terminal#5 posts for lunch.
- 3054-Terminal #5 - Responsibilities: Includes but not limited to respond to access control alarms, passenger assists, crowd control, ordinance enforcement, and to assist the Custom Doors.

5/3.6 BEAT ASSIGNMENTS (MIDWAY)

- 302 - Ramp Vehicle - Responsibilities: Includes but not limited to patrol of all terminal ramp areas and ordinance enforcement. Equipment: gate keys and portable AED.
- 302A- Ramp Vehicle - Responsibilities: Includes but not limited to vehicle relief and detail vehicle. Equipment: gate keys
- 303 - Airfield Vehicle - Responsibilities: Includes but not limited to patrol of all Department of Aviation properties, fence line checks, AED response and ordinance enforcement. Equipment: gate keys and portable AED.
- 312 - Relief Vehicle - Includes but not limited to breaking the gates for lunch.
- 313- Terminal Relief - Includes but not limited to relieving Beat 321 and Beat 322 for lunch and personal breaks, Beat 322A for lunch, answer door alarms, and assist other units when not in a relief role.
- 321 - Terminal Patrol - Responsibilities: Includes but not limited to patrolling
(Lower Level) baggage areas, assisting passengers, respond to AED alarms, respond to baggage conveyor and door alarms, respond to the checkpoints when requested, and patrol baggage make up area to ensure only authorized personnel are in the area.
- 322 - Terminal Patrol - Responsibilities: Includes but not limited to patrolling
(Upper Level) ticket areas, assisting passengers, respond to AED alarms, respond to door alarms, respond to the checkpoints when requested, and patrol the interstitial level.
- 322A - Dock C - Responsibilities: Includes but not limited to operating the concession dock and ensuring that only authorized personnel access the area.
- 322B - Dock H&R - Responsibilities: Includes but not limited to operating the H & R dock and ensuring that only authorized personnel access the area.
- 306 - Central Gate - Responsibilities: See Post Orders 6/6.1
- 307 - 55th St. Gate - Responsibilities: See Post Orders 6/6.2

308 - Laramie Gate - Responsibilities: See Post Orders 6/6.3

314 - 55th St.

Construction Gate - Responsibilities: Includes but not limited to ensuring that only authorized personnel and vehicles access the area.

5/3.7 STRANDED PASSENGERS ASSISTANCE PROGRAM

Due to extreme weather conditions (snowstorms, fog, thunderstorms etc.), the Stranded Passenger Assistance Program may be implemented by the Department of Aviation. This program is to provide a safe and secure area for passengers whose flights have been canceled. Officers assigned to the

Stranded Passengers Assistance Program are responsible for the following:

- a) To provide high visibility patrol of designated sleeping areas.
- b) To assist passengers.
- c) To insure that passengers will not sleep on luggage carousels or security checkpoint equipment.
- d) To insure that the cots and sleeping materials remain in the designated area.
- e) To escort city custodians transferring cots from storage areas to the designated areas.
- f) To distribute information fact sheets about the program to affected passengers when available.

5/4 LUNCH PERIODS

Special Police Officers are entitled to a thirty minute unpaid lunch period during each eight hour watch. Watch supervisors will arrange relief where required.

CHAPTER 6 - FIXED POSTS

6/1 GENERAL

Fixed Posts are maintained at various locations to provide continual control of critical AOA access points. Fixed Post officers may not leave their posts unless relieved.

6/2 GENERAL DUTIES OF FIXED POSTS

Special Police personnel assigned to a fixed post will prevent and deter persons and vehicles from unauthorized access to the AOA, provide information and traffic directions regarding all tenants at the airport at the request of airport patrons, direct traffic at the post during peak traffic periods to minimize vehicular congestion and stabilize the flow of traffic into the airport, observe and report all unusual incidents, suspicious activities, persons, vehicles or materials, and actual or potential fire hazards, safety, and security hazards, give assistance, information, direction and protection to airport patrons and members of the airport community.

Fixed Post Special Police Officers will enforce provisions of AOA access control and report to his or her supervisor all access control failures as soon as possible. Screening will take place for all vehicles and persons entering the access point with a logging procedure and escort provision initiated for all personnel and vehicles which do not have official passes.

Challenges will be made when appropriate and the proper reporting made.

Special Police Officers will execute "levels of threat" procedures as required. Alert Levels will be associated with security escalation. Emergency and standby alerts will be initiated during aircraft emergencies.

During AOA emergencies fixed Post Special Police Officers will direct emergency vehicles to designated staging areas outside the AOA.

As emergency conditions dictate when entry to the AOA is closed, fixed post Special Police Officers will report unusual situations observed on the AOA.

Gates will be closed when not in use and will not be opened until the Special Police Officer has determined that the vehicle is authorized and that the driver has the proper badge.

Special Police Officers assigned to Posts will open gates only for entering and exiting of vehicles. Gates will not be left open for any reason without the

expressed authorization of the Managing Deputy Commissioner. Special Police Officers assigned to fixed posts will approach each vehicle to check for the appropriate badge of the driver and any other occupant of the vehicle. The officer will determine that the vehicle has an Insurance Placard or the vehicle is exempt by directive. All vehicles will be properly logged.

6/2.1 CONDUCT ON ALL POSTS

Officers are to remain alert at all times. The use of television sets or reading materials (other than authorized Department manuals and orders) is prohibited. Instances of officers returning late from lunch breaks will be reported to the Watch Commander. Fixed Posts will be inspected by the oncoming officer, and any discrepancies will be reported to the Watch Commanders. Officers will be in full uniform at all times and will make face to face reliefs at their post.

6/3 FIXED POST ASSIGNMENTS

The following are the fixed posts at **O'Hare International Airport**.

Post 1A, 1B, 1C, 1D, 1E; Post 2; Post 2A; Post 3; Post 4; Post 4A; Post 5; Post 5A; Post 7; Post 8; Post 10; Post 11; Post 12; Post 14; Post 15; Terminal Five Dock; Custom Door A; Custom Door B.

The following are the fixed posts at **Midway Airport**.

63th Street/Laramie Gate
55th Street/Laramie Gate
Central Gate

6/4 GENERAL PROCEDURES FOR ACCESS POINTS

THE PERIMETER OF THE AOA MUST BE SECURED AT ALL TIMES. This is the fundamental basis for maintaining the security of the O'Hare International and Midway Airports. The following are general procedures applicable to AOA access points.

6/4.1 MANNED GATES

All manned gates must be kept in a closed position when not allowing vehicles

or personnel to pass. When operating a high speed crash gate, it will be opened completely or closed completely.

6/4.2 UN-MANNED GATES

All un-manned gates will be closed and locked when not actually being used and monitored. Any gate found open and not monitored will be closed and an general case report completed and signed by the responding Special Police Officer.

6/4.3 ID REQUIREMENTS

Special Police Officers at all posts will adhere to current ID requirements before allowing entry of persons and vehicles onto the AOA.

6/4.3.1 ACCESS IDENTIFICATION PROCEDURE

Special Police Officers must ensure that every person in every vehicle has authorized access or is properly escorted by a badge holder with a valid badge before they are permitted access to the AOA. Unauthorized access by persons to the AOA is in direct violation of City of Chicago Policy and procedures and the State of Illinois Revised Statutes (720 ILCS 5/21-7) and may be subject to arrest and fines by the powers of the City of Chicago, under City ordinance, State law and regulations.

1. The only persons and vehicles authorized to access the AOA are those authorized in this policy and procedure. No other persons or vehicles are permitted access to, or permitted in the Air Operations Area (AOA), Secured Area, or the SIDA.
2. Authorized Access pertains to:
 - a. Tenants and their sub-Tenants and Contractors and Vendors
 - b. DOA personnel and its contractors and vendors
 - c. Governmental Agencies and their contractors
3. **All authorized access to the AOA is granted by the Department of Aviation, and the Managing Deputy Commissioner of Security through memos, directives, and the Policy and Procedure Field Manual.**

6/4.3.2 PERSONNEL IDENTIFICATION

1. Identification Media Types

The City of Chicago, Department of Aviation has an identification control system. Changes in this system are promulgated by the Department of Aviation in order to enhance and/or maintain the overall Security System. All changes are issued by a "Notification" directive from the Commissioner of Aviation to all persons affected.

2. Identification System

The Department of Aviation's personnel badging system contains the following badge description and restrictions:

- a. The Employee access control photo ID Badge is a tamper-proof laminated plastic card that is wearable by pouch, holder, chain or removable clip.
 - (1) The card has, on the back, a magnetically programmable stripe that allows the card to interact with the card readers located at the AOA/SIDA access controlled doors and gates, and information on ownership, displaying, and non-transferability of badges and punishment for misuse.
- b. The front of the badge contains the following information:
 - (1) A full-face color image of the individual for whom the badge was issued except for the yellow ID badge.
 - (2) A color coding to visually display the level of access.
 - (3) Identification of Contractor employees by the presence of the identifier "CONSTRUCTION" on the ID badge.
 - (4) Identification of Vendor employees by the presence of the identifier "VENDOR" on the ID badge.
 - (5) The official three letter Federal Aviation Administration airport designator. (ORD - O'Hare, MDW - Midway)
 - (6) The first and last name of the individual.
 - (7) The expiration date of the ID badge.
 - (8) The name of the employee's primary employer at the airport.
 - (9) The ID badge number.
 - (10) If employee is authorized to drive on the AOA, a yellow bar

across the top of the card.

- (11) If the employee has authorized access to the U.S. Customs area, an official U.S. Customs identifier.
- c. All unescorted persons entering the AOA/SIDA must have a Blue, Green, or Yellow Department of Aviation issued ORD ID badge.
- (1) BLUE ID Badges:
 - a. Blue ID badges are issued to Public Safety and Security Personnel, including DOA Special Police Personnel, City of Chicago Police and Fire Department Personnel and others as authorized by DOA.
 - b. Blue ID badge holders are authorized access throughout the airport, including the AOA, Secured Area, and SIDA.
- (2) GREEN ID Badges:
 - a. Green ID badges are issued to all persons who have some level of access to secure areas of the airport, usually the AOA, including tenant employees, vendors and contractors.
 - b. Green ID badge holders are authorized access to specific areas of the AOA, Secured Area, or SIDA. This color is visual proof of authorization to be in secure areas during normal operations but will not be valid for access in emergency situations without additional authorization.
- d. All unescorted persons entering the security identification display area (SIDA) under TSA Part 1542.205 must display on their outermost garment a blue or green DOA issued photo ID badge.
- e. Yellow ID badges are issued to airlines flight crew authorized access to the AOA/SIDA. The yellow ORD ID badge must be displayed on their outermost garment along with the employees picture ID issued from the airlines. (*O'Hare*)
- f. Red ID badges are issued to employees working who are not authorized unescorted access to the AOA or SIDA.
- g. Gray ID badges are issued to persons authorized access to all AOA areas excluding the secured (SIDA) area. (*Midway*)

- h. Airline ID credentials for the following:
 - (1) Flight crews when they are performing pre-flight inspections, are in uniform, on their air carrier apron, and in the immediate proximity of their assigned company aircraft.
- i. FAA/airline transport vans and buses.
 - (1) In cases of FAA vans and airline transport buses with passengers, only the drivers need to show identification. The drivers will be responsible for checking the identification of all personnel on their vans or buses. (Aviation Special Police Personnel will make spot checks of passengers to ensure that employees are in compliance with TSA 49 CFR Parts 1500.)

3. Controlled Areas

a. Definition of Controlled Areas

All areas beyond the Department of Aviation Special Police posts or within the perimeter security fencing is defined as the AOA or SIDA.

O'HARE INTERNATIONAL AIRPORT CONTROL AREA

The O'Hare SIDA (security identification display area) will be all areas within the security perimeter. The Secured Area will be all areas within the SIDA except for the Hangar Area located between Post 1 and Post 2.

MIDWAY AIRPORT CONTROL AREA

The Midway secured area is defined as the Terminal ramp area. The secured area will be the SIDA, which is the area located between the south SIDA gate and the North SIDA gate.

6/4.3.3 **DISPLAY OF ID BADGES**

All persons on or attempting to gain access to the AOA/SIDA, must have and display proper I.D. credentials and/or Department of Aviation ORD / MDW Badges. These I.D. credentials and/or ORD / MDW badges must be worn on the outer clothing when a person is in a Secured Area/SIDA. Exceptions are limited to the following:

- a. Passengers either loading or unloading from an aircraft that are under

the escort of the airline personnel in the possession of appropriate identification.

- b. VIP dignitaries, under escort, are permitted access to the AOA/SIDA.

6/4.3.4 VEHICLE AOA ACCESS

The only vehicles authorized on the AOA are those specifically authorized in this section, and then, only in accordance with the procedures described herein. No other vehicles are authorized access to, or permitted on the AOA.

1. Airport Operator and Tenant Vehicles

Vehicles owned by the airport operator and tenants of the airport requiring access to the AOA must have easily recognizable corporate or other identifying markings. As of January 1, 1992, marking will be required on both sides of the vehicle. These markings will be 12 inches high in size. No other identification is required.

2. Other Vehicles

Department of Aviation issued airfield vehicle permits allow drivers of contractor vehicles, food purveyors, various airport service repairmen, and other servicing vehicles access to AOA.

- a. These permits are displayed on the left hand side of the windshield of the vehicle. All official permits contain an expiration date; name of the company; year, make, model, license number, VIN number, and the Department of Aviation issued permit number.
- b. Issuance of the official airfield vehicle permit is supervised by the Department of Aviation, Special Police Section. Special Police Officers at any post are required to deny holders of expired, or otherwise invalid permits, access to the AOA.
- c. Vehicles entering the AOA on a one-time basis visit, require an escort by the appropriate tenant to and from the respective post.
- d. Persons with valid authorized ORD / MDW ID badges and DOA Drivers Permit (yellow stripe) will be allowed to drive on the AOA in a properly licensed government or municipal vehicle.

3. Emergency Vehicles

In the event of snow or other emergency situations, the following emergency personnel and vehicles will have access to the AOA in compliance with the following procedures:

- a. Unbadged snow removal personnel will be permitted on the AOA when under direct supervision/escort of an airport employee(s) with a valid badge.
- b. Utilities personnel bearing proper company identification and using marked company vehicles, will be permitted on the AOA under escort by authorized badged airport personnel, in response to specific emergency situations.
- c. Chicago Police and Fire Department personnel bearing the proper City of Chicago identification and using marked vehicles during an emergency situation, will be permitted passage to the AOA.

6/4.3.5 VEHICLE AIRFIELD ACCESS PERMITS

All officers are to verify the vehicle identification number (VIN) of vehicles seeking entrance through Special Police posts. Verification is to be made by assuring the VIN stated on the green vehicle access permit matches that of the vehicle in question. This change is necessitated because of changes to the State of Illinois issued license plates; Special Police staff will not deny vehicle access if the license plate number contained on the access permit does not match the license plate number affixed to the vehicle. The VIN becomes the controlling data. If the VIN doesn't match, the permit will be confiscated.

6/4.3.6 INVALID ID BADGES

Persons seeking access to the AOA with an expired Dept. of Aviation Access Control I.D. Badge will be denied access or will require the appropriate escort. The Expired I.D. Badge will be confiscated. A person using other than their own badge or an invalid badge will be issued a citation, the I.D. Badge will be confiscated, and the Watch Commander will be notified.

Incidents involving persons attempting to illegally gain access to the AOA/SIDA will be reported to the Watch Commander and a general case report prepared. Where criminal trespass is involved, Special Police Personnel will investigate and make arrests if necessary.

6/4.3.7 ESCORTS

Individuals or vehicles requiring an escort will remain under the control of Department Of Aviation Special Police personnel until all forms are filled out and the escort has signed the escort log and accepted responsibility for them.

1. Persons requesting access to a specific area within the AOA/SIDA who do not have a valid ID Badge must be escorted by authorized personnel. If the person requesting an escort is operating a ground vehicle, they must produce a valid drivers license. If the person requesting an escort is **not** operating a ground vehicle, they must produce a state ID or a company / airline picture ID. The escort will maintain full control of the persons/vehicle during the duration of time within the AOA/SIDA. **Only three (3) vehicles may be escorted by an escort at one time.**
2. Special Police Officers should challenge:
 - a. Individuals who do not possess ID badges with the appropriate color code(s) for that area.
 - b. Individuals suspected of not being authorized to be in that area.
 - c. Individuals known or suspected of being under escort and are separated by time and distance from their escorts.
3. Escort forms will be signed by the assigned Special Police officer and turned in at the end of each watch.
4. Verification of a badged individual's access to the AOA/SIDA shall be processed through the Communication Center.

6/4.3.8 CARD READERS

The swiping of a badge through a card reader will show a green light, which lasts approximately two seconds (indicating the ID badge has been accepted) or a red light, indicating that the badge has been rejected. Since the airlines have issued the proper code to all of their employees, a red light is a certain indication that the ID badge is flawed, deactivated, or the employee is swiping incorrectly. When employees get a red light, the officer will call the Communication Center, examine the badge for expiration date, mutilation of the card, or smears and scratches on the magnetic strip. Damaged, deactivated, and expired ORD / MDW badges will be confiscated. The green and red indicator lights on the panel by the interior card reader will inform the officer whether or not the badges used have been accepted or rejected.

6/5 SPECIFIC POST ORDERS AND PROCEDURES (O'HARE)

Each Department of Aviation Special Police post at O'Hare has strict personnel identification and vehicle entry procedures, which apply in all cases except emergencies.

6/5.1 POST 1A, B, C, and D PROCEDURES

Prior to entry each person must possess an ORD ID badge. No individual or vehicle shall be permitted entry unless they have the following:

(1) ORD BADGES

- a. Blue ORD ID Badge with the appropriate designated access code.
- b. Green ORD ID Badge with the appropriate designated access code.
- c. Airline employees who possess a valid yellow ORD ID badge along with an airlines issued picture ID will have access through Post 1.

Vehicles entering and staying within Post 1 do not need an airfield vehicle permit, including vendors possessing a valid ORD ID badge with authorization to access through Post 1 and making deliveries within Hangar Alley only.

(2) MULTIPLE OCCUPANTS

Multiple occupants must have their badges swiped also. Special Police Officers will swipe all ORD ID badges to ensure validity. If one or more occupants of a vehicle do not have an ORD ID badge, the vehicle will be instructed to proceed to Post 1-E for escort procedures.

(3) AUTOMATIC LANES

The lane nearest the post or inner lanes will be the only lanes used. The outer lanes of 1-A, 1-B, 1-C, and 1-D will **not** be used.

6/5.1.1 POST 1-E PROCEDURES

Post 1-E is the escort post. All persons and vehicles that require an escort will report to the Special Police Officer at Post 1-E.

1. Trucks and Motorcycles

All trucks and motorcycles are required to use the outer/escort lanes. Drivers who drive through the regular lanes must be told not to do this again. The first lane at the escort booth is designated as a through-lane for this purpose and should be kept free of parked vehicles. Motorcycle drivers must remove their

helmet to be identified.

6/5.1.2 POST 1 EQUIPMENT

Control Boxes

There are two boxes containing control switches at the counter of each booth.

A. LANE OPEN/LANE CLOSED BOX

The first box on the right contains the switches that turn the green and red lights indicating that a particular lane is open or closed. The dial on the right of the Lane Open/Lane Closed box controls the lights for the booth lane. The dial on the left controls the light for the far (automatic) lane. The open position will activate the green arrow/open-lane signal, and the closed position will activate the red X/closed-lane signal. **When a lane is closed, the yellow barricade gate will be secured and the locking pin engaged.**

B. AUTOMATIC/MANUAL GATE ARM CONTROL BOX

The box on the left is the control for the gate arms. The key and joy stick on the right side of the box control the arm on the far (automatic) lane and the key and Joy stick on the left side of the box control the arm on the booth lane. The key Controls for the gate arms have three positions, automatic, off, or hand (manual). When a key is set on automatic, the card reader will dictate whether the arm is raised or not. When the key is set on "HAND" (manual), moving the joy stick to the open or closed position will activate the arm accordingly. When an aircrew member with only employer ID comes through, turn the key to HAND and move the joy stick to open, this will open the arm. The arm will close automatically when the car passes through. Make sure you return the key to the automatic position immediately afterwards. The gate arms for all lanes can be locked in the open or closed position through the yellow control boxes at each gate arm. The shift supervisors will have keys for these yellow boxes.

Loop Sensors

At each lane there are two loop sensors buried under the concrete. They are activated magnetically, and not by pressure or weight. The first sensor is located just before the card reader and a vehicle is required over the sensor before the gate will open. The second sensor is by the gate arm and it tells the gate that the vehicle has passed through and the arm will then close. For your information, placing a metal object over the sensor may also activate it. Use of the card reader by an employee will automatically place his or her vehicle over the sensor. On occasion, however, aircrew may go past the first sensor by the time they stop to show you their employer ID. When you attempt to manually open the gate, it will not open. Hence, you must have the driver back up until part of the car is over the first sensor and then

you may manually open the gate.

Intercoms

The intercom over the booth's interior card reader may be used to talk to the driver at the automatic lane card reader. The other intercom on the counter may be used to talk to the O'Hare Communication Center.

Duress Alarm Buttons

There are duress alarm buttons located underneath the counter at each booth. These alarm buttons, when they become operational, will interface with the Communications Center. These alarms provide a redundant safety system for the officer since the officers will already have radio and intercom communication with the OCC.

6/5.1.3 POST 1 ESCORT VEHICLE

The officer assigned to Post 1A will be responsible for the Escort Vehicle. The Escort Vehicle will be positioned at Post 1A's automatic lane located between Post 1A and Post 1B. If a person who is lost arrives at Post 1B, 1C, 1D or 1E, the officer manning the post will notify the Post 1A officer. The Post 1A officer will shut down Post 1A and position the Escort Vehicle in front of the lost person's vehicle. The officer manning the post will open the gate after instructing the person to follow the Escort Vehicle. The escort vehicle will escort the lost person off the airfield. If a person who is lost arrives at Post 1A, then the officer manning Post 1B will perform the escort off the airfield. Under **no** circumstance will the lost person be allowed access without the Escort Vehicle **nor** will lost persons be directed to back up against incoming traffic.

6/5.1.4 ESCORT VEHICLE SERVICING

The Escort Vehicle will receive general maintenance (fueling etc.) during the Second Watch at a time designated by the watch commander. When the Escort Vehicle is removed from Post 1 for maintenance, another vehicle will be assigned to Post 1. The Escort Vehicle will not be used lunch breaks or other personal use unless approved by a supervisor.

6/5.2 POST 2 PROCEDURES

Prior to entry each person must possess access authorization. Officers will exit the post to make all required document and vehicle permit checks. No

individual or vehicle shall be permitted entry unless they have the following:

(1) **ORD Badges**

- a. Blue or Green ORD ID Badges with the appropriate designated access code including drivers designation if necessary.
- b. An escort.
- c. Only the drivers of airline transport vans and buses need to display their ORD ID Badge to the Special Police Officer who will physically inspect the ORD ID badge. However:
 - o Each passenger in the vehicle must display, on his or her outer clothing, an ORD badge or airline ID credential.
 - o Special Police personnel have the authority to challenge and check the ID of any passenger in an airline transport van or bus.

(2) **Vehicle Access Permits**

- a. All street vehicles with state license plates that pass through Post 2 must have a valid AOA Green airfield vehicle permit.
- b. All airport vehicles not bearing state license plates that pass through Post 2 must have either a valid company logo or a valid AOA Green vehicle permit.
- c. An escort by a person possessing a valid ID badge, and an escort log must be filled out.
- d. City of Chicago Police and Fire Department and identifiable Government vehicles authorized on the AOA as determined by DOA will be allowed access.

6/5.3 POST 2A, 3, 5, 5A, 11, & 12 PROCEDURES

Prior to entry, each person must possess access authorization. Officers will exit the post to make all required document and vehicle permit checks. No

individual or vehicle shall be permitted entry unless they have the following:

(1) ORD Badges

- a. Blue or Green ORD ID Badge with the appropriate designated access code including drivers designation if necessary.
- b. An escort.

(2) ORD Vehicle Permits

- a. All street vehicles with state license plates that pass through Post 2A, 3, 5, 5A, 11, and 12 must have a valid AOA Green airfield vehicle permit.
- b. All airport vehicles not bearing state license plates that pass through Post 2A, 3, 5, 5A, 11, and 12 must have either a valid company logo or a valid Green vehicle permit.
- c. An escort by a person possessing a valid ID badge, and an escort log must be filled out.
- d. City of Chicago Police and Fire Department and identifiable Government vehicles authorized on the AOA as determined by DOA will be allowed access.

6/5.3.1 FOOD TRUCK SEALS

All food trucks must have a City of Chicago approved seal on the back door. The seal must be hand inspected, prior to allowing access on to the AOA. If the seal is broken or not locked in place the following must be followed.

- 2. Confiscate the seal and deny access.
- 3. Fill out a contact card with the following information:
 - a. Drivers Name and Address.
 - b. ORD Badge Number.
 - c. Company Name, Address and Phone Number.
 - d. Seal Number.
 - e. Date and Time of

confiscation.

4. Call the OCC via radio and request an Event Number.
5. Return the Truck back to the company to be resealed. Give the OCC the Truck Number and notify them the truck has been denied access and returned to the company.

6/5.4 POST 7, 8, AND 10 PROCEDURES

Prior to entry, each person must possess access authorization. Officers will exit the post to make all required document and vehicle permit checks. No individual or vehicle shall be permitted entry unless they have the following:

(1) **ORD Badge**

- a. Blue or Green ORD ID Badge with the appropriate designated access code including drivers designation if necessary.
- b. An escort.

(2) **ORD Vehicle Permit**

- a. All street vehicles with state license plates that pass through Post 7, 8, and 10 must have a valid AOA Green airfield vehicle permit.
- b. Vehicles with special parking permits for areas just inside the AOA fence and within sight of the Officer.
- c. All airport vehicles not bearing state license plates that pass through Post 7, 8, and 10 must have either a valid company logo or a valid Green vehicle permit.

(3) Special Police personnel shall monitor vehicles parked in front of their posts to ensure that they comply with the posted time limit for temporary parking.

- a. Drivers requesting to park at Post 7, 8, and 10 will surrender their state drivers license and their vehicle keys which will be held by the Special Police Officer until the driver departs.

- (1) Drivers may require their drivers license back to check in at the airlines. Once the drivers license is logged in, the Special

Police Officer may return the drivers license to the driver for this purpose.

- b. Special Police Officers will log the driver and vehicle information on the Dept. of Aviation Terminal Post Vehicle Control Log.
- (4) Vendors making deliveries at Post 8 for Carson's must be verified by Carson through a phone call (X6145 or X6187) or be on the Carson's vendor list issued daily.
- (5) Pedestrians with a valid ORD ID badge going to their parked vehicles within sight of the Officer will be allowed access.
- (6) No vehicles will be allowed to park on sidewalks at any terminal posts. Special Police Officers assigned to Posts 7, 8, and 10 will ensure that the sidewalks are kept clear of any vehicles at all times.

6/5.5 AMC POST 4

The post located in the area near the southwest corner of the AMC building is responsible for controlling the traffic to the AMC building. Prior to entry, each person must possess access authorization. Officers will exit the post to make all required document and vehicle checks. The post orders for the AMC Post 4 are:

- (1) Access will be allowed to City of Chicago Police and Fire Department vehicles along with identifiable Government vehicles authorized on the AOA as determined by DOA.
- (2) The Special Police Officer will request the appropriate escort from DOA Maintenance, DOA Dispatch or DOA Operations office for those visitors to the offices in the AMC Building who do not have authorization to access the AMC Complex.
 - (a) DOA Maintenance, DOA Dispatch, etc. may request an over-the-phone access authorization. Officers must contact the Special Police Desk for this type of escort to be authorized.
- (3) Personnel allowed unrestricted access through Post 4 will be as follows:
 - (a) City of Chicago employees with a valid ORD ID badge.
 - (b) Government employees with a valid ORD ID badge.
 - ® Tru-link, G.F. Structures, Chicago Builders, and Seimens with a

valid ORD ID badge.

- (4) All other personnel, badged or unbadged, seeking access through Post 4 will require verification from the Special Police Desk.

6/5.6 POST 4A (SNOW GATE)

Access to the AOA/SIDA via Post 4A will be restricted to the following:

- (1) Chicago Police Department
- (2) Chicago Fire Department
- (3) DOA vehicles
- (4) Public Safety/Government vehicles
- (5) Tru-link, G.F. Structures, Chicago Builders, and Seimens with a valid ORD ID badge and valid Airfield Vehicle Permit.

All persons will be required to swipe their ORD ID badge at the card reader located east of the salt storage dome just south of Post 4A. The officer will observe the interior card reader box for either a green light or red light. Officers will challenge all persons who swipe red.

6/5.7 POST 14 (YANKEE ECHO GATE) & POST 15 (YANKEE TANGO GATE)

6/5.7.1 GENERAL INFORMATION

The purpose of Post #14 (Yankee Echo Gate) and Post #15 (Yankee Tango Gate) is to prevent ground vehicles from entering the AOA by way of the 'Y' taxiway.

6/5.7.2 POST LOCATIONS

Post #14 (Yankee Echo Gate) is located next to the 'Y' taxiway behind Rescue 2. Post #15 (Yankee Tango Gate) is located next to the 'Y' taxiway across from the American Eagle hangar.

6/5.7.3 POST PARKING

Officers may park their privately owned vehicles on the gravel road located next to each post. Parked vehicles must not obstruct the view of the taxiway.

6/5.7.4 OPERATING HOURS

Post #14 (Yankee Echo Gate) will be manned 24 hours a day. Post #15 (Yankee Tango Gate) will be manned 16 hours per day from 0600 to 2200 (2nd watch and 3rd watch only). A first watch field unit will be responsible for securing Post #15 (Yankee Tango Gate) at 2200. The third watch officer will

remain on post until relieved by the first watch field unit. A second watch field unit will be responsible for reopening Post #15 (Yankee Tango Gate) at 0600 and will remain on post until the officer assigned to the Yankee Tango Gate arrives. Field unit officers assigned to securing or reopening the post will use the secured man-gate located next to the post to accomplish this task.

6/5.7.5 POST PHONE NUMBERS

Post #14 (Yankee Echo Gate) - 894-8649

Post #15 (Yankee Tango Gate)- 894-8651

6/5.7.6 AIRCRAFT TO POST COMMUNICATIONS

Both posts will have two-way communications with the pilot/mechanic through UNICOM band 122.90MHz. The pilot/mechanic will call the officer not by post number but by either 'Yankee Echo Gate' or 'Yankee Tango Gate'. Radio calls from the aircraft to the post may be made when the aircraft arrives at the hold bar or in advance of the aircraft arriving or departing the hangar area. Officers must monitor the communications at all times to ensure quick response.

6/5.7.7 GATE OPERATIONS

Officers will control the gate with the open/close/stop switch located on top of the counter. This switch will also control the green and red stoplight to eliminate possible errors. When an aircraft requests entry or exit, the gate will be opened. The aircraft will stop at a surface painted hold bar until the light changes from red to green signifying the gate is completely open and safe for passage. Once the aircraft has safely cleared the taxiway gate, the gate will be closed. The taxiway gate requires approximately three minutes to fully open or to fully close. Under certain conditions the taxiway gate may need to be left open due to heavy aircraft traffic or for snow removal. The officer will be notified of these conditions. If an aircraft attempts to enter or exit the hangar area without communications to the posts, the officer will open the gate and allow access.

6/5.7.8 NON-AIRCRAFT TRAFFIC

Occasionally, non-aircraft traffic such as city operations, city vehicle services, CFD, and some of the airlines high speed aircraft tow vehicles will contact the officer via UNICOM band 122.90MHz. These vehicles will be allowed access through the gate.

6/5.7.9 TAXIWAY INCURSIONS

Any unauthorized vehicle that passes through either the Yankee Echo Gate or the Yankee Tango Gate has committed a surface incident. The OCC must be notified immediately.

6/5.7.10 GROUND RUN-UP ENCLOSURE ACCESS

Officers working Post #14 (Yankee Echo Gate) are required to monitor the Ground Run-Up Enclosure (GRE). Maintenance vehicles must be escorted to and from the Ground Run-Up Enclosure. City operations will be responsible for these escorts. Persons requiring access to the (GRE) must contact city operations at 773-686-2255. Officers who observe maintenance vehicles without escorts are to notify the OCC.

6/5.7.11 POWER FAILURES AND HEAVY SNOW CONDITIONS

In case of power failure, officers should notify the OCC. If power cannot be restored, the gate will be opened manually by either city vehicle services or city operations. In case snow hampers the gate from opening, notify the OCC. Construction labor crews will remove the snow by shoveling or using an air compressor to clean the gates.

6/5.7.12 AIR TRAFFIC CONTROL RADIO PHRASEOLOGY

The definitions listed below are phrases that will be used when communicating with an aircraft or vehicle on the UNICOM radio. Codes such as 10-4 will not be used.

Acknowledge - Let me know you have received and understand this message.

Affirmative - Yes

Correction - I made a mistake.

Go Ahead - State your request. (never means "proceed")

Hold - Stop where you are.

Negative - No, or permission is not granted, or that is not correct.

Out - Termination of a radio transmission.

Over - My transmission is ended and I expect a response from you.

Proceed - You are authorized to begin or continue moving.

Roger - I have received all of your last transmission.

Say Again - Repeat what you just said.

Wilco - I have received your message, understand it, and will comply.

6/5.7.13 AVIATION ALPHABET

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor

J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

6/5.8 CUSTOM DOORS A & B

Prior to entry, each person must possess access authorization. No individual shall be permitted entry unless they have the following:

ORD Badge

- a. Blue, Green, and Red ORD ID Badge with a Customs Hologram and the appropriate designated access code.
 - b. An escort.
- (1) The primary duty of the Special Police Officer is **to prevent unauthorized access through the Custom Doors.**
 - (2) Secondary duties of the Special Police Officer stationed at the Custom Doors includes but is not limited to crowd control, passenger / citizen assists, and escort procedures.
 - (3) Special Police Officers will call for units to assist with crowd control when necessary to avoid leaving the Custom Doors unattended.
 - (4) Passengers who exit the Custom Doors will not be allowed back inside unless they are escorted by an airlines agent.

6/5.9 TERMINAL #5 DOCK (SUBSTATION)

Special Police Officers assigned to the Terminal 5 Dock are responsible for the following:

- (1) Ensure that all radios are accounted for.
 - (2) Ensure that only authorized vehicles park in the loading dock.
 - a. Drivers requesting to park at Terminal #5 Dock will surrender their state drivers license and their vehicle keys which will be held by the Special Police Officer until the driver departs.
- (1) Drivers may require their drivers license back to check in at the airlines. Once the drivers license is logged in, the Special

Police Officer may return the driver license to the driver for this purpose.

- b. Special Police Officers will log the driver and vehicle information on the Dept. of Aviation Terminal Post Vehicle Control Log.

- (3) Challenge all persons entering Elevators 9 & 10.

6/5.9.1 KEY CARDS - D LOT/INTERNATIONAL TERMINAL

1. This is an online system. All usage can be tracked.
2. The system is equipped with an anti-passback feature. This means you must use the card in sequence; i.e., every entry must be followed by an exit and every exit must be followed by an entry. You will not be able to entering / exiting in between.
3. Critical information is stored on the magnetic stripe of the card. Do not store this card near a magnetic field. Do not expose it to direct sunlight for extended periods. Do not leave it on the dashboard of your vehicle. Treat it as you would any credit card or ATM card.
4. Entry to the parking lot can be through any lane. Insert the card into the ticket dispenser in the slot that the ticket normally comes out. Make sure you take the card with you.
5. Exit can be made through any lane. There will be exit lanes with external readers (they look like the ticket dispenser) in each lot.

6/5.10 VEHICLE INSPECTIONS

Special Police Officers will conduct inspections on all vehicles entering the secured area of the airport that meet the criteria listed in "Guidelines for Conducting Vehicle Inspections". Vehicle inspections will be conducted at the following posts:

Post 2, Post 2A, Post 3, Post 4A, Post 5, Post 5A, Post 7, Post 8 *, Post 10, Post 11, Post 12, and Unmanned Gates

The goal of the vehicle inspections is to provide a visual deterrent for any adversary that might attempt to introduce a large vehicle bomb.

When a vehicle meets the criteria listed in "Guidelines for Conducting Vehicle Inspections", officers will notify the OCC that an inspection is to take place. A supervisor may respond to that location to oversee the inspection. The OCC will assign a field unit to conduct and assist with the vehicle inspection. Officers should relocate vehicles to be inspected off to the side so that normal post operations can continue. * CPD canine units will conduct vehicle inspections at Post 8.

6/5.10.1 GUIDELINES FOR CONDUCTING VEHICLE INSPECTIONS

1. Where a vehicle and the vehicle operator and passengers have appropriate and valid ORD access media:
 - 1.1. No search is required.
 - 1.2. Officers will challenge when observing any suspicious items in plain view.
2. For vehicles that have an invalid or no airport access authorization (insurance placard, company decal or logo) or the vehicle operator and passengers do not have a valid ORD media and an escort is required, a physical search of the vehicle will be required.
 - 2.1. Passenger compartments of the vehicle, vehicle trunk or the bed/cargo area of a truck must be inspected.
 - 2.2. Boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration.
 - 2.3. Items that could contain large amounts of explosives, which are not packaged as noted in section 2.2, must be inspected. These items could include filled plastic garbage bags, large shipping containers, boxes, and trashcans.
 - 2.4. The vehicle operator must have in his possession a commercial manifest, which identifies the contents of the vehicle and/or trailer.
 - 2.5. The air carrier or tenant, for whom the shipment is intended, must respond to the post and provide the escort.
3. Exceptions: The following vehicles are exempt from the vehicle inspection requirement.
 - 3.1. Chicago Fire Department vehicles.
 - 3.2. Marked Department of Aviation vehicles.
 - 3.3. Federal, State and Local law enforcement vehicles.
 - 3.4. Marked U.S. Federal Government agency vehicles.
 - 3.5. Marked Air Carrier service and support vehicles with the proper identification operated by personnel with a valid ORD badge.
 - 3.6. Marked Air Carrier catering vehicles which are properly sealed and have the proper identification operated by personnel with

a valid ORD badge.

4. If the officer locates a suspicious object or material, the officer will immediately contact the O'Hare Communication Center (OCC). The officer will notify a Special Police supervisor who will determine if a CPD FAA-certified explosives detection canine unit is needed to conduct a search.
5. If a vehicle operator refuses to submit to the inspection, the officer will deny access to the AOA, immediately contact the O'Hare Communication Center (OCC), and a Flash Message will be sent to all posts. The message will consist of a description of the vehicle, driver and passenger(s). The officer will also fill out a Special Police General Case Report.

6/6 SPECIFIC POST ORDERS AND PROCEDURES (MIDWAY)

6/6.1 55TH STREET GATE FIXED POST

Special Police personnel assigned to a fixed post will prevent and deter persons and vehicles from unauthorized access to the AOA, observe and report all unusual incidents, suspicious activities, persons, vehicles or materials, and actual or potential fire hazards, safety, and security hazards, direct traffic at the post during peak traffic periods to minimize vehicular congestion and stabilize the flow of traffic into the airport, give assistance, information, direction and protection to airport patrons and members of the Midway Airport community.

A. The only persons and vehicles that will be granted AOA access at the 55th Street Gate are the following: All air carrier and tenant personnel/vehicles that are in possession of and displaying the proper MDW Badge media and insurance sticker or that are signed in and escorted. All companies that are delivering goods or conducting official airport business with an air carrier or tenant that are in possession of and displaying the proper MDW Badge media and insurance sticker or that are signed in and escorted. All Municipal and Government vehicles/personnel, displaying M or G plates, (conducting Airport business) that are in possession of and displaying the proper MDW badge media. All vehicles/personnel granted access by the Assistant Commissioner of Safety & Security. Fuel trucks will not be granted AOA access at this gate. The officer will direct the fuel truck driver to the Central Gate.

B. The Department of Aviation Airport Security AOA Access Procedure is as follows: The Special Police Officer will verify both vehicle operator and

passenger(s) MDW badge media and vehicle insurance sticker. The officer must make physical contact with the MDW badge and visually inspect it in order to ensure a positive photographic comparison and determine if the media is expired or has been altered. If any person in the vehicle or the vehicle itself doesn't have the proper MDW media, then an approved and properly badge person may escort that subject into the AOA in accordance with the escort procedures established in the Midway Airport Security Plan (ASP). That vehicle must then be inspected. If the escorted vehicle is entering the Security Identification Display Area, the officer will issue a SIDA Vehicle Identification Permit to be displayed from the rear view mirror. All gates must be kept in the closed position when not allowing vehicles to enter or exit the AOA. No pedestrian traffic will be allowed to enter or exit the AOA at the gate.

C. Vehicle Inspections: The officer must conduct vehicle inspections in accordance with the criteria listed below. The goal of the vehicle inspection is to provide a visual deterrent for any adversary that might attempt to introduce a large vehicle bomb onto the airport. Where a vehicle and the vehicle operator and passenger(s) have appropriate and valid MDW access media: No search is required. Vehicles that are authorized, but that do not display any indicia (company decal or logo) of that authorization, and are operated by a driver with appropriate and valid MDW badge media (passenger(s) must have the appropriate and valid MDW badge media or be escorted per the ASP): Visually inspect the interior of the vehicle by looking through the windows or opening the door(s). Open the trunk and inspect or visually inspect the bed/cargo areas of the trucks. For vehicles that have invalid or no airport access authorization (insurance sticker, company decal or logo) and the vehicle operator and passenger(s) do not have a valid MDW badge media and must be escorted per the ASP: Passenger compartments of the vehicle, vehicle trunk or the bed/cargo area of a truck must be inspected. Boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration. Items that could contain large amounts of explosives, which are not packaged as noted, must be inspected. These items could include filled plastic garbage bags, large shipping containers, boxes, and trash cans. The vehicle operator must have in his possession a commercial manifest, which identifies the contents of the vehicle and/or trailer. The air carrier or tenant, for whom the shipment is intended, must respond to the post and provide the escort. Exceptions: The following vehicles are exempt from the vehicle inspection requirement. Chicago Fire Department Vehicles. Marked DOA Special Police, Operations and Motor Truck Driver (MTD) vehicles, Federal, State and Local law enforcement vehicles. Marked U.S. Federal Government agency vehicles. Marked Air Carrier service vehicles operated by operators with MDW badge. If the officer locates a suspicious object or material

he/she will immediately contact the Midway Communication Center (MCC). The officer will request a Special Police Supervisor and a CPD FAA-certified explosives detection canine unit to conduct a search. If a vehicle operator refuses to submit to the inspection, the officer will refuse access to the AOA, immediately contact the Midway Communication Center (MCC) and make a Flash Message to all the other posts. The message will consist of a description of the vehicle, driver and passenger(s). The officer will also fill out a Special Police General Case Report.

6/6.1.1 FOOD TRUCK SEALS

All food trucks must have a City of Chicago approved seal on the back door. The seal must be hand inspected, prior to allowing access on to the AOA. If the seal is broken or not locked in place the following must be followed.

1. Confiscate the seal and deny access.
2. Fill out a contact card with the following information:
 - A. Drivers Name and Address.
 - B. ORD Badge Number.
 - C. Company Name, Address and Phone Number.
 - D. Seal Number.
 - E. Date and Time of confiscation.
3. Call the Communications Center via radio and request an Event Number.
4. Return the Truck back to the company to be resealed. Give the Communications Center the Truck Number and notify them the truck has been denied access and returned to the company.

6/6.2 CENTRAL GATE FIXED POST

Special Police personnel assigned to a fixed post will prevent and deter persons and vehicles from unauthorized access to the AOA, observe and report all unusual incidents, suspicious activities, persons, vehicles or materials, and actual or potential fire hazards, safety, and security hazards, direct traffic at the post during peak traffic periods to minimize vehicular congestion and stabilize the flow of traffic into the airport, give assistance, information, direction and protection to airport patrons and members of the Midway Airport community.

A. The only persons and vehicles that will be granted AOA access at the Central Gate are the following:

1. Fuel trucks/personnel that are in possession of and displaying the proper MDW Badge media and insurance sticker or that are signed in and escorted by an Airport tenant.
2. Signature Flight Service vehicles/personnel that need to gain landslide access to and from their maintenance facility.
3. All Municipal and Government vehicles/personnel, displaying "M" or "G" plates, (conducting Airport business) that are in possession of and displaying the proper MDW badge media.
4. All vehicles/personnel granted access by the Assistant Commissioner of Safety & Security.
5. All other vehicles needing to gain access to the AOA will be directed to the 55th Street Gate.

B. The Department of Aviation Airport Security AOA Access Procedure is as follows:

The Special Police Officer will verify both vehicle operator and passenger(s) MDW badge media and vehicle insurance sticker. The officer must make physical contact with the MDW badge and visually inspect it in order to ensure a positive photographic comparison and determine if the media is expired or has been altered.

If any person in the vehicle or the vehicle itself doesn't have the proper MDW media then an approved and properly badged person may escort that subject into the AOA in accordance with the escort procedures established in the Midway Airport Security Plan (ASP). That vehicle must then be inspected. If the escorted vehicle is entering the Security Identification Display Area (SIDA) the officer will issue a "SIDA Vehicle Identification Permit" to be displayed from the rear view mirror.

All gates must be kept in the closed position when not allowing vehicles to enter or exit the AOA.

No pedestrian traffic will be allowed to enter or exit the AOA at the gate.

C. Vehicle Inspections:

1. The officer must conduct vehicle inspections in accordance with the criteria listed below. The goal of the vehicle inspection is to provide a visual deterrent for any adversary that might attempt to introduce a large vehicle bomb onto the airport:
2. Where a vehicle and the vehicle operator and passenger(s) have appropriate and valid MDW access media:
 - 2.1 No search is required.
3. Vehicles that are authorized, but that do not display any indicia (company decal or logo) of that authorization, and are operated by a driver with appropriate and valid MDW badge media (passenger(s) must have the appropriate and valid MDW badge media or be escorted per the ASP):
 - 3.1 Visually inspect the interior of the vehicle by looking through the windows or opening the door(s).
 - 3.2 Open the trunk and inspect or visually inspect the bed/cargo areas of the trucks.
4. For vehicles that have invalid or no airport access authorization (insurance sticker, company decal or logo) and the vehicle operator and passenger(s) do not have a valid MDW badge media and must be escorted per the ASP:
 - 4.1 Passenger compartments of the vehicle, vehicle trunk or the bed/cargo area of a truck must be inspected.
 - 4.2 Boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration.
 - 4.3 Items that could contain large amounts of explosives, which are not packaged as noted in section C. 4.2, must be inspected. These items could include filled plastic garbage bags, large shipping containers, boxes, and trashcans.
 - 4.4 The vehicle operator must have in his possession a commercial manifest, which identifies the contents of the vehicle and/or trailer.

4.5. The air carrier or tenant, for whom the shipment is intended, must respond to the post and provide the escort.

5. Exceptions: The following vehicles are exempt from the vehicle inspection requirement.

5.1. Chicago Fire Department Vehicles.

5.2. Marked DOA Security, Operations and Motor Truck Driver (MTD) vehicles.

5.3. Federal, State and Local law enforcement vehicles.

5.4. Marked U.S. Federal Government agency vehicles.

5.5. Marked Air Carrier service vehicles operated by operators with MDW badge.

6. If the officer locates a suspicious object or material he/she will immediately contact the Midway Communication Center (MCC). The officer will request a Special Police Supervisor and a CPD FAA-certified explosives detection canine unit to conduct a search.

7. If a vehicle operator refuses to submit to the inspection, the officer will refuse access to the AOA, immediately contact the Midway Communication Center (MCC) and make a Flash Message to all the other posts. The message will consist of a description of the vehicle, driver and passenger(s). The officer will also fill out a Special Police General Case Report.

6/6.3

LARAMIE GATE FIXED POST

Special Police personnel assigned to a fixed post will prevent and deter persons and vehicles from unauthorized access to the AOA, observe and report all unusual incidents, suspicious activities, persons, vehicles or materials, and actual or potential fire hazards, safety, and security hazards, direct traffic at the post during peak traffic periods to minimize vehicular congestion and stabilize the flow of traffic into the airport, give assistance, information, direction and protection to airport patrons and members of the Midway Airport community.

A. The only persons and vehicles that will be granted AOA access at the Central Gate are the following:

All companies that are delivering goods to the City of Chicago, AMC building, that are in possession of and displaying the proper MDW Badge media and insurance sticker or that are signed in and escorted by a City Motor Truck Driver(MTD).

Fuel trucks that are delivering to the City of Chicago, AMC building, that are in possession of and displaying the proper MDW Badge media and insurance sticker or that are signed in and escorted by a City (MTD).

All Municipal and Government vehicles/personnel, displaying "M" or "G" plates, (conducting Airport business) that are in possession of and displaying the proper MDW badge media.

All vehicles/personnel granted access by the Assistant Commissioner of Safety & Security.

All other vehicles needing to gain access to the AOA will be directed to the 55th Street Gate.

B. The Department of Aviation Airport Security AOA Access Procedure is as follows:

The Special Police Officer will verify both vehicle operator and passenger(s) MDW badge media and vehicle insurance sticker. The officer must make physical contact with the MDW badge and visually inspect it in order to ensure a positive photographic comparison and determine if the media is expired or has been altered.

If any person in the vehicle or the vehicle itself doesn't have the proper MDW media then an approved and properly badged person may escort that subject into the AOA in accordance with the escort procedures established in the Midway Airport Security Plan (ASP). That vehicle must then be inspected. If the escorted vehicle is entering the Security Identification Display Area (SIDA) the officer will issue a "SIDA Vehicle Identification Permit" to be displayed from the rear view mirror. All gates must be kept in the closed position when not allowing vehicles to enter or exit the AOA.

No pedestrian traffic will be allowed to enter or exit the AOA at the gate.

C. Vehicle Inspections:

1. The officer must conduct vehicle inspections in accordance with the criteria listed below. The goal of the vehicle inspection is to provide a visual deterrent for any adversary that might attempt to introduce a large vehicle bomb onto the airport:

2. Where a vehicle and the vehicle operator and passenger(s) have appropriate and valid MDW access media:

- 2.1. No search is required.

3. Vehicles that are authorized, but that do not display any indicia (company decal or logo) of that authorization, and are operated by a driver with appropriate and valid MDW badge media (passenger(s) must have the appropriate and valid MDW badge media or be escorted per the ASP):

- 3.1. Visually inspect the interior of the vehicle by looking through the windows or opening the door(s).

- 3.2. Open the trunk and inspect or visually inspect the bed/cargo areas of the trucks.

4. For vehicles that have invalid or no airport access authorization (insurance sticker, company decal or logo) and the vehicle operator and passenger(s) do not have a valid MDW badge media and must be escorted per the ASP:

- 4.1. Passenger compartments of the vehicle, vehicle trunk or the bed/cargo area of a truck must be inspected.

- 4.2. Boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration.

- 4.3. Items that could contain large amounts of explosives, which are not packaged as noted in section C. 4. 4.2, must be inspected. These items could include filled plastic garbage bags, large shipping containers, boxes, and trashcans.

- 4.4. The vehicle operator must have in his possession a commercial manifest, which identifies the contents of the vehicle and/or trailer.

- 4.5. The air carrier or tenant, for whom the shipment is intended, must respond to the post and provide the escort.

5. Exceptions: The following vehicles are exempt from the vehicle inspection requirement.

5.1. Chicago Fire Department Vehicles.

5.2. Marked DOA Security, Operations and Motor Truck Driver (MTD) vehicles.

5.3. Federal, State and Local law enforcement vehicles.

5.4. Marked U.S. Federal Government agency vehicles.

5.5. Marked Air Carrier service vehicles operated by operators with MDW badge.

6. If the officer locates a suspicious object or material he/she will immediately contact the Midway Communication Center (MCC). The officer will request a Special Police Supervisor and a CPD FAA-certified explosives detection canine unit to conduct a search.

7. If a vehicle operator refuses to submit to the inspection, the officer will refuse access to the AOA, immediately contact the Midway Communication Center (MCC) and make a Flash Message to all the other posts. The message will consist of a description of the vehicle, driver and passenger(s). The officer will also fill out a Special Police General Case Report.

CHAPTER 7 - LINE PROCEDURES

7/1 GENERAL

7/2 EMERGENCY PROCEDURES

An emergency incident may be defined as any physical event, which arises from natural or man made causes, and which potentially or actually threatens personal injury, major damage to property, or interferes with continuous safe and efficient operation of the airport. Upon notification of an emergency on the AOA, all posts will immediately deny access to all non-emergency vehicles and pedestrian traffic, unless otherwise notified.

Notification of an emergency will be made to all Special Police personnel by radio. All non-emergency radio traffic and telephone traffic will be discontinued until further notification. Emergency information will be transmitted by telephone whenever possible.

All other units shall stand by at their assigned areas for further instructions. All Security activity will be limited to response to security breaches.

The Watch Commander will hold-over any necessary personnel past the end of the watch, and will suspend breaks or meal periods, as required. Additional off duty personnel may be called in, if needed.

All traffic denied access will only be told there is an emergency on the AOA, and to contact their supervisors for further information. As the situation develops, posts will be notified by telephone as to who, other than emergency personnel, will be allowed access to the AOA.

7/2.1 STAGING AREAS

There are defined staging areas located around the perimeter of the AOA where emergency vehicles are instructed to assemble for coordination with the Crisis Management Teams from the Chicago Police and Fire Departments. All posts will be notified of these locations and will provide assistance to all emergency personnel trying to locate these staging areas.

O'Hare International Airport

Staging Area 'A' - Higgins Road, one stoplight west of
Mannheim Road (Main Military Gate)

Staging Area 'B' - Post #1 on Mt. Prospect Road

Staging Area 'C' - Spine Road west of the AMC building

Staging Area 'D' - Cargo Road and Old Irving Park Road

Staging Area 'E' - Post #11 Staging Area

Midway Airport

Staging Area 'A' - 55th Street and Laramie
Staging Area 'B' - 59th Street and Cicero
Staging Area 'C' - 63th Street near CFD station
Staging Area 'D' - Central Gate

7/3 AVSEC ALERTS

In any particular situation, the TSA will implement the AVSEC Plan by notifying airports and air carriers of the AVSEC Alert Level declared, and the specific countermeasures to be implemented. The TSA will issue a Security Directive (for air carriers) and Emergency Airport Security Program Amendments (for airports), both of which will reference the appropriate numbered countermeasures from this plan. Additionally, Security Directives and Emergency Amendments will have expiration dates to trigger a timely review of the threat and a decision to continue, modify or eliminate the countermeasures.

A security alert can be made by radio and/or telephone. All posts and patrons will be advised of the level of Security required. Special Police personnel will not disclose information regarding the alert or the level of the alert to anyone. Persons will be advised only that there is a security alert requiring a higher level of security at the Airport. These alerts are denoted in four levels.

7/3.1 AVSEC ALERT LEVEL I

This is the normal alert status of the airport with the additional requirement to be prepared to implement those security measures required at the next higher threat level. Contingency emergency, communications and control procedures are reviewed and tested.

7/3.2 AVSEC ALERT LEVEL II

Deploy Special Police patrols to provide surveillance, act as deterrent, and respond as necessary to security related incidents. Areas recommended for additional patrols should include ticket counters, curb-side check-in areas, specific parts of the AOA where passenger aircraft are loaded and unloaded, or other areas as determined by the Managing Deputy Commissioner Security. Special Police patrols shall be able to summon law enforcement assistance if needed.

Develop and implement a schedule for increasing the frequency of inspections in passenger terminals (both sterile and non-sterile public areas) including specific areas and items such as: restrooms, telephone booths, garbage containers, ashtrays, and other public areas.

Increase the number and frequency of random identification checks on the AOA and at controlled access pointed to controlled areas.

7/3.3 AVSEC ALERT LEVEL III

Arrange for and deploy plain clothes Special Police personnel for surveillance in terminal and other locations as appropriate.

Post signs at ticket counters and screening check points or make routine public announcements that emphasize the need for all passengers to closely control baggage and packages to avoid transporting items without their knowledge.

7/3.4 AVSEC ALERT LEVEL IV

Deploy uniform Special Police patrols to provide surveillance, act as deterrent, and respond as necessary in monitoring of vehicle traffic flow to terminal areas.

Reduce the number of operational access points to sterile areas, restricted areas, AOA or SIDA of the airport.

Increase the number of random ID checks in the SIDA by Special Police personnel.

Special category measures may be required to cover specific risks or threats.

7/3.5 SECURITY EXERCISES

The Department of Aviation will develop airport security exercises to enhance the training of the Airport Special Police staff. These exercises will test skills, alertness, and awareness of the staff, as well as provide input data on the development of a more efficient security system. These exercises will be under the direction of the Deputy Commissioner, who will conduct a staff debriefing after each exercise.

7/3.6 SPECIAL CATEGORY SECURITY LEVELS

The Federal Security Manager, who is designated by the TSA, will be responsible for implementing increased security levels as directed by the TSA.

7/4 AIRCRAFT ACCIDENTS AND INCIDENTS

Aircraft emergency events are classified in three categories which trigger specific response actions on the part of the primary emergency response organizations. All Special Police personnel should be familiar with the following codes.

7/4.1 STANDBY ALERT

This code is used to denote a warning of a situation which could result in an accident. This code requires emergency equipment stand by in the area adjacent to the runway designated by the Air Traffic Control Tower (ATCT).

7/4.2 CRASH FIRE ALERT

A code which is used to denote an actual accident or fire which requires immediate action by emergency rescue and fire fighting personnel.

7/4.3 BOMB THREAT

Special Police personnel receiving a bomb threat either by phone or in person will consider the threat valid until proven false.

Special Police personnel receiving a bomb threat by phone will refer to the Bomb Threat Checklist located in **Appendix C** for questions to ask. Attempt to keep the subject on the phone as long as possible to obtain maximum information. Notify the Communications Center immediately upon conclusion of the phoned in threat.

Special Police personnel receiving a bomb threat in person will detain the subject, request for back up, and notify the Communications Center for CPD assistance.

7/5 NOTIFICATION PROCEDURES

Special Police Officers will immediately advise the Watch Commander of unusual and emergency incidents taking place or being brought to his/her attention.

The Watch Commander will be responsible for keeping the Communication Center aware of all unusual events, emergency incidents, including activities which may generate news.

The Communication Center will be advised of situations involving detainment, as well as physical arrests made by Special Police Officers. Incident reports shall be prepared for all such situations.

The Managing Deputy Commissioner - Security, will be advised of incidents involving injury to a Special Police Officer or to persons who have been detained by a Special Police Officer. Incidents involving unusual occurrences at the airport which may generate news shall be reported to the Managing Deputy Commissioner.

In addition, the Managing Deputy Commissioner will be notified according to Security Section Directives.

7/6 STRUCTURAL FIRES

A structural fire is any fire involving facilities or structures other than aircraft, i.e., terminals, fuel storage facilities, storage building, etc.

7/6.1 NOTIFICATION PROCEDURES

Special Police Officers discovering or notified of fire or the possibility thereof will immediately notify the Communications Center and the Watch Commander who will contact the Managing Deputy Commissioner or DOA Operations in the event the Managing Deputy Commissioner is not available.

7/7 SPECIAL PROCEDURES

7/8 SECURITY ENFORCEMENT ACTIVITIES/ARREST PROCEDURES

7/8.1 DETAINED PERSONS BY SPECIAL POLICE OFFICERS

Special Police Officers have the authority to detain and arrest persons they believe are in violation of City Ordinances, State Law or Airport Regulations. When a situation arises that may lead to a physical arrest, the Special Police Officer will effect the arrest. Special Police Officers will call for Aviation Special Police units for back up to assist with the arrest and /or transporting the subject. Notify CPD that there is a prisoner being transported to their office for processing. The Watch Commander is to be advised of all arrest situations.

7/8.2 MENTALLY ILL PERSONS

Special Police Officers observing a mentally ill person shall request a supervisor to the scene, and request C.P.D. be advised.

7/8.3 TRESPASSERS

Trespassers apprehended on the AOA shall be placed under arrest by Aviation Special Police Officers and transported to the CPD office for processing. Notifications will be to the watch commander. A general case report will be prepared covering the apprehension.

7/8.4 HOMELESS PEOPLE IN TERMINAL BUILDINGS

Persons loitering and sleeping in terminal buildings will not be arrested. Chicago Police will be advised of the incident and an incident report initiated.

7/8.5 DEAD BODIES

Special Police Officers responding to the scene of an apparent death will request a supervisor and advise the Communication Center to notify the Chicago Police Department immediately.

7/8.6 POLITICAL ASYLUM

When a foreign national contacts a Special Police officer and requests political asylum, the person seeking asylum will be directed to the Immigration and Naturalization Service. However, if situation is aggravated, or may become aggravated, the officer shall ensure person is provided the rights, privileges, and protection he is entitled under the law. Officers may use force necessary to protect the rights of persons requesting asylum. Officers will immediately obtain the assistance of a Supervisor and C.P.D. An incident report will be completed by any officer involved in requests for political asylum.

7/8.7 CASES INVOLVING ANIMALS

The City of Chicago Animal Control will be notified when an animal needs to be removed or transported from the airport.

7/8.8 TRAFFIC ENFORCEMENT ON THE AOA

Enforcement action involving a traffic citation will be conducted as outlined in current department directives.

7/9 USE OF DOA SECURITY VEHICLES

The following procedures will be followed by all Aviation Special Police Personnel assigned as drivers of Department of Aviation Security vehicles, their supervisors, and commanders.

7/9.1 DRIVING ON THE AOA RUNWAYS AND TAXIWAYS

The Runway and Taxiway systems within the AOA are the sole responsibility of DOA Operations. Aviation Special Police Personnel are prohibited from Driving on AOA Runways and Taxiways. This restriction may be lifted during emergency situations.

The exception to this directive is that Special Police Personnel who have received the runway/taxiway training and have been certified by DOA Operations with the designated runway access indicated by the orange stripe may be allowed to drive on a taxiway/runway during an airfield emergency or special circumstances specified by the Managing Deputy Commissioner with DOA Operations approval and adherence to the FAA Air Traffic Control Tower radio contact procedures.

7/9.2 USE OF DEPARTMENT VEHICLES OFF PAVED ROADWAYS

Driving Department vehicles off of paved and all-weather roadways during periods of precipitation, or any other weather conditions affecting dirt roads, is strictly prohibited.

7/9.3 DRIVER RESPONSIBILITY

DOA vehicles will be assigned to designated drivers during the watch. Personnel assigned to posts will not take Department vehicles for breaks.

Assigned driver will assume all responsibility for the safe operation of vehicle during assigned watch.

For purposes of cleanliness and overall maintenance, food items, newspapers, magazines, beverage cans etc., are not to be transported in these vehicles.

7/10 ACCIDENTS INVOLVING DOA SPECIAL POLICE VEHICLES

In the event of a traffic accident involving a Department of Aviation vehicle, it will be the responsibility of the driver of the vehicle to notify both the Airport Law Enforcement Section and Department of Aviation by radio, to obtain the CPD Traffic Accident Report Number, and to complete a detailed DOA Security vehicle accident report per Division and Department Directives. Unless special circumstances prevail, Special Police Officers involved in an accident will be subject to drug screening.

7/10.1 REPORTING RESPONSIBILITIES OF SUPERVISORS

Accident Reporting Responsibilities of Supervisors.

The Watch Commander will ensure that the following reports have been completed or obtained:

1. All Applicable Chicago Police Department Reports.
2. DOA Traffic Accident Report.
3. DOA Damage to Vehicle Report.
4. Security Section Report from the investigating Special Police officer or supervisor.
5. Memo to the Deputy Commissioner Security from the driver describing the details of the accident.
6. Photos of the scene and of the vehicles.
7. Witness statements.

Incidents where a Department vehicle is damaged in other than an accident situation, the DOA Traffic Accident Report may be omitted.

In all instances of vehicle damage or driver injury, a Chicago Police Report is required and must become a part of the report package for such incident.

Should the driver of the vehicle is unable to complete the necessary reports, the Watch Commander will be responsible for ensuring the reports are prepared and submitted to the Deputy Commissioner.

The narrative of the DOA Traffic Accident Report will include the CPD Report number, location of the accident, and where vehicle was removed to and can be inspected.

7/10.2 RESPONSIBILITY FOR REPAIR

If the driver of the Department vehicle is found to be at fault, Department of Aviation may seek to recover the expense of repairs to the vehicle from the driver.

APPENDIX A

APPENDIX A

Ordinance 10-36-354- Chicago Municipal Code

SECTION 2. Chapter 10-36 of the Municipal Code is hereby amended by adding new Sections 10-36-351, 10-36-352, 10-36-353, 10-36-354, 10-36-355 and 10-36-356 as follows:

10-36-351. The Commissioner of Aviation may establish secured areas within the City's airports. In establishing such an area, the commissioner shall consider: the size and nature of the area; the nature of activities customarily conducted therein; the impact of the proposed secured area on the safety and efficiency of airport operations; and the impact of the proposed secured area on public convenience in moving through the airport. Security areas shall be clearly marked.

10-36-352. The Commissioner of Aviation shall issue security badges, in a form determined by the commissioner, to those persons whose presence is required for or appropriate to the activities conducted in a secured area. The commissioner may issue temporary badges to persons whose presence is temporarily necessary or appropriate to the activities conducted in the secured area or who are present to study those activities with consent of the commissioner. Each badge issued under this section shall indicate the secured area or areas to which the badge applies.

10-36-353. No person shall transfer or assign a security badge to another person. No person shall enter or remain in a secured area except:

(a) a passenger entering or departing an aircraft and under supervision of airline personnel;

(b) a person to whom a temporary security badge applicable to that area has been issued, but only if escorted by a person in possession of a valid, permanent security badge applicable to that area; or

(c) a person in possession of a valid, permanent security badge applicable to that area.

10-36-354. A person to whom a security badge has been issued shall report to the Commissioner of Aviation the loss, theft, mutilation of or damage to the badge within 24 hours after such occurrence. The report shall be in writing. If the person has received the badge as a result of his employment, the person's employer shall also be responsible for filing the report. The commissioner shall collect a charge of \$25 for the replacement of a security badge.

10-36-355. The Commissioner of Aviation shall issue rules and regulations for the administration and enforcement of Sections 10-36-353 and 10-36-354. The rules shall include such matters as: periodic renewal of security badges; issuance of badges to employees or agents of persons doing business at an airport; surrendering of badges upon separation or transfer from employment; procedures and forms for applications and reports; and display of security badges.

10-36-356. Any person who violates any provision of Sections 10-36-351 through 10-36-354, or the regulations issued under Section 10-36-355, shall be fined not less than \$100 and not more than \$500 for each offence. Each day that a violation continues shall constitute a separate and distinct offense. The violator shall also be liable for reimbursement to the city of any fine or penalty paid by the city as a result of the person's violation. The Commissioner of Aviation may also revoke or refuse to reissue the security badge of the violator.

SECTION 3. This ordinance shall be in full force and effect from and after its passage and approval. (6/28/91)

APPENDIX B

Chicago Department of Aviation

O'Hare and Midway
International Airport

Ground Motor Vehicle Operation Regulations Manual



GROUND MOTOR VEHICLE OPERATING REGULATIONS

The following regulations, promulgated by the Commissioner of the City of Chicago Department of Aviation (Commissioner) pursuant to Sections 10-36-260, 10-36-355, and 10-36-357 of the Municipal Code of Chicago, and in compliance with 14 CFR Part 139, apply to all pedestrians and vehicle or equipment drivers who operate vehicles and/or equipment within the security perimeter at Chicago O'Hare International Airport or Chicago Midway International Airport.

The Commissioner or his or her designee, reserves the right to immediately and permanently revoke driving and access privileges for any person including, but not limited to employees of the City of Chicago, airlines, tenants, licensees, and contractors.

These regulations may be amended as necessary for Airport safety and efficiency. Airport users and tenants will receive written notice of any changes from the Department. Recipients of written notice are responsible for informing employees or contractors of these changes. After 30 days from the date of notice, employees and contractors will be presumed to have received the notice and will be expected to adhere to the new requirements unless the Commissioner specifies a shorter notice period due to an emergency, pursuant to Section 3 of these regulations.

1. DEFINITIONS

Note: The following definition of terms is solely used for the purpose of these regulations.

* **Abandon** – To desert or leave a vehicle or equipment unattended.

* **Access Control System** – A system designed to control access through a security barrier at a Security Identification Display Area (SIDA) access point.

Accident – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury or death.

Advanced Driver – An individual with "Advanced Driving" privileges as described in Section 7 of these regulations.

Aircraft – A machine or device, such as an airplane, helicopter, glider, or dirigible, that is capable of atmospheric flight.

Airfield – The airfield is the subsystem of the Airport, which provides the venues for the operations, and maintenance of aircraft. The airfield includes Runways, Taxiways, Gates, Aprons, Aircraft Holding Areas, Aircraft Servicing, Maintenance Areas, and Cargo areas.

Airline Operating Procedures Manual – Any of the various manuals required for a given airline operator by the FAA, including but not limited to those required by 14 CFR 121.133, 14 CFR 125.71 and 14 CFR 125.75.

Airport – The Chicago International Airport facilities owned and operated by the City of Chicago, Department of Aviation, Chicago, Illinois, as now existing or as may hereafter be developed.

Airport Airfield Operations (AAO) – O'Hare / Airport Operations – Midway – The Department of Aviation offices that are responsible for airfield integrity, maintenance and general operations, as prescribed by FAR Part 139. For the purposes of these regulations, a reference to the "Airport Airfield Operations Office" in general means the appropriate office for each airport.

Airport Security Program (ASP) – A security program approved by the Transportation Security Administration (TSA) under Part 1542.101 of 49 CFR Chapter XII.

Airside – That portion of the Airport that is not Landside.

* **Air Traffic Control Tower (ATCT)** – The Federal Aviation Administration Air Traffic Control (ATC) Towers located on the Airport.

Airport Driver Testing Office - The location's where the Airport driver video is shown and driver test is administered. Video and testing may be in two separate areas.

* **Airfield Operations Area (AOA)** - For the purposes of these Regulations, the Airfield Operations Area refers to runways, taxiways and other areas of the Airport that are used for taxiing, hovering, take-off and landing of Aircraft, areas used for entry to and exit from Aircraft, as well a loading ramps and aircraft parking areas and areas not necessarily under the control of the ATCT and any adjacent areas not separated by an adequate security system, and includes, but is not limited to, the Movement Area. (Note, for the purposes of other Airport rules and regulations the AOA is more tightly defined, but for the purposes of these regulations, areas inside the security perimeter fence will be considered part of the AOA unless designated otherwise.)

Air Traffic Information Service(ATIS) - A system designed to circulate essential airfield and airspace information to Airport personnel on a timely basis, including some Chicago Airport System NOTAMs. The ATIS can be accessed by calling the recordings at the following radio frequencies and phone numbers:

ORD ATIS	135.4 MHz	773-601-8921
MDW ATIS	135.75 MHz	773-581-9967

Airport Transportation System (ATS) - The electric train at O'Hare that connects Terminals 1, 2, 3, 5 and long term / remote parking.

Authorized - Acting under or pursuant to a written contract, permit, or other evidence of right issued by the Department of Aviation.

Bag Room - Includes baggage make-up room; a baggage handling area where baggage is screened, sorted, prepared, and loaded for transport to aircraft, and where arriving baggage is unloaded and sorted.

City - The City of Chicago, Illinois, a municipal corporation.

* **Collision Hazard** - A collision hazard is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident. If a pilot would feel compelled to take an unplanned or evasive action to avoid colliding with an aircraft, vehicle, object, or person on the runway, that aircraft, vehicle, object, or person on the runway is a collision hazard.

Commissioner - The Commissioner of the City of Chicago Department of Aviation, or his or her duly authorized representative.

Contractor - A business with a contract or subcontract with the City to perform work or services at the Airport, or operate as a concessionaire, also any employee or agent of such a business.

Concourse Object-Free Area - MIDWAY ONLY - This area between the Concourse building at Midway and the blue line on the terminal ramp pavement is an object-free ingress and egress emergency walkway. Only equipment approved by the Department of Aviation Safety and Security Division or AAO is permitted in this area. Unlike Midway, O'Hare does not have an Object-Free Area surrounding its concourse buildings.

Department or CDA - The City of Chicago Department of Aviation.

Depressed Roadway (Midway) - The road to/from the tug tunnel access to the Airport baggage make-up area so named because the road elevation is lower than the aircraft gate area.

* **Depressed Roadway (O'Hare)** - The baggage cart road (bag alley) located between Terminals 1, 2, and 3 and aircraft gate area because the road elevation is lower than the aircraft gate area.

Driver (Vehicle Operator) - With respect to a vehicle or piece of equipment, the person who is driving or has care and control of that vehicle or piece of equipment.

Enclosed Roadways - Locations where vehicles or equipment are operated under structures or other roadways.

Engineered Material Arresting System - EMAS is a portion of the Runway Safety Area of certain runways, constructed of high energy absorbing materials, used in the event of an aircraft overrun.

* **Escort** – The practice of an authorized person accompanying or monitoring the activities of an individual who does not have unescorted access authority into or within the Secured Area or SIDA, and/or AOA and/or Sterile Area, or a vehicle without an Airport vehicle insurance sticker in the Secured Area of the Airport. Escorts must at all times be able to direct and control the activities of the person or vehicle being escorted, and assume full responsibility for the person or vehicle under escort.

Fishtailing – The excessive side-to-side movement of a vehicle or piece of equipment, being towed.

Flammable Liquid – Any liquid that will readily ignite or that will emit a flammable vapor.

* **Foreign Object Debris (FOD)** -Litter, trash, or rubbish) that is found on the Airfield, which could cause damage to aircraft or impair the operation of an aircraft.

Ground Vehicle – A device in, upon or by which a person or property may be propelled, moved, or drawn upon land.

Hangar Area – Areas adjoining a facility that is used to store and/or repair aircraft. For the Purposes of these Regulations, the Hangar Area is considered part of the Secured Area.

ID Badge – An official Airport Access Control System identification badge issued by the City to various personnel who are employed at the airport and/or provide a service to the airport.

ICAO – International Civil Aviation Organization – an organization dictating international rules under the United Nations.

ID Badging Office – The locations where Airport access control system ID badges are issued.

O'Hare Office: Located on Lower Level of Terminal 1 by elevator Center 1, adjacent to O'Hare Communications Center.

Midway Office: Located at the CDA Security Office, 5221 W. 55th St., on the 2nd floor.

Jet Blast –The exhaust thrust from an aircraft jet engine.

Landside – That portion of the Airport to which passengers and the non-traveling public have unrestricted access.

Law Enforcement Officer – This includes, but is not limited to, any Chicago Police Officer or Department Security Officer.

* **Light Gun Signal** – After losing radio communications, a light used by air traffic control personnel to get the attention of a Driver who cannot be contacted by radio.

Loss of Separation – A loss of separation is an occurrence or operation that results in less than the prescribed separation between Aircraft, or between an Aircraft and a vehicle, pedestrian, or object.

Markings and Signs – Paint markings, traffic signs, guidance signs and lights that are used on all sections of the airport in order to ensure safe and efficient movement of Aircraft, Vehicles and pedestrians.

Midway Communications Center (MCC).

Midway International Airport (MDW).

* **Movement Area** – A movement area is any area of the Airport, which is under the control of the ATCT.

* **Non-movement Area** – An area where Aircraft, and Ground Vehicle movement is at the operator's discretion without contact with air traffic control. These areas include, but are not limited to, airport service

roads, ramps and baggage make-up areas.

Notice to Airmen (NOTAM) – A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Object-Free Area MDW ONLY – This means between the concourse building and the blue line on the terminal ramp pavement is an object-free ingress and egress emergency walkway. Only equipment approved by the Department of Aviation can be permitted in this area.

O'Hare Communication Center (OCC).

Operator – Any person who is in physical control of an Aircraft or a Ground Vehicle, and includes but is not limited to employees, transient delivery persons, or persons being escorted within a security perimeter.

O'Hare International Airport (ORD).

Owner – For the purposes of these rules and regulations, (1) any person who holds the legal title of an Aircraft or Ground Vehicle, or (2) is the conditional vendee or lessee of an Aircraft or Ground Vehicle that is the subject of a conditional sale or lease with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee, or (3) is in possession of an Aircraft or Ground Vehicle on the Airport, or (4) a mortgagor of an Aircraft or Ground Vehicle entitled to possession.

Person – Any individual, firm, partnership, corporation, company, association, joint stock association, or governmental authority. It includes any trustee, committee, receiver, assignee, successor, or similar representative of any of them, or any employee.

Power Back – A procedure where an Aircraft backs up under its own power, using reverse engine thrust. O'Hare only.

Push Back – A procedure where an Aircraft is moved backward by a tug or other specially designed vehicle.

Ramp – A defined area of the Airport intended to accommodate Aircraft for purposes of loading or unloading passengers, cargo or mail, refueling, parking or maintenance, also called a Non-Movement area.

Rotating/Flashing Beacon Lights – Yellow or amber rotating lights inside of a dome that can be seen from a 360-degree visibility from dawn to dusk. These lights are fixed on top of vehicle roof or located on the dashboard of a vehicle.

Runway – The portion of the movement area where Aircraft take off and land.

Runway Incursion – Any occurrence at an airport/aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take off of aircraft.

Safety Area – A designated area next to the edges of a Runway or Taxiway intended to reduce the risk of damage to an Aircraft inadvertently leaving the Runway or Taxiway.

Secured Area – A portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures. For the purposes of these Regulations the AOA is considered part of the Secured Area.

Security Identification Display Area (SIDA) – A portion of an airport, established by the Commissioner pursuant to section 10-36-351 of the Municipal Code of Chicago and specified in the Airport Security Program (ASP), in which security measures specified in 49 CFR Part 1542 are carried out. Generally, access by any person or vehicle requires the production of valid authorization to have access to the area, and individuals who have been issued ID Badges are required to display them in these areas. SIDA includes the Secured Area.

Security Perimeter or Security Area – The portion of the Airport that is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by the Department and/or authorized agencies. The Movement Area and Non-Movement Area are located within the security perimeter. The Security Perimeter encompasses the SIDA, AOA, and Secured Area.

State – The State of Illinois.

* **Sunrise** – The time of sunrise at the Airport as published by the United States National Weather Service.

* **Sunset** – The time of sunset at the Airport as published by the United States National Weather Service.

* **Surface Incident** – Any event where unauthorized or unapproved movement occurs within the Movement Area, or an occurrence in the Movement Area associated with the operation of an Aircraft that affects or could affect the safety of an Aircraft, its operation or flight. As of October 1, 2007, the FAA defines these incidents as category C or D Runway Incursions.

* **Taxiway** – The part of the Movement Area that is used for maneuvering Aircraft and Ground Vehicles or equipment between a Ramp and a Runway.

Terminal Building – The passenger terminal facilities at the Airport, including all associated roadways, parking, and other facilities.

Traffic – The movement of pedestrians, ground vehicles, cargo or other material through a transportation system; or aircraft, ground vehicles, or pedestrians in transit.

Vehicle Service Road – A designated roadway for vehicles in a non-movement area.

2. APPLICABILITY OF REGULATIONS

These regulations apply to all pedestrians and all persons acting as Ground Motor Vehicle Operators (as defined above) or in control of a Ground Motor Vehicle within the security perimeter of the Airport and all passengers in Ground Motor Vehicles. These regulations are in addition to applicable ordinances of the City of Chicago and laws of the State of Illinois and the United States of America, which remain in full force and effect. In case two or more regulations, ordinances, or laws cover the same subject, all shall be given effect, except in case of irreconcilable conflict in which case the regulations, ordinance or law having the most stringent requirements shall govern as permitted under applicable law. Employers will be held responsible for any reckless aircraft, Ground Motor Vehicle or equipment operation or activity by their employees, agents, and/or contractors or any parties employed as subcontractors.

3. EMERGENCIES

When the Commissioner or his/her designee determines that an emergency exists at an Airport, these regulations may be suspended or revised as deemed necessary and appropriate to protect the health, welfare, and safety of persons and property and/or to facilitate the operation of the Airport.

4. USE OF LANGUAGE

Words of any gender used in these regulations should be construed to include any other gender and words in the singular will be held to include the plural, unless the context requires otherwise.

5. SEPARABILITY

If any provisions of these regulations or the application thereof to any person or circumstances are held invalid, the remainder of these regulations and the application of such provision to other persons or circumstances will not be affected in any way.

6. AIRPORT DRIVER'S TESTING

Driver testing requirements described here in the Chicago Department of Aviation Ground Motor Vehicle Operation Regulations Manual must be met and adhered to before an ID badge displaying driving privileges may be issued. Advanced Drivers are required to complete and successfully pass the combined Basic and Advanced Driver's Tests at least every 12 calendar months from the badge holders' birth date. Copies of the Airport Ground Motor Vehicle Operating Regulations are available through the ID Badging Office or may be downloaded at www.flychicago.com/driving. A pilot's license does not entitle an individual to drive a Ground

Vehicle on the airside. FAR Part 139.303 and 139.329 training must be completed prior to testing. FAR Part 139.303 training is not required for taxi mechanics.

In addition, all requisite training and study must be completed before reporting to the ID Badging Office to take the test.

- A. Individuals requesting driving privileges at an Airport must have a valid driver's license. Expiration, suspension or revocation of an individual's driver's license suspends or revokes that individual's airside driving privileges. Individuals may not obtain or renew a driving badge while their driver's license is suspended or revoked (See Section 35 of these regulations). Airside driving privileges may be maintained with a Restricted Driving Permit or Judicial Driving Permit, but only if the permit covers driving at the applicable Airport.
- B. **Basic (Yellow) Driving Stripe**
Individuals who apply for basic airside driving privileges must have a need to drive in the Non-Movement Areas only and will be required to complete and successfully pass the basic driver's test with a minimum passing score of 80 percent. Drivers must pass the test every two years. It is the responsibility of each individual to study this manual before testing.
- C. **Advanced (Yellow/Red) Driving Stripe**
Individuals who apply for advanced airside driving privileges must have access to two-way radio communication with Air Traffic Control Tower and have a need to drive across and on the Movement Areas of an Airport. Advanced Drivers are required to complete and successfully pass the combined basic and Advanced Driver's Tests EVERY YEAR. The minimum score of 85 percent is considered passing for the combined test. It is the responsibility of each individual to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking the test.

CHICAGO DEPARTMENT OF AVIATION ADVANCED DRIVER WEBSITE:
<http://www.flychicago.com/badging/advancedmanual-329-10-15-09.pdf>

- D. **O'Hare Taxi Mechanic (Yellow/Blue) Driving Stripe**
Taxi Mechanics who have the yellow/blue driver designation may drive on the Movement Area only while they are taxiing or towing an Aircraft. When in a ground vehicle, taxi mechanics will only use Non-Movement Areas, such as service roads. Airline mechanics with aircraft taxi responsibilities which correlate to some advanced airside driving privileges will be required to complete and successfully pass the combined basic and taxi mechanic driver's test EVERY YEAR.

The minimum score of 85 percent is considered passing for the combined driver test. Once an individual has passed the taxi mechanic test, he/she will obtain the yellow/blue driver designation on his/her ID Badge. It is the responsibility of the taxi mechanic or advanced driver to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking the combined test.

- E. **Midway Taxi Mechanic/Tug Operator (Yellow/Blue) Stripe (See Item K for details on Annual Renewal)**

Airline mechanics with Aircraft taxi or tug responsibilities which correlate to some advanced airside driving privileges may drive on the Movement Area only while they are taxiing or towing an Aircraft. When in a ground motor vehicle, individuals with aircraft taxi or tug responsibilities will only use Non-Movement areas such as service roads.

Taxi Mechanics and Tug Operators will be required to complete and successfully pass both the basic and advanced driver's tests EVERY YEAR. The minimum score of 85% is considered passing for the advanced driver's test. Once an individual has passed the advanced test, they will obtain the yellow/blue designation on their ID Badge. It is the responsibility of the taxi mechanic/tug operator to study the appropriate manuals and obtain the proper vehicle training needed, prior to taking either test. A Classroom presentation with certification testing is required for first time applicants only when applying for the yellow/blue designation. Classroom certification is held at the Airport Maintenance Complex at 6201 S. Laramie Ave. and must be scheduled by calling Airport

Operations Office at (773)838-0677 and after an Airport ID badge has been issued by the Midway Badging Office.

F. **Passing Scores**

All Airport ID badge holders whose job duties require them to operate a Ground Motor Vehicle or equipment within the Airport security perimeter must successfully pass an airport driver's test. Successful completion of driver's test requires applicants to score a minimum of 80% on the basic test and 85 percent on the advanced/taxi-mechanic test. If the driver's test is passed, the individual will receive the appropriate driver's designation indicator on their Airport ID badge. The basic driving indicator is a yellow bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID badge. The advanced driving indicator is a half-yellow and half-red bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID badge. The taxi-mechanic driving indicator is a half-yellow and half-blue bar that covers a half-inch across the top, highlighting the expiration date of the Airport ID badge.

G. **Testing Limits**

Each individual will be allowed ONLY three attempts total to pass the driver tests. If the individual fails to meet the passing score of 80% for the basic and 85 percent for the advanced or taxi-mechanic tests within three attempts, the individual will not be allowed to re-test for a period of one year from the date of the last test and will immediately forfeit all driving privileges on the airfield.

1. **First Test Attempt**

If an individual fails the first test, their driving privileges are immediately suspended. The ID badge will be confiscated and the driving stripe indicator will be voided. The individual's EMPLOYER is responsible for retraining the employee. The individual will need to submit a new ID Badge application when they return to take the second test. Any individual who is driving while driving privileges are suspended will have their badge revoked. Reinstatement of the Airport badge is at the discretion of the Commissioner or designate.

2. **Second Test Attempt**

If the individual fails the second test, the individual will need to submit a new ID Badge application. The individual's EMPLOYER is responsible for retraining the employee.

3. **Third Test Attempt**

Individuals who fail the driver test the third time will not be allowed to obtain driving privileges for a period of one year from the last date tested.

H. **Re-Testing**

Individuals who are unsuccessful in meeting the required passing score will be allowed to re-test no earlier than one full business day.

I. **Non-Drivers**

All individuals who drive vehicles to and from an airport and park in either hangar and/or employee parking areas and who are not required to take the driver test for their employment are nevertheless subject to these rules and regulations as well as general rules of the road. Improper Ground Motor Vehicle operation can subject the individual driving to monetary penalties, revocation of driving privileges, and/or notice to his or her employer.

J. **Falsification of Driving Stripe**

Individuals who misrepresent their appropriate level of driving privilege will have their ID badge confiscated and revoked.

K. **Renewing Driving Privileges**

Driver Testing will correlate with the expiration date on the airport ID badge. Upon badge renewal, all drivers must begin the testing process a maximum of 30 days before badge expiration.

Midway: All employees with advanced driving and taxi privileges (denoted by the blue or red stripe on the upper left of the badge) will be required to take the advanced or taxi

driving test and renew their ID badges between May 1 and May 30 every year.

The expiration date of all Advanced and Taxi Drivers (denoted by the blue or red stripe on the upper left of the badge) will be June 1st. Accordingly, all employees with advanced driving privileges must successfully complete training on the Federal Aviation Regulation (FAR) 139 Part 303 and take the advanced or taxi driving test between May 1st and May 30th of every year to renew their ID badge.

All drivers must hold a valid, un-expired driver's license throughout the expiration date of the ID Badge. The policy for processing badging applicants with expiring driver's licenses is as follows:

Badge holders visiting the ID Badging office in the year preceding the expiration date of their driver's license will receive a badge that is valid to the extent of the driver's license expiration date. The applicant will then visit the Badging Office upon renewal of their driver's license to receive a badge expiring June 1st. The applicant will then make a third visit to take the test and to receive an ID Badge expiring June 1st of the following year.

- L. **PDA's (Personal Digital Assistant)**
Employers and/or their individuals who damage or destroy a PDA used during testing will be responsible for the replacement cost of the PDA. In order to avoid damage and/or destruction to PDA's, individuals are encouraged to ask for additional assistance or instruction from the Test Proctor.
- M. **Cheating**
Any individual caught cheating on any driver test will automatically fail the test and have his or her ID Badge confiscated. A review will be made on whether or not an individual will be allowed to retake the test to obtain driving privileges and/or have his or her ID badge returned. All testing areas are monitored via video and recorded.

N. **Driver Testing Location and Hours**

O'Hare: The Basic (yellow stripe) test is administered in the ID Badging Office according to a schedule posted in the ID Badging Office and on the ID Badging website. The last Basic Drivers Test is offered at 2:30 p.m. Taxi/Advanced tests take place at between 7 a.m. and 2 p.m. (last test at 2 p.m). Individuals arriving after the last test of the day may take the test the following business day.

The Driver Testing Office is located within the ID Badging Office on Lower Level of Terminal 1 by elevator Center 1, adjacent to O'Hare Communications Center. Call ahead to schedule tests for more than eight individuals.

Office Hours: 7:00 a.m. – 4:30 p.m.
Telephone: (773) 688-2662

Midway: Advance training is offered in the CDA Operations at Midway Airport's Aviation Maintenance Complex (AMC) Building. The AMC is located at 6210 S. Laramie, Chicago, IL 60638.

The Basic driver testing is not scheduled. Those who need to take the test shall do so upon their arrival at the ID Badging Office. The last Basic Drivers Test is offered until 2:30 p.m. Individuals arriving after 2:30 p.m. may take the test the following business day. The Driver Testing Office is located at the Chicago Department of Aviation Security Office, 5221 W. 55th Street, Chicago, IL 60638, on the 2nd floor. The ID Badging office is closed on most city holidays.

Hours: 7:00 a.m. – 4:30 p.m.
Telephone: (773) 838-0678

7. **AUTHORITY TO OPERATE WITHIN THE SECURITY PERIMETER**

- A. No person will operate any Ground Motor Vehicle within the Security Perimeter, unless such operation is directly related to an aviation activity or business activity. Such vehicles

include, but are not limited to:

- (1) Airline equipment
- (2) Catering vehicles
- (3) Fuel tankers
- (4) Fixed base operator service vehicles
- (5) Scavenger service vehicles with proper permits and insurance
- (6) Designated City vehicles
- (7) Contract snow removal equipment
- (8) Vehicles escorted by a tenant or Department vehicle; and
- (9) CDA approved service/tenant vehicles; and
- (10) Federal Government vehicles

Motorcycles and bicycles (self-propelled) may NOT be ridden by anyone, except for the Chicago Police Department, on the Movement Area and/or the Airfield areas.

- B. No person other than a passenger or crew member enplaning or deplaning or under escort will enter the Airport Security Area without a valid identification document issued or approved by the Department; nor will any person drive a Ground Motor Vehicle on the Movement Area and/or the Airfield without proper vehicle identification as prescribed by Section 34 herein and a driver's license as prescribed by Section 35 herein.
- C. No person will operate or cause to operate any Ground Vehicle within the Security Perimeter unless the vehicle is properly insured in accordance with insurance requirements established by the Department and evidence of insurance is submitted to the ID Badging Office.
- D. Individuals or vehicles requiring an Escort will remain under the control of CDA security personnel until all required forms are filled out. The escort must sign the escort log and accept responsibility for those being escorted. The only exceptions are enplaning or deplaning passengers who are under the supervision/escort of airline personnel. All persons seeking access to specific areas on the AOA, but not having authorized access to those areas, must be escorted by a driver who possesses a valid blue or green ID Badge with a yellow stripe and escort privileges displayed.

Midway: Persons with a gray badge, with or without a yellow stripe are not allowed in the Secured Area without Escort. Persons providing the Escort are responsible and must direct and control the individuals and/or vehicles being escorted until they have left the Secured Area at all times.
- E. O'Hare and Midway both have roll gates (sally port gates) installed opposite each other at either end of the service roads entering the security posts. Unless otherwise directed by the security officer the following applies when the gates are in use: Each Ground Motor Vehicle that enters the area between the two sets of roll gates must stop until the gates are completely opened ahead and closed behind. The vehicles must not move while the gates are in motion, and only one vehicle may enter the area between the roll gates at a time.
- F. All Ground Motor Vehicles are subject to search before entering or within any area within the Security Perimeter. In periods of heightened security, all vehicles entering Airport property may be subject to search.

8. **OPERATION OF GROUND VEHICLES WITHIN MOVEMENT AREA**

Each Ground Vehicle authorized to operate on the Movement Area and Non-Movement Area at an Airport must obey:



A. Runways and Taxiways

No person will drive a Ground Vehicle on or across any Runway or Taxiway at any time, except:

1. Where service roads cross Taxiways at approved service road crossing points.

2. Authorized City employees who are in contact with the ATCT via two-way radio and who receive clearance; or
3. Persons who are escorted by authorized City employees who are in contact with the ATCT via two-way radio and who receive clearance; or
4. Authorized Drivers from organizations approved by Airport Operations.

O'Hare: Only a person with a yellow/red stripe is authorized.

Midway: Only a person with yellow/blue or yellow/red stripe is authorized to drive on the North Parking Triangle Ramp.

B. Movement Areas

1. Ground Vehicle Operators on the Movement Area must maintain two-way radio communications between their vehicles and the ATCT; or
2. Any City Escort vehicle with a two-way radio must maintain communications with the ATCT to accompany a vehicle without a radio.

C. Non-Movement Areas

It is not operationally practical to maintain two-way radio communications between every Ground Motor Vehicle and the ATCT or to provide Escort vehicles. Therefore, vehicles not equipped with two-way radios must follow the procedures below:

1. Ground Motor Vehicle Operators and pedestrians must yield the right-of-way to all Aircraft at all times.
2. Ground Motor Vehicle Operators must drive on the defined service roads only.
3. Ground Motor Vehicle Operators must obey all posted signage including "STOP", "NO TURNS ACTIVE TAXIWAYS", "AVOID STOPPING BETWEEN TAXIWAYS" and heed warnings including "CAUTION JET BLAST".
4. Vehicle Operators must obey the roadway signage, signals, flag personnel, and any / all Ground Vehicle Operating Regulations.

9. RUNWAY INCURSIONS



- A. A runway incursion - any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. Currently, the FAA reviews all surface incidents, identifies runway incursions, and assigns a severity. The FAA categorizes runway incursions using the ICAO definition of incursions and the ICAO severity categories.

The FAA systematically categorizes each runway incursion in terms of the severity of its outcome into one of four categories. As shown in Figure 4, Category A is the most serious and Category D is the least serious. Appendix B1 contains a history of the FAA's runway incursion severity classification process. Appendix B2 lists the factors considered in the severity ratings.

Category D

Little or no chance of collision but meets the definition of a runway incursion.

Category C

Separation decreases but there is ample time and distance to avoid a potential collision.

Category B

Separation decreases and there is a significant potential for collision.

Category A

Separation decreases and participants take extreme action to narrowly avoid a collision, or the event results in a collision.

Runway Incursions are a national concern and is a FAA priority for aviation improvements.


- B. **No Aircraft, Ground Motor Vehicle or pedestrian may enter onto a Runway without receiving a specific clearance to do so by the FAA Airport Traffic Control Tower. Only FAA Air Traffic Control Personnel can give the authorization for entry onto a Runway.**

- * C. **Runway Incursions are classified into the following four categories.**
 1. **Operational Error** - Failure of the air traffic control system that results in a Loss of Separation which is defined in Federal Aviation Administration Order 7210.56A.
 2. **Pilot Deviation** - The action of a pilot of an Aircraft that results in violation of Title 14 of the Code of Federal Regulations or a Federal Aviation Regulation.
 3. **Vehicle/Pedestrian Deviation** — Any entry or movement on the Movement Area by a vehicle (including Aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.
 4. **Miscellaneous** - A situation that occurs that cannot be attributed to any of the three categories above (example: equipment failure).

10. **OPERATIONS NEAR AIRCRAFT**







- * A. No person operating a Ground Motor Vehicle on a Ramp, other than the operator of an aircraft-servicing vehicle for a designated Aircraft, will pass within 20 feet of a parked Aircraft. In situations where an aircraft is being loaded, unloaded or serviced at ground level, vehicles will not pass such an aircraft or terminal concourses while passengers are enplaning or deplaning.
- * B. No Person will operate an Aircraft-servicing vehicle within the gate area unless the Aircraft to be serviced has come to a complete stop at its designated loading position.
- * C. When on the Airfield, all Ground Motor Vehicles must back into designated parking areas, including spaces adjacent to and perpendicular to buildings.
- D. No person will conduct Aircraft refueling operations unless the Aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.



O'Hare:	If any spill occurs, contact (773) 894-9111 for proper disposal.
Midway:	If any spill occurs, contact (773) 838-9111 and MDW Airport Operations Division at (773) 838-0677 for proper disposal.
- E. After Aircraft pushback, all equipment must be stored or returned to designated areas. This equipment includes but is not limited to Aircraft chocks, belt loaders, baggage carts, air stairs and tugs.
- * F. After sunset, no person will stop, stand or park in the gate area with the vehicle's headlights on and facing any inbound Aircraft, so as not to distract flight crews during Aircraft parking procedures.
- * G. Ground Motor vehicles traveling on the terminal Ramps will use the designated service roads within the zipper markings (see paragraph 16(b)) whenever possible, and when driving between gate positions requires passing through more than one vacant gate position. Drivers must exercise due caution when passing directly from one gate position to an adjoining one.
- H. Engaging in activities unrelated to aircraft or Airport operations in a rowdy or boisterous manner so as to interfere with Airport operations is not permitted in ramp areas or near Aircraft.

- I. Ramp areas will only be used for official Airport activities. Advance approval from CDA is required for recreational or social events.
- J. Aircraft under tow making forward progress have the right-of-way over aircraft waiting to be pushed back.
- K. Aircraft being pushed back shall confirm wingtip clearances.
-  L. Baggage cannot be loaded on an Aircraft after the Aircraft is pushed back from the gate.
- M. Midway: Fire escape doors leading onto the terminal ramp area should be free and clear of the Concourse Object Free area to allow adequate space for egress.
- N. Midway: Airport Personnel are not allowed to walk across Concourse alleyways between Concourses A and B; Concourse A and the extension bridge to A4A/A4B. Personnel on the terminal ramp are allowed to walk along the Concourse Object Free Area to the next Concourse.
- O. Midway: De-icing will only be allowed at the gates or at remote locations designated by the Midway Airport Operations office.

No aircraft will be parked, guided or towed in an unauthorized gate position or improperly parked in any way as to impede or interfere with normal traffic flow of other aircraft or vehicles.

11. VEHICLE OPERATION ON THE AIRFIELD

-  A. All Ground Motor Vehicles must travel in a single lane of traffic.
-  B. Ground Motor Vehicles must remain on paved surfaces and within designated lanes and adhere to all traffic signals and signs. **BLOCKING A SERVICE ROAD IS PROHIBITED.**
-  C. All Ground Motor Vehicles must use the designated service roads whenever possible.
-  D. Ground Motor Vehicles may not stop, stand or park closer than 100 feet from a fuel spill. **Never drive through a fuel spill.**
-  E. In the event of a fuel spill, vehicles that are running must be left running. Further, vehicles that are not already running must not be started.
- F. Ground Motor Vehicles transporting flammable materials, including Vacuum Trucks and Fuel Tanker Trucks are not permitted to drive through concourse underpasses, under Terminal Buildings, or on Depressed Roadways.
-  O'Hare: Trucks transporting flammable materials cannot pass through the cargo tunnel to access the Southwest Cargo area.

Midway: Only electric powered vehicles are permitted on Depressed Roadways except for Chicago Department of Aviation or Emergency Response vehicles.
-  G. Fuel trucks are not permitted to stop, stand or park under or near the ATS.
-  H. Only baggage tugs, carts engaged in baggage operations, Chicago Department of Aviation vehicles, safety and security, and emergency vehicles are permitted to use the Depressed Roadway.
- I. Fossil-fuel-powered Ground Motor Vehicles are not permitted to drive through concourse underpasses or under terminal buildings. Public Safety vehicles and Airport Operations Division vehicles are the only exceptions to this rule.
- J. No Ground Motor Vehicle will be left unattended with its motor running, unless weather or operational conditions dictate otherwise. If a vehicle equipped with chocks is left unattended, the chocks must be in place.

- K. Rotating/Flashing Beacon Lights must be on at all times for Ground Motor Vehicles operating in any Movement Area.
- L. **Midway:** All vehicles traveling north on the Airfield service road behind Runway 31C (South-East Corner) must stop at the designated stop sign and wait for oncoming south bound vehicular traffic to pass.
- M. All ground support equipment and Ground Motor Vehicles not in operation must be parked within the airline or tenant lease hold lines unless approved by the Department of Aviation.
- N. Airport Personnel are not allowed to walk across Concourse alleyways or taxi lanes between concourses. Personnel on the terminal Ramp are allowed to walk along the building to the next Concourse.
- O. Under no circumstances will a Ground Motor Vehicle be allowed to drive onto any EMAS unless an actual Aircraft emergency has occurred.
- P. No person shall operate a Ground Motor Vehicle within the security perimeter of the airport that is leaking mechanical fluids (oil, transmission, hydraulic fluid, etc.) or lavatory fluid ("blue juice") whether contaminated or uncontaminated.

12. SPEED LIMITS

- A. No person will operate a Ground Motor Vehicle in excess of the posted speed limit while within the security perimeter of the Airport, other than a public safety vehicle responding to an emergency.
- B. All Ground Motor Vehicles will operate at a speed not to exceed five miles per hour while in the baggage make-up area, tug tunnel and depressed roadway.
- * C. **O'Hare:** All Ground Motor Vehicles will operate at a speed not to exceed 20 miles per hour while traversing the Ramp areas.

Midway: All Ground Motor Vehicles will operate at a speed not to exceed 15 miles per hour while crossing the Terminal, South or West Ramp areas.
- * D. No person will drive a Ground Motor Vehicle in terminal baggage rooms or within 20-feet of a parked or taxiing Aircraft at a speed or in a manner that is considered unsafe or unreasonable.
- * **O'Hare:** The speed limit at O'Hare is 30-miles per hour, except as otherwise posted.

Midway: The speed limit at Midway is 15-miles per hour except as otherwise posted.
- E. No person will operate a Ground Motor Vehicle too fast or too slow for conditions. When conditions warrant, Ground Motor Vehicle operators must adjust their speed as reasonably necessary. Examples of conditions that may require slower speeds include, but are not limited to, those conditions relevant to prudent vehicular operation listed in Section 14 below, "Careless and Reckless Driving."

13. CARELESS AND RECKLESS DRIVING

- * A. **Careless Driving.** No person will operate a Ground Motor Vehicle or equipment within the security perimeter in a careless manner. Prudent vehicular operation requires careful attention to the width, grade, curves, corners, proximity of aircraft, individuals on foot, traffic and use of roadways, weather conditions and all other attendant circumstances including the relevant provisions of "Miscellaneous Safety Requirements" given in Section 40 below, so as not to endanger the life, limb or property of any person.
- * B. **Reckless Driving.** No person will operate a Ground Motor Vehicle or equipment within the Security Perimeter in a reckless manner, with a willful or wanton disregard for the safety of

persons or property. Reckless driving is defined in 625 ILCS 5/11 503.

- C. Impaired Driving. No person will operate a Ground Motor Vehicle or equipment when his or her ability or alertness is impaired so as to make it unsafe for him or her to operate the vehicle or equipment, whether due to fatigue, medication, or other cause. Rest breaks should be used. Prolonged operation of vehicles or equipment to the point that the operator is or is likely to become fatigued to the point of impairment is not permitted.

14. CROSSING PROCEDURES FOR TAXIWAYS & SERVICE ROADS

O'Hare:

A- (ALPHA) B- (BRAVO) D- (DELTA)
The following vehicle operation procedures **MUST** be followed:

- A. Stop prior to initiating the crossing of the taxiways A, B, and D to determine if the crossing could be accomplished without stopping in the islands between the taxiways. The island abeam the Kilo Concourse between the A - (Alpha) and B - (Bravo) Taxiways is the only exception where limited stopping space is provided which is between stop bars.
- B. DO NOT attempt to cross if there is a vehicle in front of you that may be forced to stop in the island.
- C. The Ground Motor Vehicle Operator is responsible for determining when to start the taxiway crossing. The Ground Motor Vehicle Operator will be held accountable for failure to adhere to these regulations.
- D. Service road crossing procedures must be adhered to by all Ground Motor Vehicle Operators:
 1. Stop before crossing the service road. The Ground Motor Vehicle Operator is responsible for determining when to start the crossing.
 2. Do not attempt to cross when there is a Ground Motor Vehicle in front of you that may be forced to stop.

Midway:

- A. Badge holders with basic driving privileges are strictly prohibited from crossing or entering any taxiway at Midway. Taxiways may be crossed only when operationally necessary, and only by Ground Motor Vehicles operated by individuals with advanced driving privileges.
- B. Service road crossing procedures must be adhered to by all Ground Motor Vehicle Operators:
 1. Stop before crossing the service road. The Ground Vehicle Vehicle Operator is responsible for determining when to start the crossing.
 2. Do not attempt to cross if there is a Ground Motor Vehicle in front of you that may be forced to stop.



15. GROUND MOTOR VEHICLE AIRPORT SIGNS & MARKINGS

The signs and markings listed in this manual are intended as an overview. Everyone driving or working on the Airside is responsible for studying and understanding the *Part 139.329 Advanced Airfield Familiarization Manual* (for O'Hare) or *Certification Training for the Movement Area* (for Midway).



A. Air Traffic Control Tower Light Gun Signals



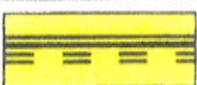

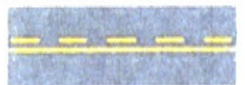
1. The Airport Traffic Control Tower (ATCT) light gun signal is used in addition to radio communication, as in the event of a radio failure or as emergency communication to a Ground Vehicle driver and to communicate with Aircraft.

	STEADY RED LIGHT – MEANS STOP
	FLASHING RED LIGHT – MEANS IMMEDIATELY CLEAR THE RUNWAY OR TAXIWAY.

*B. Zipper Markings

	DO NOT CROSS OR GO BEYOND THE ZIPPER MARKINGS: This declares the boundary of the service road.
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C. Runway/Taxi way Signs & Markings

Example	Types of Signage	Purpose	Application/Location
	Mandatory: Holding position for runway/taxiway intersection.	Denotes entrance to runway from a taxiway.	Located Left side taxiway within 10 feet of hold position markings.
	Taxiway Location.	Identifies taxiway on which the aircraft is located.	Located along taxiway by itself, as part of an array of taxiway direction signs, or combined with a runway/taxiway hold sign.
	Runway Safety Area (RSA)/Obstacle Free Zone (OFZ) Boundary.	Identifies exit boundary for an RSA/OFZ or runway approach.	Located on taxiways on <u>backside</u> of certain runway/taxiway holding position signs or runway approach area signs.
	<u>Holding position.</u>	Denotes entrance to runway from a taxiway or runway	Located across centerline within 10 feet of hold sign on taxiways and on certain runways.
	<u>Taxiway "Hold Short" marking of the movement/non-movement area boundary.</u>	Identifies entrance to a taxiway	Located around the terminal ramp and parts of other ramp areas.

16. PHONETIC ALPHABET

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo

F	Foxtrot		S	Sierra
G	Golf		T	Tango
H	Hotel		U	Uniform
I	India		V	Victor
J	Juliet		W	Whiskey
K	Kilo		X	X-Ray
L	Lima		Y	Yankee
M	Mike		Z	Zulu

17. AIRFIELD LIGHTING

All employees, tenants, contractors and vendors must understand the significance of the different colored lighting within the Security Perimeter. The three types of restrictive lighting are as follows:

- * A. **White Lights indicate a Runway.**
- * B. **Blue Lights indicate a Taxiway.**
- C. **Service Road lighting:**
- * **O'Hare: Amber lights indicate a crossroad that provides authorized vehicle access across taxiways.**
- Midway: Red lights indicate service roads. These red lights are located along the service road throughout some portions of the inside airport perimeter.**

18. SMOKING

Smoking on the AOA, or anywhere within 100 feet of an Aircraft or fuel carrier is strictly prohibited. No person will smoke while on the AOA, including baggage make-up areas, all Movement Areas, Ramp areas, Taxiways and/or Runways. This applies to persons both inside and outside vehicles, Ramp areas, Taxiways, Runways and or/near equipment located on the Airside. No person will smoke while within 100 feet of any Aircraft or fuel carrier. Smoking within the Secured Perimeter is prohibited except at designated smoking areas approved in writing by the Commissioner. Smoking in any location other than an approved smoking area may subject violators to fines pursuant to section 7-32-130 of the Chicago Clean Indoor Air Ordinance.

19. SAFETY EQUIPMENT

No person will operate a Ground Motor Vehicle within the Security Perimeter unless the vehicle is equipped with the following safety equipment in operable condition:

- * A. **Ground Motor Vehicle Lights**
 1. All headlights and taillights must be illuminated and of sufficient brilliance to ensure safe driving between sunset and sunrise. The lights must be on at all times when passing through poorly lighted areas, and during periods of low visibility.
 - * 2. All baggage or cargo carts must be equipped with at least two reflectors or fluorescent tape on each side and rear of the vehicle.
- * B. **Ground Motor Vehicle Brakes**
 1. All Operators must test the vehicle's brakes when approaching an Aircraft in order to avoid a collision in the event of brake failure.
 2. All vehicles must be equipped with a properly functioning parking brake. In the event an Operator must leave their vehicle unattended, they must engage the parking brake.
- * C. **Ground Motor Vehicle Windows, Mirrors, and other Safety Equipment**
 1. No person will operate a Ground Motor Vehicle not licensed for use on public

way, except for specialized Airport and aircraft-servicing equipment.

- *2. All Ground Motor Vehicles must have an open cab, which provides the driver with unobstructed 360-degree visibility, unless the vehicle is equipped with at least one rear-view mirror that is adjusted so the Operator has a clear view of the road behind for a distance of at least 200 feet.
- 3. All windows must be free of cracks, blisters, discoloration or any other defect that causes distortion or obstructions that limit the operator's vision.
- 4. Posters, stickers, signs or other objects on the windows of a Ground Motor Vehicle are prohibited, except for those required by the Department or by law. Required vehicle access stickers unrelated to the airport (e.g. current parking sticker for off-airport location) are permitted on vehicle commonly operated off the Airport, but must be applied so as not to obstruct the driver's vision.
- 5. No person will operate a Ground Motor Vehicle if an extended superstructure or load obstructs his or her forward vision.
- 6. No person will operate a Ground Motor Vehicle with unsafe tires.
- 7. All Ground Motor Vehicles must be equipped with a horn in good working order that is audible under normal conditions from a distance of not less than 200 feet.

20. **EMERGENCY VEHICLE RIGHT-OF-WAY**

All persons operating a Ground Motor Vehicle within the security perimeter must immediately yield the right-of-way to Police, Ambulance, Fire Department and Operations vehicles. Emergency vehicles will use audible and/or visual signals.

21. **OCCUPANTS OF GROUND MOTOR VEHICLES**

- A. No person will ride on the running board of a moving vehicle, in the bed of a pick-up or other truck, ride in the basket of a de-icing truck, stand up in the body of a moving vehicle, ride on the outside of the body of a moving vehicle, or ride on a moving vehicle with his arms or legs protruding from the vehicle, unless the vehicle is so designed.
- B. No person operating a Ground Motor Vehicle will allow any passenger to ride in such vehicle other than those authorized under escort to enter the Airport security perimeter.
- C. All Drivers and passengers in a Ground Motor Vehicle must wear a seat belt, if the vehicle is required or regulated to be so equipped.

22. **AIRCRAFT FUELING FACILITIES AND EQUIPMENT**

- A. No person will conduct Aircraft refueling operations unless Aircraft is properly bonded to the refueling equipment. The refueling operator must maintain physical control over the equipment during the refueling process.

O'Hare: If any spill occurs, contact (773) 894-9111 for proper disposal.

Midway: If any spill occurs, contact (773) 838-9111 for proper disposal.

- B. Refueling equipment will not be used to transport any bulk-packaged, combustible materials, except when such materials are contained in a closed, fire-resistant box. This box must be mounted on the equipment and to be of a design and material acceptable to the Commissioner of Aviation or his/her designee.
- C. All refueling equipment must comply with regulations as required by the Chicago Fire Department and the Department of Aviation, amended as needed.

All fuel trucks must carry fire suppression equipment as required by the Chicago Fire Department and/or National Fire Protection Association (NFPA) regulations. All fuel trucks must be equipped with a keyed ignition system or a push button / battery switch ignition system.

- D. Fuel vehicles must be parked a minimum of 50 feet away from Airport buildings and in Department-designated areas. In addition, fuel tankers must be parked with 10 feet of CLEAR SPACE on each side of tanker. No other equipment can be parked within the clear space.

E. When refueling:

- * 1. Fuel vehicles must be 10 feet apart from other vehicles and 50 feet from any structure.
- 2. Fuel vehicles are required to have Type B and C chemical extinguishers on the truck.
- 3. Never jam the dead man switch or otherwise disable any safety equipment or feature.

See Addendum A. for Fuel Service Vehicle Inspection Report.

F. Inspection and certification by Chicago Fire Department (CFD) inspectors.

- 1. Fueling facilities/equipment shall not be used if:
 - 1. There are any discrepancies noted on the Fuel Facility/Equipment Inspection Report (see Appendix A), until corrected and certified by CFD following inspection.
 - 2. The facility/equipment has been involved in an accident, until inspected and certified by CFD.
 - 3. The facility/equipment has not been inspected by CFD within the previous three consecutive months or is lacking a quarterly inspection sticker.
 - 4. Inspections at Midway may be performed by CFD-authorized Airport Operations personnel.
- 2. Airport Tenant Fueling Agents will make facilities/equipment available for inspection upon request.

* 23. **TUGS AND TRAILERS**

- A. No more than four bag/mail/freight carts will be towed on service roads.

24. **YIELDING RIGHT-OF-WAY**

- * A. All Ground Motor Vehicle operators must yield the right-of-way to an Aircraft in motion or an emergency vehicle.
- B. No person operating a Ground Motor Vehicle will cross a Taxiway without bringing the vehicle to complete stop and observing ground airplane traffic in all directions. TAXIING AIRCRAFT, HOVER-TAXIING HELICOPTERS AND AIRCRAFT IN PUSHBACK ALWAYS HAVE THE RIGHT-OF-WAY.
- C. No person operating a Ground Motor Vehicle will cross or enter Ground Motor Vehicle traffic lanes without yielding the right-of-way to vehicles already in these lanes.
- D. Ground Motor Vehicles approaching from opposite directions will pass to the right of each other and not stop when passing each other.
- * E. Double solid lines in the middle of the roadway signify a no passing zone. Do not cross lines to pass other vehicle traffic.

25. **PARKING**

Any equipment parked in an unauthorized area will be ticketed and towed.

- A. No person will stand or park a Ground Motor Vehicle or other equipment, including Aircraft, on the airfield ramp area or in any building not designated by the CDA.

- * B. No person will stand or park a Ground Motor Vehicle or other equipment within 15 feet of any fire hydrant, other fire control apparatus or fuel shut-off switches.
- * C. No person will stand or park a Ground Motor Vehicle or other equipment, which would obstruct access to any fire control apparatus or fuel shut-off switches.
- D. No person will stand or park a Ground Motor Vehicle or any other equipment, including aircraft, so as to interfere with or prevent the passage or movement of aircraft, emergency vehicles or other Ground Motor Vehicles.
- * E. No person will stand or park a Ground Motor Vehicle or other equipment within 10 feet of the security perimeter fence line.
- F. Standing or parking of any Fuel Tanker Truck within 100-feet of a terminal building at any time is prohibited unless actively servicing aircraft or ground service equipment. In no event should a Fuel Tanker Truck stand or park within 50-feet of a terminal building.
- G. **Midway:** No parking or standing is permitted on the Concourse Object Free Area.

26. GROUND MOTOR VEHICLE ACCIDENTS

Accidents must be reported if they involve: an Aircraft (even if the Aircraft is undamaged), a pedestrian, personal injury of any kind, damage to City property, or damage to property not owned by the Ground Vehicle Operator or his/her direct employer. Other accidents that must be reported are those that take place on a Movement Area or Safety Area, or any accident that must otherwise be reported to the National Transportation Safety Board (NTSB). However, nothing in this paragraph prevents any other type of accident from being reported.

- A. Any person operating a Ground Motor Vehicle that is involved in an accident that must be reported must stop the Ground Motor Vehicle at the scene of the accident or as close as possible thereto (without obstructing traffic more than is absolutely necessary), and immediately notify the Communications Center.

ORD: O'Hare Communications Center (773) 894-9111

MDW: Midway Communications Center (773) 838-9111

After making the proper notifications, the individual must return to and remain at the scene of the accident until a full report has been provided to the investigating officer unless otherwise instructed by the Communications Center. The Ground Motor Vehicle operator will, upon request and if physically able, show to the investigating officer any permit, insurance card (if applicable), license, registration or other document relevant to the accident or the persons or property involved.

- B. Persons involved in an accident that must be reported, will, along with any witnesses, if physically able, provide a full written report by facsimile of the accident to the Aviation Safety Office at the respective numbers listed below within 24 hours of accident. This report must include the names and addresses of the individuals involved, the description of the property or vehicles involved, the registration and license numbers of the vehicles involved, the insurer's name, address, policy number, expiration date, and telephone number, and any other information relevant to the accident.

ORD: Safety Office fax numbers (773) 894-5475

MDW: Safety Office fax numbers (773) 838-3991

27. REPAIR AND LOCATION OF DISABLED GROUND MOTOR VEHICLES

- * A. No person will clean, repair, maintain and/or overhaul any Ground Motor Vehicle or equipment in a non-approved shop area. The only exception will be granted for those repairs necessary to transport the ground vehicle or equipment to a repair facility.

- B. No person will allow a stalled or disabled Ground Motor Vehicle to remain anywhere on the Airfield which could interfere with the flow of traffic. Ground Motor Vehicles interfering with the flow of traffic may be ticketed and/or towed.

***28. TAMPERING WITH GROUND MOTOR VEHICLES**

No person will interfere or tamper with, or engage the engine of any Ground Motor Vehicle. No individual will take or use any Ground Motor Vehicle part, instrument or tool, without permission from the owner.

29. CONTRACTOR ACCESS TO AND USE OF PREMISES

- A. No person will have access to any construction site within the security perimeter without a valid Airport issued identification badge or escort (escort regulations will apply).
- B. No person will have access to and egress from a construction site in a ground vehicle or construction equipment (belonging to or under the supervision of a contractor) other than by routes and gates designated by the Department, and only during times as specified in writing by the Department.
- C. No person will allow a Ground Motor Vehicle or construction equipment belonging to or under the supervision of a contractor to remain at the work area at the end of the working day, or to be parked overnight, in any position or location where it constitutes an actual or potential hazard to aircraft or ground vehicles at the Airport. In situations where the contractor has the written authorization of the Department to leave Ground Motor Vehicles or construction equipment parked overnight, these vehicles and equipment must be suitably marked and lighted.
- D. No person will operate a Ground Motor Vehicle or construction equipment belonging to or under the supervision of an Airport Contractor on or across a runway or taxiway at the Airport, unless an approved escort vehicle escorts the Contractor vehicle or equipment. Exception: a person at Midway with a blue driving stripe may cross a runway or taxiway at an approved service road crossing *only*.

30. SERVICE COMPANY TRAFFIC

Some degree of commercial service traffic is necessary on the Airport Movement Area to service remote airline concourse spaces. In order to properly control this traffic, the following procedures must be observed:

- A. The service company will furnish the client/tenant with a certificate of insurance and release from liability for the airline and the City. The certificate of insurance will name the City as an additional insured.
- B. The client/tenant being serviced will submit a written statement to the ID Badging Office that the service company has a business need to operate a vehicle or vehicles at the Airport which is related to the client/tenant's aviation or business activity. The client/tenant will enclose the certificate of insurance, release of the City from liability, the company supervisor's name, and any other requested information.
- C. Obey all laws, rules and regulations governing Ground Motor Vehicle operation at the Airport, including but not limited to the requirement to report vehicle accidents as specified in Section 26.
- D. Service Company Ground Motor Vehicles must enter and exit posts at the closest entrance to the aircraft being serviced.
- E. In the event that the CDA issues new and/or revised requirements for operation of service company vehicles on the movement area and/or airfield, the service company is responsible for ensuring that the new or revised information is provided to the service company Ground Motor Vehicle operators.

31. **GROUND MOTOR VEHICLE OPERATIONS FOR HIRE**

Taxicabs, buses, limousines or any other Ground Motor Vehicle carrier for hire will not load or unload passengers at any place within the security perimeter except at locations designated by the Department.

32. **PRIVATE VEHICLE ACCESS**



ORD:

Privately owned Ground Motor Vehicles are prohibited on the airfield unless they are under escort by an authorized driver having a minimum of basic airfield driving privileges and have a blue airport issued ID Badge or a green airport issued ID Badge with an "E" designator.

MDW:

Privately owned Ground Motor Vehicles are prohibited on the airfield unless they are under escort by an authorized driver having a yellow stripe on their blue, green or gray airport issued ID Badge.

33. **COMPANY OWNED GROUND MOTOR VEHICLE ACCESS**

Unless under escort, all company-owned Ground Motor Vehicles operating on the airport must be registered at the Airport ID Badging Office. Registration information includes:

- A. The original certificate of insurance coverage that corresponds to established general liability and automobile liability requirements of the Airport.
- B. Vehicle description: make, model, and plate number.
- C. Documentation of requirement for access to the Airport.
- D. Proof of vehicle ownership, met by one of the following criteria:
 - 1. Copy of Title or Registration for vehicle; or
 - 2. Vehicle Insurance Card.

34. **VEHICLE IDENTIFICATION**

- A. No person will operate a Ground Motor Vehicle that is based at the Airport on the Airfield unless the vehicle is clearly marked with the company name, logo or other identification acceptable to the Department, and is numerically identified by large block numerals not less than 12 inches high on top nor less than 6 inches high on the sides and rear of the vehicle.
- B. Slow moving vehicles must be clearly marked on the rear of the vehicle with fluorescent tape with the company name and slow-moving vehicle sign in fluorescent safety paint.
- C. No person will operate on the Airfield a Ground Motor Vehicle that is based off the Airport on a continuing regular basis. This includes but is not limited to off-Airport contractor and service company vehicles, unless a vehicle permit issued by the Department is conspicuously displayed in the front window of the vehicle, or the vehicle is escorted by approved Department or tenant personnel. In addition, the vehicle must be clearly marked with the company name, logo or other identification acceptable to the Department.
- D. No person will operate a Ground Motor Vehicle that is based off the Airport within the security perimeter area to make a delivery or pick-up on a one-time basis unless the vehicle is escorted to and from delivery or pick-up location.

35. **DRIVER LICENSING**



- A. All persons driving a Ground Motor Vehicle within the security perimeter will have on their person a current valid driver's license issued by the State of Illinois or by the jurisdiction where the person resides, if other than Illinois. City employees must have their correct home address on their driver's license. All persons will surrender their driver's license when requested to do so by a law enforcement officer.

- B. No person will drive a Ground Motor Vehicle within the security perimeter without the appropriate driver designation indicator on his or her valid Airport issued ID badge (except those under authorized escort) unless granted employee-parking privileges in designated areas.
- C. No person or entity will drive or permit a Ground Motor Vehicle within the security perimeter without an insurance certificate on file with the ID Badge Office.

36. **GUIDES**



- A. No person will back up any Ground Motor Vehicles or other ground equipment (excluding small baggage tractors, passenger cars, vans, or sport-utility vehicles) on the Airfield when the driver's view is restricted by the design of the vehicle, the way in which it is loaded, or in any other way, unless a guide is positioned outside the vehicle to assist the operator.

The guide, who cannot be in a vehicle, must be clearly visible to the operator of the Ground Motor Vehicle being guided, must have an unobstructed view of the area behind the vehicle being guided, must be able to signal the operator of the guided vehicle, and must be able to stop all adjacent traffic.

- B. No person will back up a truck or other Ground Motor Vehicle equipment (including small baggage tractors, passenger cars, vans, or sport-utility vehicles) with obstructed view into or inside of a building at the Airport unless a guide is positioned outside the vehicle to assist the operator.
- C. No person will back up an aircraft without the use of a guide/wing-walker, unless an alternative plan has been submitted in writing and approved by the Department of Aviation, Safety Office.

37. **LITTER / F.O.D. (FOREIGN OBJECT DEBRIS)**

"FOD" stands for Foreign Object Debris or Damage. Metal, plastic, paper and rocks can cause damage to jet engines and injury to employees. FOD can cause catastrophic damage to people and property.

Airside personnel are responsible for keeping the movement and non-movement areas clear of FOD by checking wheels and tires to make sure they are free of FOD before they enter the airside. All drivers are responsible for making sure that items on or in their Ground Motor Vehicle cannot blow out onto the airfield, subsequently becoming FOD. Provisioning trucks must have all doors closed at all times while in motion to prevent FOD. All FOD should be deposited in areas designated by the Department for litter collection. Chicago Department of Aviation Security Officers will issue a citation to anyone depositing FOD on the airfield. CDA Airfield Operations Supervisors (AOS's) and Facilities personnel can also issue citations.

Ground Motor Vehicle operators are to move loose baggage/articles off the movement area (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position either by the gate/terminal building or by airside entrance/exit points. Loose baggage should be reported to Chicago Department of Aviation Operations.

If FOD is observed, the Ground Motor Vehicle operator will be responsible to attempt to remove it. If unable, the operator must contact Airport Operations. It is the responsibility of all airside workers to pick up FOD.

ORD Operations

(773) 686-2255

MDW Operations

(773) 838-0677

The local U.S. Postal Office and Chicago Department of Aviation Operations must be contacted if any unattended U.S. Mail is found on the Airfield. When mail is found loose, Ground Motor Vehicle operators are to contact Chicago Department of Aviation Operations and the U.S. Postal Office to report the location of the article. Unless otherwise instructed by Operations, Ground Motor Vehicle operators are to monitor the location of the article from a nearby safe area.

ORD Local U.S. Postal Office
ORD Operations

(773) 894-1350
(773) 686-2255

MDW Local U.S. Postal Office (773) 767-1917
MDW Operations (773) 838-0677

38. **SNOW REMOVAL OPERATIONS**

All Ground Motor Vehicles, other than emergency vehicles with warning lights activated, must yield right-of-way to snow removal equipment. Airside drivers should operate at a reduced speed and with increased diligence in proximity to snow removal equipment.

Ground Motor Vehicle drivers should stay at least 150-feet back/away from the chute of any snow blowing equipment. Window glass can easily be blown into the vehicle from the force of the snow being thrown increasing the potential danger to a driver.

39. **REFLECTIVE SAFETY VESTS**



Reflective Safety Vests or Jackets must be worn at all times by persons regularly assigned to the airfield, including all ramps in the Secured Area and the AOA, to enhance the visibility and safety of personnel working in the secured area and to promote the safe operation of ground equipment and Ground Motor Vehicles within the secured area of the Airport. Other reflective safety apparel will not fulfill this requirement unless approved in writing by the Department of Aviation Safety Office.

All Ramp Service Personnel employed by an Airline, by a ground service handling company, or by any other organization that is involved in or concerned with any aspect of aircraft serving in the Secured Area at O'Hare and Midway International Airports will be required to wear "REFLECTIVE SAFETY VESTS" at all times in the performance of their assigned duties.

This regulation applies to those persons handling baggage, cargo and mail; to those providing fuel and oil services to aircraft; and to those who are engaged in the mechanical servicing of aircraft. Also, included are those personnel who service lavatory and water systems, load and unload catering equipment and supplies and electronic entertainment systems; repair and maintain Airline ramp servicing equipment (tractors, tugs, trucks, dollies, jet bridges and any other appurtenances beyond the curtain wall of the terminal structure). Employees and representatives of Federal, State and Local Government agencies whose duties require their attendance on, in and about the ramp areas are included.

40. **MISCELLANEOUS SAFETY REQUIREMENTS**

- A. Jet Blast is the exhaust thrust from jet engines. It can be extremely dangerous. Always use caution working near running Aircraft engines and obey all posted airfield signage warning about Jet Blast.
- B. Noise on the airfield requires that extra caution must be used when working on the airfield. Due to the background airfield noise or the use of ear protection, it is difficult to hear a warning from another vehicle or persons. Always look both ways twice and behind you before crossing any taxiways or before moving any equipment.
- C. Reduced Visibility due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution driving on the airfield at night and during reduced visibility situations. The best defense is to slow down and always remain alert!
- D. Structural Clearance Advisory: use extreme caution when operating any equipment in the Terminal area. Special attention should be given in watching the height and width clearance of your equipment.
- E. Critical Clearance Areas include the following:
ORD:

TERMINAL 1

Underpass between Gates C7 & C8	7' 5"
Underpass by Gate C11	7' 8"
Underpass between Gates C19 & C21	7' 6"

Underpass by Gate C25 - C26	7' 4"
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TERMINAL 2

T2 Underpass	12' 1"
Underpass between Gate E4 & F4	11' 2"
Underpass by Gate F6	9' 2"
Two Pedestrian Emergency Exits on either side of T2 at the Depressed Roadway	15' 8"
Rotunda Pedestrian Bridge	12' 6"
FAA Tower Corridor	12' 6"
Depressed Roadways (Baggage Alley)	14' 7"

TERMINAL 3

All Underpasses	12' 1"
H & K Concourse underpass	12' 1"
Mezzanine Gate underpass	12' 6"
L Concourse underpass	12' 10"
Pedestrian Emergency Exit between H & L	
Concourses at the Depressed Roadway	16' 0"
Underpass between K6A & K6B	8' 0"

TERMINAL 5

Ground Handling Staging Area	18' 0"
Service Road under Terminal	12' 2"

OTHER AIRSIDE LOCATIONS

Snow Tunnel	13' 0"
Post # 7 - Pedestrian Walkway	12' 6"
Post # 8 & # 9 - Pedestrian Walkway	12' 6"
Post 10 under upper roadway	14' 10"
Alpha / Bravo Bridge on service road	15' 0"

If you have any questions regarding clearance heights, contact ORD Operations at (773) 686-2255.

MDW:**Depressed Roadway Underpass**

Between Gates B1 & C1	7' 10"
Between Gates B8 & A1	7' 10"

Tug Tunnel Underpass

Between Gates A3 & A5	7' 8"
Near Gate A10	7' 8"
Between Gates A7 & A9	7' 8"
Near Gate A6	7' 8"
Between Gates B15 & B17	7' 8"
Between Gates B14 & B16	7' 8"
Between Gates B14 & B16	7' 8"

If you have any questions regarding clearance heights, contact MDW Operations at 773-838-0677.

G. Airport Emergency Numbers

ORD: (773) 894-9111
MDW: (773) 838-9111

H. Fire Extinguisher

Tampering with or improper use of fire fighting equipment is a criminal offense (Class B Misdemeanor).

I. Rotating/Flashing Beacon Lights must be on at all times for Ground Motor Vehicles operating in the Movement Area only.

- J. **Use of Mobile Phones.** Except as provided in subsection (1) of this subsection, no person shall drive a Ground Motor Vehicle on airport property while using a mobile, cellular, analog wireless, or digital telephone.

- (1). The provisions of this regulation shall not apply to:
- (a) Law enforcement officers and operators of emergency vehicles when on duty and acting in their official capacities,
 - (b) Persons using a telephone with a "hands free" device allowing the driver to talk into and listen to the other party without the use of hands.
 - (c) Persons using a telephone to call 911 telephone numbers or other emergency telephone numbers to contact public safety forces.
 - (d) Persons using a telephone while maintaining a Ground Motor Vehicle in a stationary parked position, and not in gear.
- (2). Violators are subject to written citation and subsequent fines.

41. **HAZMAT**

- A. Improper release or disposal of hazardous materials (HAZMAT) or fuel on Airport property is prohibited.
- B. Trucks used for the transport of lavatory waste may only dispose of such waste in areas designated for waste disposal by the Department of Aviation.
- C. All fuel spills **MUST** be reported to the following authorities for proper removal and disposal.
ORD: Communications Center (773) 894-9111
MDW: Communications Center (773) 838-9111 and Operations at (773) 838-0677
- D. All hazardous material shall be reported to the Communications Center for proper removal and disposal.

ORD: Communications Center (773) 894-9111
MDW: Communications Center (773) 838-9111

42. **IMPORTANT PHONE NUMBERS**

ORD:

Airport Emergencies:	(773) 894-9111
Department of Aviation - Operations:	(773) 686-2255
Department of Aviation - Safety:	(773) 686-SAFE (686-7233)
Department of Aviation - Security Office:	(773) 686-2685
U.S. Postal Service - Postal Inspector:	(773) 894-1011
Chicago Police Department Non-Emergency:	(773) 686-2385
ID Badging Office:	(773) 686-6488
Access Control:	(773) 894-5367

MDW:

Airport Emergencies	(773) 838-9111
Department of Aviation - Operations:	(773) 838-0677
Department of Aviation - Safety:	(773) 838-7414
Department of Aviation - Security Office:	(773) 838-0667
U.S. Postal Service - Postal Inspector:	(773) 894-1011
Chicago Police Department Non-Emergency:	(773) 838-3003
ID Badging Office:	(773) 838-0678
Access Control:	(773) 838-4485

43. **HEARINGS AND PENALTIES**

A. Hearings.

- (1) Hearings enforcing these regulations shall be conducted as provided in Section

- 10-36-356 of the Municipal Code.
- (2) A violation notice, or a copy thereof, issued in accordance with Section 10-36-356 of the Municipal Code shall be prima facie evidence of the correctness of the facts specified therein.
- B. Monetary Penalties. Fines for violation of these regulations shall be imposed in accordance with Section 10-36-356, Section 10-36-370 and any other applicable section of the Municipal Code.

ADDENDUM A.
Chicago Fire Department - Chicago Department of Aviation
Fuel Vehicle Inspection Report**Chicago Fire Department - Chicago Airport System**
Fuel Vehicle Inspection Report

Vehicle Number:	10		
Location:	O'Hare-PaulSatellite		
Firm:	O'Hare-SignatureFlightSupport		
Vehicle Type:	HydrantTruck	Fuel Type:	Jet A
Date of Inspection:	May 28, 2004	Inspection Type:	Spot
Inspector ID:	15493		
Operator:	Jim R	Operator ID:	7747
Capacity (gal):	800		
Inspection Tag Type:	Quarterly	Inspection Tag #:	*None
Remarks:	No problems		

Emergency Cutoff System

NFPA 407 2-3.14

- Pass 1. "EMERGENCY FUEL SHUTOFF" sign is at least 2" high, contrasting color.
- Pass 2. Method of operation "PUSH" or "PULL" or indicated by an arrow.
- Pass 3. Two cutoffs required, one on each side of the vehicle.
- Pass 4. Quick acting, remote from fill openings and discharge outlets.
- Pass 5. Must be operable from ground or any elevated platform.
- Pass 6. Checked for proper operation during fueling operation.

Hoses, Nozzles, and Piping

NFPA 407 2-2

- Pass 1. Duct tape and nozzles stored properly.
- Pass 2. Extend hose, check for leaks using working pressure.
- Pass 3. Check nozzle screens for hose particles.
- Pass 4. Check for kinked, crushed, soft, or severely worn hoses.
- Pass 5. Deadman controls required, may be part of nozzle for overwing filling.
- Pass 6. No leaks from any piping, fittings, joints, hose, or nozzle at ANY time.

Bonding

NFPA 407 2-1.2, 3-4

- Pass 1. Cables to be free of kinks, damage, or paint.
- Pass 2. Clamps to be free of paint, properly attached to vehicle, and in good working order.
- Pass 3. Both clamps and cables stored properly to prevent damage.

Lights

NFPA 407 2-3.6.5

- Pass 1. Head, brake, tail, and marker lights operational.
- Pass 2. No cracked or missing lenses. Must be fully enclosed and gasketed.

ADDENDUM B. Sections 10-36-351 through 10-36-370 of the Chicago Municipal Code

10-36-351 Commissioner of Aviation-- Authority to establish secured areas.

The Commissioner of Aviation may establish secured areas within the city's airports. In establishing such an area, the commissioner shall consider: the size and nature of the area; the nature of activities customarily conducted therein; the impact of the proposed secured area on the safety and efficiency of airport operations; and the impact of the proposed secured area on public convenience in moving through the airport. Security areas shall be clearly marked.

(Added Coun. J. 6-28-91, p. 2706)

10-36-352 Commissioner of Aviation-- Authority to issue security badges.

The Commissioner of Aviation shall issue security badges, in a form determined by the commissioner, to those persons whose presence is required for or appropriate to the activities conducted in a secured area. The commissioner may issue temporary badges to persons whose presence is temporarily necessary or appropriate to the activities conducted in the secured area or who are present to study those activities with consent of the commissioner. Each badge issued under this section shall indicate the secured areas to which the badge applies.

(Added Coun. J. 6-28-91, p. 2706)

10-36-353 Security badges nontransferable--Access to secured area.

- A. No person shall transfer or assign a security badge to another person. No person shall enter or remain in a secured area except:
- (a) A passenger entering or departing an aircraft and under supervision of airline personnel;
 - (b) A person to whom a temporary security badge applicable to that area has been issued;
 - (c) A person escorted by a person in possession of a valid, permanent security badge applicable to that area; or
 - (d) A person in possession of a valid, permanent security badge applicable to that area.
- B. Any person who seeks to enter a secured area, or to remain in such area, shall at all times prominently display a security badge (which may also be referred to as an identification card) issued by the Commissioner of Aviation or an identification card approved by the Federal Aviation Administration. Such security badge shall be displayed above the waist on a person's outermost garment. No person shall allow the use of any security badge required herein by anyone other than the person to whom the badge is issued. Persons who have access to the secured area can enter secured areas only at authorized portals and in such manner as designated by the commissioner. In the case of an access controlled door to the secured area, each airport identification badge holder shall swipe and enter their personal identification number (P.I.N.) to gain access to the secured area while each Federal Aviation Administration approved identification card holder shall enter their air crew P.I.N. number. Any person to whom a security badge is issued shall have the following duties:
- (i) verifying that any person requesting access to a secured area possesses a valid airport photo identification badge for that area;
 - (ii) denying access to a secured area to a person not possessing a valid airport photo identification badge;
 - (iii) questioning any person in a secured area who is not displaying an airport photo identification badge or who has an incorrect or invalid airport photo identification badge for the secured area, unless the person to whom the security badge has been issued reasonably fears for his personal safety; and
 - (iv) immediately reporting and describing to airport security or the Chicago Police any person not displaying an airport photo identification, or possessing an incorrect or invalid airport photo identification badge, or refusing upon request to allow an examination of their identification badge.

No person who enters a secured area shall allow any other person access to such area. Persons who are authorized to escort others into a secured area must at all times direct and control the movement of the person or persons

being escorted while within the secured area.

Any person who fails to display the badge required herein or who fails to perform the duties imposed by this section shall be subject to the penalties provided in Section 10-36-3 56 of this Code.

The Commissioner shall have authority to promulgate rules and regulations necessary to implement this section.

- C. For purposes of this section, "secured area" shall refer to that portion of an airport designated and used for landing, taking off or surface maneuvering of airplanes and shall also refer to any area beyond department of aviation security posts, or within perimeter security fencing, or any doorway leading from any building adjacent to an air operations area.

(Added Coun. J. 6-28-91, p. 2706; Amend Coun. J. 5-18-94, p. 50791; Amend Coun. J. 4-12-95, p. 67070; Amend Coun. J. 11-1-00, p. 43031, § 1)

10-36-354 Loss of security badge--Reporting requirements.

A person to whom a security badge has been issued shall report to the Commissioner of Aviation the loss, theft, mutilation of or damage to the badge within 24 hours after such occurrence. The report shall be in writing. If the person has received the badge as a result of his employment, the person's employer shall also be responsible for filing the report. The commissioner shall collect a charge for the replacement of a security badge of \$50.00 or, in the case of a second or subsequent occurrence with respect to an individual's badge within a 24-month period, \$100.00.

(Added Coun. J. 6-28-91, p. 2706; Amend Coun. J. 12-15-04, p. 39840, § 1)

10-36-355 Commissioner of Aviation-- Authority to issue rules and regulations.

The Commissioner of Aviation shall issue rules and regulations for the administration and enforcement of Sections 10-36-353 and 10-36-354. The rules shall include such matters as: periodic renewal of security badges; issuance of badges to employees or agents of persons doing business at an airport; surrendering of badges upon separation or transfer from employment; procedures and forms for applications and reports; and display of security badges.

(Added Coun. J. 6-28-91, p. 2706)

10-36-356 Violation--Penalty.

Any person who violates any provision of Sections 10-36-351 through 10-36-354, or the regulations issued under Section 10-36-355, shall be fined not more than \$100.00 for a first offense, not more than \$200.00 for a second offense, and not more than \$500.00 for each subsequent offense. Each day that a violation continues shall constitute a separate and distinct offense. The violator shall also be liable for reimbursement to the city of any fine or penalty paid by the city as a result of the person's violations. The Commissioner of aviation may also revoke or refuse to reissue the security badge or identification card of the violator.

To enforce the provisions of Sections 10-36-351 through 10-36-355, and Section 10-36-357, the Commissioner of aviation or his or her designee may conduct hearings in accordance with this section. Any person found to have violated any provision of Sections 10-36-351 through 10-36-355 shall be fined in accordance with this section. Before any fine is levied in accordance with this section, a hearing as authorized herein shall be held. A person charged with violating any provision of the aforementioned sections may decline to contest the allegation. In case of such declination, the hearing officer shall assess a fine in accordance with this section. Notice of a hearing shall be personally served upon the person or persons alleged to have violated any provision of the aforementioned sections at least ten days prior to the hearing date. The person before whom the hearing is held shall not have been involved in the initial decision to seek the imposition of a fine. At the hearing, the person alleged to have violated any provision of the aforementioned sections may be represented by counsel, present documentary evidence and/or live testimony, and may cross-examine witnesses called by the Department of Aviation. The department shall present sufficient evidence from witnesses having personal knowledge of the offense to prove, by a preponderance of the evidence that one or more violations of the aforementioned sections occurred. The strict rules of evidence applicable to judicial proceedings shall not apply to hearings under this section. The Commissioner of the Department of Aviation or his or her designee shall be the official custodian of the records. The record of each hearing shall include: (a) a record of the testimony presented at the hearing, which may be made by tape recording or other appropriate means; (b) any document presented at the hearing; and (c) a copy of the

written notice of hearing that was personally served in accordance with this section.

Following the hearing, the Commissioner or his or her designee shall issue in writing a decision stating whether a fine shall be imposed, and the amount of such fine. The decision shall become effective ten days following the issuance of the decision. The fine shall be payable to the City of Chicago. The person to whom a sanction is applied may file a complaint in a court of competent jurisdiction seeking to review the decision. Nothing in this section shall affect the ability of the City of Chicago to seek relief in a judicial proceeding.

(Added Coun. J. 6-28-91, p. 2706; Amend Coun. J. 5-18-94, p. 50791; Amend Coun. J. 4-12-95, p. 67070)

10-36-357 Motor vehicle operating regulations/runway incursions.

- (a) The Commissioner of Aviation may promulgate regulations relating to the operation of ground equipment and vehicles within the secured area, as defined in Section 10-36-360 of the Municipal code, of the airports. Penalties for violations of the regulations authorized herein shall be as set forth in Section 10-36-356. Any person charged with violating the regulations authorized herein shall be afforded the opportunity for a hearing as set forth in Section 10-36-356.
- (b) Unauthorized Crossing of or Entry Onto Runways. No person shall enter onto or cross a runway without authorization from the Federal Aviation Administration control tower. Penalties for violations of this section shall be as set forth in Section 10-36-356. Any person charged with violating the regulations authorized herein shall be afforded the opportunity for a hearing as set forth in Section 10-36-356.

(Added Coun. J. 4-12-95, p. 67070)

10-36-358 Police powers for designated employees; duties of scavengers.

- (a) The Commissioner of Aviation may designate employees of the Department of Aviation to have the powers of members of the police force to serve process or notice for violations occurring at any airport of Sections 4-4-310, 4-260-040, 4-260-060, 4-260-080, 4-260-090, 7-12-420, 7-28-060, 7-28-070, 7-28-080, 7-28-120, 7-28-150, 7-28-210, 7-28-220, 7-28-225, 7-28-227, 7-28-230, 7-28-240, 7-28-260, 7-28-261, 7-28-270, 7-28-280, 7-28-300, 7-28-301, 7-28-302, 7-28-303, 7-28-305, 7-28-310, 7-28-315, 7-28-331, 7-28-360, 7-28-380, 7-28-390, 7-28-395, 7-28-400, 7-28-410, 7-28-440, 7-28-450, 7-28-460, 7-28-510, 7-28-660, 7-28-680, 7-28-690, 7-28-710, 7-28-720, 7-28-735, 8-4-135, 10-8-220, 10-28-340, 10-8-460 and 10-8-480 of the Municipal Code of Chicago as those sections are now or hereafter amended. A copy of the designation, and any amendments thereto, shall be kept by the Commissioner of Aviation and shall be available to the public upon request. The powers granted by this section are expressly limited to the service of such process or notice for violations of the specified Code sections, and this section shall not be construed as granting additional law enforcement powers.
- (b) All licensed scavengers operating at Chicago O'Hare International Airport and Chicago Midway Airport must comply with orders of employees of the Department of Aviation and must perform the work required of the scavengers in such a way that no nuisance is created.
- (c) In addition to the requirements of Section 4-260-020, it shall be the duty of every licensed scavenger to register with the Commissioner of Aviation, on a form supplied by the commissioner, each and every scavenger vehicle operated at Chicago O'Hare International Airport or Chicago Midway Airport by such licensee.
- (d) In addition to the requirements of Section 4-260-060, every licensed scavenger that provides service at a site located at Chicago O'Hare International Airport or Chicago Midway Airport shall inform the Commissioner of Aviation of the suspension of service at such site within three days after the suspension of service. The notice shall be in a form specified by the Commissioner of Aviation and shall identify the licensed scavenger, the location at which the service has been suspended and the name and nature of business conducted at the site.

(Added Coun. J. 7-10-02, p. 89594, § 1; Amend Coun. J. 3-31-04, p. 20916, § 2.12)

10-36-360 Definitions.

As used in this chapter:

"Aircraft" includes any and all contrivances now or hereafter used for navigation of or flight in air or space, including but not limited to airplanes, airships, dirigibles, helicopters, gliders, amphibians and seaplanes.

Aircraft Parking Area, Public. "Public aircraft parking area" means any area or areas of improved land situated on an airport which are designated from time to time by the Commissioner of Aviation to be used for the parking and storage of aircraft and activities incidental thereto, and also for loading and unloading and activities incidental thereto in the case of non-commercial private aircraft only.

Aircraft, Public. "Public aircraft" means any aircraft owned by and used exclusively in the service of the United States Government or of any state, territory or possession of the United States or the District of Columbia, or any aircraft owned and operated by duly authorized members of the Civil Air Patrol, only when operated under competent written orders issued by authorized representatives of the Department of the Air Force, but not including any government-owned aircraft engaged in carrying persons or property for commercial purposes.

"Airport" means any public airport owned or operated by the city.

"Approved maximum landing weight" for any aircraft shall mean the maximum landing weight approved by the Federal Aviation Agency, or successor agency, for landing such aircraft at a particular airport.

Cargo Ramp Area, Public. "Public cargo ramp area" means any area or areas of improved land situated on an airport which are designated from time to time by the Commissioner of Aviation to be used for the loading and unloading of freight and cargo upon or from aircraft and for activities incidental thereto.

"Chartered air transport operations" means the transportation for hire of passengers, cargo and mail, or any thereof, by aircraft excepting scheduled air transport operation and includes transportation of cargo in the regular course of any business of the owner or person in control of the aircraft used for such transportation excepting scheduled air transport operators.

"Chartered air transport operator" means a person engaged in chartered air transport operations.

"Chicago Midway Airport" means the airport located in School Section 16, Township Thirty-Eight (38) North, Range Thirteen (13) East of the Third Principal Meridian which is bounded by W. 55th Street, S. Cicero Avenue, W. 63rd Street and S. Central Avenue, in the City of Chicago.

"Chicago-O'Hare International Airport" means the airport located in the townships of Leyden and Maine in Cook County, Illinois.

Landing Area, Public. "Public landing area" means any area or areas of land situated on an airport which are used or intended to be used primarily for the landing, takeoff, and taxiing of aircraft, and appurtenances thereto.

"Non-commercial private aircraft" means any aircraft other than (1) public aircraft, (2) aircraft operated or controlled by a person, firm, or corporation engaged in an air transportation business, or (3) aircraft having carried passenger(s), cargo, baggage, or mail in any combination thereof for hire during the last preceding landing at a particular airport.

"Public passenger ramp area" means any area or areas of improved land situated on an airport which are designated from time to time by the commissioner of aviation to be used for the loading and unloading of passengers upon or from aircraft for activities incidental thereto.

"Regular ground transportation service" means any business conducted for the purpose of transporting airline passengers, their guests and airline personnel, their baggage and property to and from any airport under a contract with the city for the use of airport passenger vehicle driveways.

"Scheduled air transport operation" means any business conducted for the purpose of transporting persons, property and mail, or any thereof, by aircraft in regularly scheduled service between fixed points.

"Scheduled air transport operator" means a person engaged in scheduled air transport operations.

"Secured Area" means an area within an airport, access to which has been restricted by the Commissioner of Aviation.

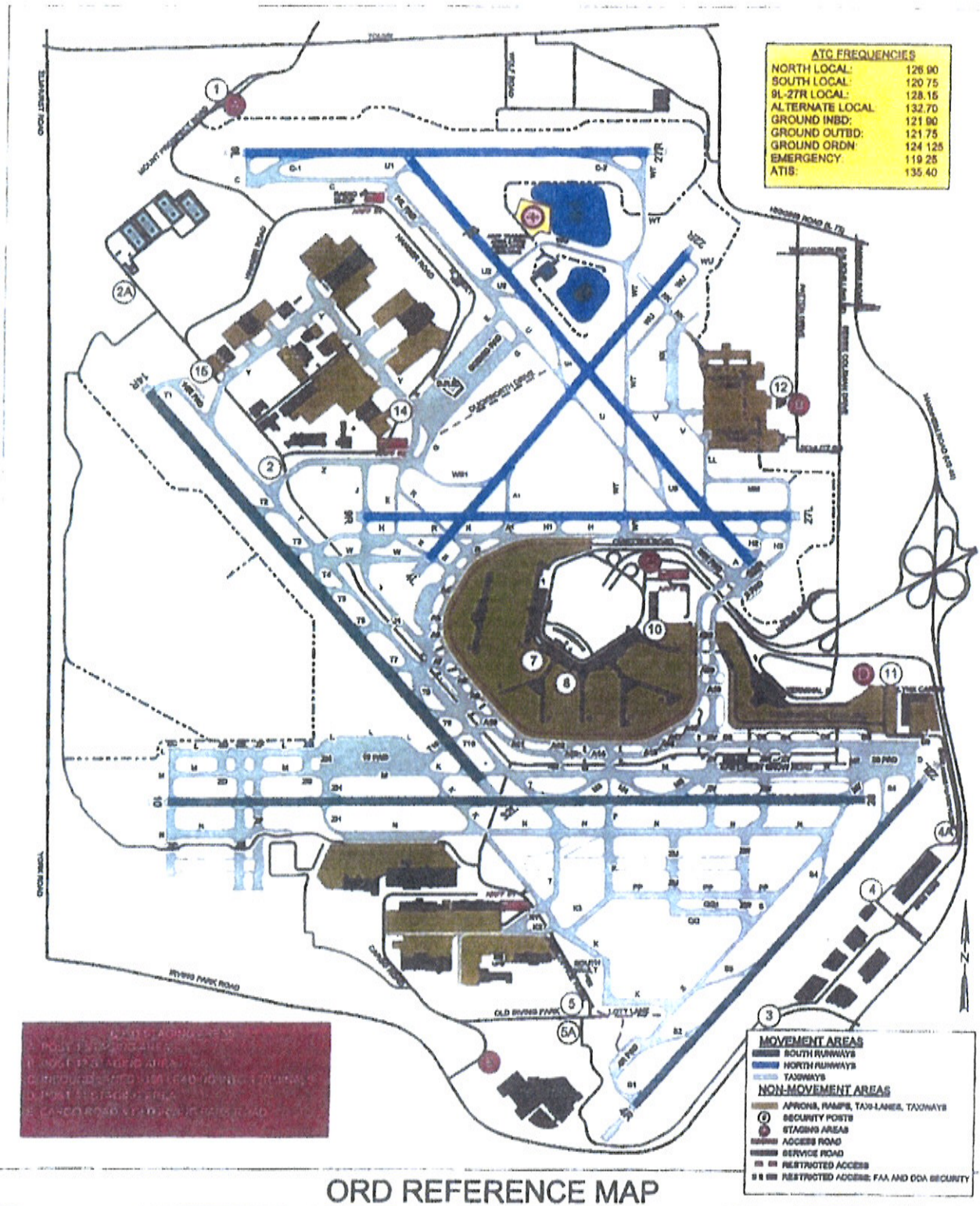
(Prior code § 37-14; Amend Coun. J. 6-28-91, p. 2703; Amend Coun. J. 3-31-04, p. 20916, § 2.13)

10-36-370 Violation--Penalty.

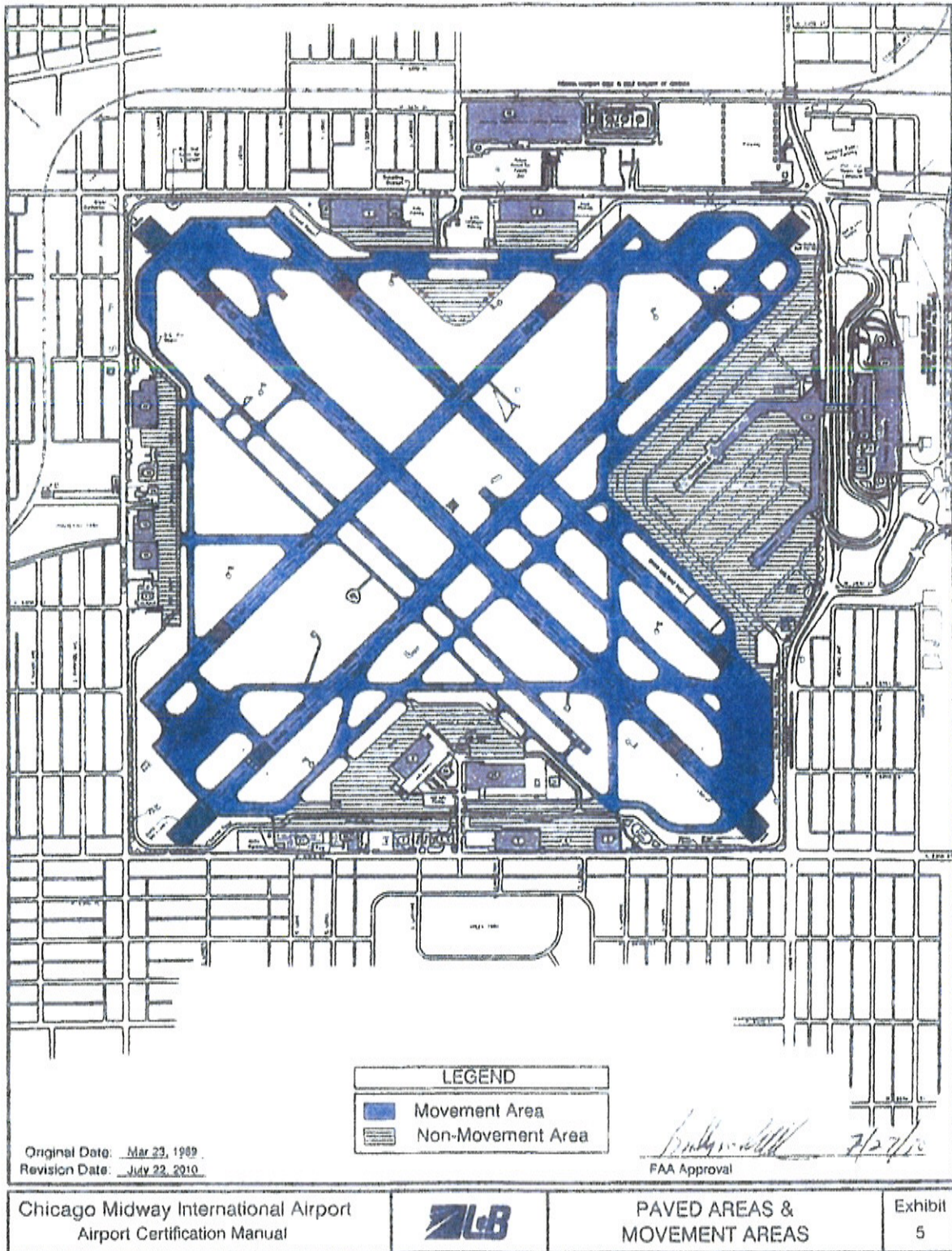
Any person, firm or corporation violating the provisions of this chapter shall be fined not less than \$25.00 nor more than \$200.00 for each offense and/or be incarcerated in a penal institution for a term of up to seven days under the procedure set forth in Section 1-2-1.1 of the Illinois Municipal Code, as amended, and each day such a violation shall continue shall be regarded as a separate offense.

(Prior code § 37-15; Amend Coun. J. 10-4-89, p. 5321)

ADDENDUM C.



ADDENDUM D.



City of Chicago Department of Aviation

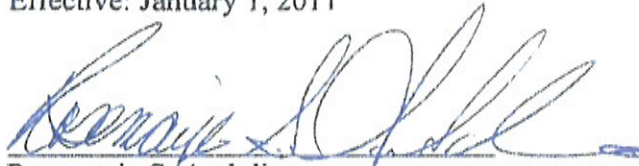
WHEREAS, pursuant to the authority granted by Sections 10-36-260, 10-36-335 and 10-36-357 of the Municipal Code of Chicago, the Commissioner of Aviation of the City of Chicago is authorized to promulgate regulations relating to the operation of ground equipment and vehicles within the Secured Area, control of vehicular traffic at the Airport, and I.D. Badging at the Airport, now, therefore,

I, ROSEMARIE S. ANDOLINO, Commissioner of Aviation for the City of Chicago, issue the following attached regulation dated January 1, 2011 pursuant to 10-36-260, 10-36-335 and 10-36-357 of the Municipal Code of Chicago.

Regulation
Ground Motor Vehicle Operation
10-36-260, 10-36-335 and 10-36-357

The penalty for violation of this regulation shall be set forth in section 10-36-356 of the Municipal Code which provides for fines and the revocation of the airport issued identification badge. Where misuse rises to the level of criminal conduct, the matter will be referred for criminal prosecution.

Effective: January 1, 2011

A handwritten signature in blue ink, appearing to read "Rosemarie S. Andolino", is written over a horizontal line.

Rosemarie S. Andolino
Commissioner
Chicago Department of Aviation

APPENDIX B

GROUND VEHICLE OPERATING REGULATIONS

These regulations apply to the operators of ground vehicles in all areas within the Security Perimeter of Chicago O'Hare International Airport and Midway Airport, which includes the Movement Area, non-movement area, and all other areas within designated Airport security boundaries.

These regulations may be amended as necessary for Airport safety and efficiency. Airport users and tenants will receive written notice of any changes from the Department of Aviation. Recipients of such notice are responsible for informing employees or contractors of these changes. After 30 days from the date of notice, employees and contractors will be presumed to have received the notice and will be expected to adhere to the new requirements.

1. DEFINITIONS

Note: Words not specifically defined herein which relate to aeronautical practices, processes and equipment shall be construed according to their general usage in the aviation industry.

Abandon - Shall mean to desert. Vehicle that is temporarily unattended for an unforeseen reason.

Access Control System - A system designed to control access through a security barrier at a Restricted Area access point.

Aircraft - A machine or device, such as an airplane, helicopter, glider, or dirigible, that is capable of atmospheric flight.

Airport Traffic Control Tower (ATCT) - Shall mean a Federal Aviation Administration Air Traffic Control Tower located on the Airport.

Airport - Shall mean Chicago O'Hare International Airport facility or Midway Airport owned and operated by the City of Chicago Department of Aviation, Chicago, Illinois, as now existing or as the same may hereafter be developed.

Airport Driver Examination Office - Shall mean a location where the Basic Driver written test is administered.

Airside - The subsystem of the Airport which provides the means for the operations and maintenance of the aircraft. It includes such facilities as Runways, Taxiways, Gates, Aprons, Aircraft Holding Areas, Aircraft Servicing and Maintenance Areas and Cargo area.

AOA - Shall mean Airfield Operations Area such as runways, taxiways and other areas of the Airport which are used for taxiing, hovering, take-off and landing of Aircraft, including entry and

exit from Aircraft loading ramps and parking areas and areas not necessarily under the control of the ATCT.

ATS (O'HARE)- Shall mean Airport Transit System.

Authorized - Shall mean acting under or pursuant to a written contract, permit, or other evidence of right issued by the Department.

City - Shall mean the City of Chicago - Department of Aviation.

Collision Hazard - Is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident (for example, a pilot taking an unplanned or evasive action to avoid an aircraft, vehicle, object, or person on the runway).

Commercial Activity - Shall mean the exchange, trading, buying or selling of commodities, goods, services or property of any kind, or any revenue-producing activity, on the Airport.

Commissioner - Shall mean the Commissioner of Aviation, City of Chicago Department of Aviation, or his/her duly Authorized representative.

Department or DOA - Shall mean the City of Chicago Department of Aviation, Chicago, Illinois.

Depressed Roadway (O'HARE)- Shall mean the baggage cart road (bag alley) located between Terminals 1, 2 and 3 and the Aircraft gate area. The road elevation is lower than the Aircraft gate area.

Depressed Roadway (MIDWAY) shall mean the road located between Concourse A, B, and C gate area, so named because the road elevation is lower than the aircraft gate area.

Driver (Vehicle Operator) - With respect to a vehicle or equipment, means the person who is driving or has care and control of that vehicle or equipment.

Escort - Shall be an authorized person who escorts another person(s) that does not either have an ORD ID Badge or has an ORD ID Badge but does not have security clearance to the area. Escorts must at all times be able to direct and control the activities of the person and/or vehicle being escorted, and assume full responsibility for the person(s) or vehicle under escort.

Fishtailing - Shall mean excessive side to side movement of equipment being towed.

Flammable Liquids - Shall mean any liquid, which emits a flammable vapor.

F.O.D. - Shall mean Foreign Object Debris or Damage (also known as litter, trash, or rubbish) that can cause Aircraft damage on the airfield.

Ground Vehicle - Shall mean a device in, upon or by which a person or property may be propelled, moved, or drawn upon land.

Hangar Area (O'HARE)- Shall mean the area for Aircraft maintenance, south of Security Post

Hold Short - Instructions to hold at least 200 feet from the edge of a runway or taxiway while awaiting permission to cross or proceed onto a runway or taxiway.

ID Badging Office - Shall mean the location where City of Chicago Department of Aviation, O'Hare International Airport access control badges are issued. The office is currently located in the Lower Level by elevator Center 1, of the parking structure adjacent to Pedestrian Center #1 and the O'Hare Communications Center.

Jet Blast - Shall mean the exhaust thrust from Aircraft jet engines.

Law Enforcement Officer - Shall mean any person vested with a police power of arrest under federal, state, county or city authority, and identifiable by uniform, badge or other indicia of authority. This includes but is not limited to Chicago Police Officers and Department of Aviation Special Police Officers.

Light Gun Signal - A light used by ATC to get the attention of a driver who cannot be contacted by radio.

Manager (MIDWAY) shall mean the duly authorized representative of the Department of Aviation.

MARS Lights (MIDWAY) shall mean rotating amber beacon lights located either on top or on the dashboard of a ground vehicle.

Markings and Signs - Paint markings, traffic signs, guidance signs and lights that are used on all sections of the Airport in order to ensure safe and efficient movement of aircraft, vehicles and pedestrians.

Movement Area - Shall mean any area of the Airport Operations Area that is under the control of the Airport Traffic Control Tower (ATCT).

Non-Movement Area - Shall mean any area of the Airport Operations Area that is NOT under the control of the Airport Traffic Control Tower (ATCT), such as service roads and ramp aprons.

NOTAM - Notice to Airmen - A system designed to circulate essential airfield and airspace information to Airport personnel on a timely basis. NOTAMs can be obtained from the recording at 773-686-6482.

Operations Division - City of Chicago, Department of Aviation section that is responsible for airfield integrity, maintenance and general aviation operations.

Operator - Shall mean any person who is in actual physical control of an Aircraft or a Ground Vehicle, but is not limited to, employees, transient deliveries, or persons being escorted, within a security perimeter.

Owner - Shall mean any person who holds the legal title of an Aircraft or Ground Vehicle, or in the event that the Aircraft or Ground Vehicle is the subject of a conditional sale or lease thereof with the right of purchase upon performance of the conditions stated in the agreement, and with the immediate right of possession vested in the conditional vendee or lessee or anyone in possession of an Aircraft or Ground Vehicle on the Airport, or in the event a mortgagor of an Aircraft or Ground Vehicle is entitled to the possession, then the conditional vendee, lessee or mortgagor shall be deemed the Owner for the purpose of these rules and regulations.

Park - Shall mean to put or leave in parked gear or let a Ground Vehicle stand or stop in any location whether the Operator thereof leaves or remains in such vehicle, unless such a stop is required by traffic regulations or conditions beyond the control of the operator.

Person - Shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

Power Back - A procedure where aircraft back up under their own power using reverse engine thrust.

Push Back - A procedure where an aircraft is moved backwards normally by a tug.

Ramp - Shall mean a defined area of the airport intended to accommodate an Aircraft for purposes of loading or unloading passengers, cargo or mail, refueling, parking or maintenance. The Ramp is part of the Non-Movement Area.

Restricted Area - An area of the Airport designated by a sign as an area to which access by persons or vehicles requires the production of valid authorization to have access to the area and includes, without limitation, sterile passenger hold rooms and concourses, baggage areas, terminal service roads, the movement area and any other areas considered restricted.

Rotating/Flashing Beacon Light (O'HARE)- Shall mean a light affixed at the highest point atop of the Ground Vehicle.

Runway Incursion - Any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, or intending to take off, landing, or intending to land.

Runway Incursions are classified into the following four categories.

1. **Operational Error** - A failure of the air traffic control system that results in a loss of separation as defined in Federal Aviation Administration Order 7210.56A.
2. **Pilot Deviation** - The action of a pilot that results in violation of Title 14 of the Code of Federal Regulations or a Federal Aviation Regulation.
3. **Vehicle/Pedestrian Deviation** - Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.
4. **Miscellaneous** - A situation that occurs that cannot be attributed to any of the three categories above (for example, equipment failure).

All runway incursions are surface incidents, but not all-surface incidents are runway incursions. To qualify as a runway incursion, an aircraft that is taking off, intending to take off, landing, or intending to land must encounter both of the following conditions:

- * At least one aircraft, vehicle, pedestrian, or object must be on the runway.
- * A collision hazard or a loss of separation must occur.

Safety Area shall mean a designated area next to the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

Security Perimeter or Security Area - Shall mean that portion of the Airport which is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by the Department and/or Authorized agencies. The Movement Area and AOA are located within the Security Perimeter.

Special Police - City of Chicago, Department of Aviation section that is responsible for the security integrity and enforcement of the airport, in addition to the Chicago Police Department.

Sunset or Sunrise - Shall mean the time of Sunset or Sunrise at the Airport as published by the United States National Weather Service.

Surface Incident - Is an event during which authorized or unauthorized / unapproved movement occurs within the movement area or an occurrence in the movement area associated with the operation of an aircraft that affects or could affect the safety of flight.

Taxiway - The part of the Airport used for maneuvering aircraft and equipment between the ramp/cargo area and the runway.

Terminal or Terminal Building - Shall mean any passenger Terminal facility at the Airport, including all roadways and parking facilities associated therewith.

Traffic - Shall mean pedestrian and vehicles, either singly or together, while using any Airport area.

2. APPLICABILITY OF REGULATIONS

These regulations apply to all Persons acting as Vehicle Operators (as defined) or in control of a Ground Vehicle within the Security Perimeter of the Airport. These regulations are in addition to applicable ordinances of the City of Chicago and laws of the State of Illinois and the United States of America, which remain in full force and effect. In case two or more regulations, ordinances or laws cover the same subject, all shall be given effect, except in case of irreconcilable conflict, in which case the regulations, ordinance or law having the most stringent requirements shall govern. The employers of employees who operate their vehicles in a reckless manner will be held accountable.

3. EMERGENCIES

When the Commissioner or his/her designee determines that an emergency exists at the Airport, these regulations may be suspended or revised as deemed necessary and appropriate to protect the health, welfare, and safety of Persons and property and/or to facilitate the operation of the Airport.

4. USE OF LANGUAGE

Words of any gender used in these regulations shall be held and construed to include any other gender, and words in the singular shall be held to include the plural, unless the context requires otherwise.

5. CAPTIONS

The captions or heading of sections and subsections in these regulations are inserted for convenience only, and shall not be considered in construing the provisions hereof if any questions of intent should arise.

6. SEPARABILITY

If any provisions of these regulations or the application thereof to any Person or circumstances are held invalid, the remainder of these regulations and the application of such provision to other Persons or circumstances shall not be affected thereby in any way.

7. AIRPORT DRIVER EXAMINATION

A. Copies of the Ground Vehicle Operating Regulations are available through the Airport Driver's Examination Office located within the ID Badging Office. All questions regarding the Airside Driver's Examination may be directed to O'Hare ID Badging at 773-686-6487. Hours of service coincide with those of the ID Badging Office. Midway's Driver's Examination Office (phone: 773-686-0678)

B. All employees who work on a regular basis and whose employment require them to operate a Ground Vehicle must pass an Airport Drivers Examination with a score of 80% or higher that is administered in the ID Badging Office or other designated location. Upon successful completion of an examination based on the Ground Vehicle Operating Regulations, employees will receive a Drivers designation indicator on their AOA ID Badge (the indicator covers a half-inch across the top, highlighting the expiration date).

C. All persons acting as vehicle operators within the Hangar Area, (including, but not limited to, contractors, airline or cargo administrative personnel, airline or cargo maintenance and flight crew members) and who are not required to submit to an Airport Drivers Examination, will be subject to these rules and regulations as well as general rules of the road. Proper identification will be made by designated personnel to ensure the purpose and necessity of persons entering the Hangar Parking Area. Improper Ground Vehicle operation will result in Ground Vehicle Operators being subject to a monetary penalty, revocation of driving privileges and/or notice to their employer.

D. **Basic (Yellow) Driving Stripe** - Employees with basic airside driving privileges will be required to complete and successfully pass the Basic Driver's Test every two years. It is the responsibility of the Basic Driver to study this manual, prior to testing.

E. **Advanced (Yellow/Red) Driving Stripe** - Employees with advanced airside driving privileges will be required to complete and successfully pass the

Advanced Driver's Test every two years. It is the responsibility of the Advanced Driver to study this manual and obtain the proper vehicle training needed, prior to taking the test.

- F. **Taxi Mechanic (Yellow/Blue) Driving Stripe** – Airline Mechanic employees with aircraft taxi responsibilities which correlate to some advanced airside driving privileges will be required to complete and successfully pass the Advanced Driver's Test every two years. It is the responsibility of the Taxi Mechanic - Advanced Driver to study this manual and obtain the proper vehicle training needed, prior to taking the test
- G. The Basic Driver testing will occur every two years and not correlate with the expiration date on the Employee Identification Badge. The Advanced and Taxi Mechanic testing must take place prior to the expiration date listed on the Identification Badge.
- H. ***(MIDWAY)*** Persons with a Gray badge, with or without a yellow stripe are not allowed in the SIDA unescorted.

1. AUTHORITY TO OPERATE WITHIN THE SECURITY PERIMETER

- A. No Person shall operate or cause to operate any Ground Vehicle within the Security Perimeter, unless such operation is directly related to an aviation activity on the Airport, to the business of the Department, or to the business of a tenant or Authorized sub-tenant of the Airport engaged in business activity Authorized by the Department. Such vehicles include, but are not limited to:

 - (1) Airline equipment
 - (2) Catering vehicles
 - (3) Fuel tankers
 - (4) Fixed-base Operator service vehicles
 - (5) Scavenger service vehicles with proper permits and insurance
 - (6) Designated City of Chicago vehicles
 - (7) Contract snow removal equipment
 - (8) Vehicles escorted by a tenant or Departmental vehicle
 - (9) DOA approved service/tenant vehicles

Bicycles (self-propelled) are not permitted. Motorcycles are NOT permitted on the Movement Area and/or the AOA (except for Chicago Police Department). Exception at **O'Hare**: Motorcycles with proper security ID and transportation to the hangar parking area at Post 1 are permitted.

- B. No Person other than a passenger or crew member enplaning or deplaning or under escort shall enter the Security Area without a valid identification document issued or approved by the Department of Aviation, nor shall any Person drive a Ground Vehicle on the Movement Area and/or the AOA without proper vehicle identification as prescribed by Section 34, herein and a valid driver's license as prescribed by Section 35 herein.
- C. No Person shall operate or cause to operate any Ground Vehicle within the Security Perimeter unless such vehicle is properly insured in accordance with

insurance requirements established by the Department and evidence of such insurance is submitted to the ID Badging Office.

- D. Individuals or vehicles requiring an escort will remain under the control of DOA until all forms are filled out and the escort has signed the escort log and accepted responsibility for those being escorted. The only exceptions are enplaning or deplaning passengers who are under the supervision/escort of airline personnel. All Persons seeking access to specific areas in the AOA, but not having Authorized access, must be escorted by an individual possessing Authorized unescorted access to the area. Persons providing the escort are responsible and must at all times direct and control the individuals and/or vehicles being escorted until they have left the AOA.

9. OPERATION OF GROUND VEHICLES WITHIN THE MOVEMENT AREA

Each Ground Vehicle Authorized to operate on the Movement Area at the Airport shall be under direct control as follows:

A. Runways and Taxiways

No Person shall drive a Ground Vehicle on or across any runway or taxiway at any time, except:

- (1) Authorized City of Chicago employees (who are in contact with the ATCT via two-way radio and receive clearance); or
- (2) Person(s) who are escorted by authorized City employees (who are in contact with the ATCT via two-way radio and receive clearance); or
- (3) Authorized drivers from organizations who are approved by ORD or MDW Operations.

B. Movement Areas

- (1) Vehicle Operators on the Movement Area must maintain two-way radio communications between each vehicle and the ATCT; or
- (2) An escort vehicle with two-way radio shall maintain communications with the ATCT to accompany any vehicle without a radio.

C. Non-Movement Areas

When it is not operationally practical to maintain two-way radio communications between the vehicle and the ATCT or to provide an escort vehicle, vehicles not equipped with two-way radios shall follow the procedures below:

1. Vehicle Operators shall yield the right-of-way to all Aircraft at all times;
2. Vehicle Operators shall drive on defined service roads only;
3. Vehicle Operators shall come to a complete stop where posted, prior to crossing any and all taxiways on the service roads. However, vehicles must avoid stopping in the islands between the A- (Alpha), B- (Bravo) and D- (Delta) taxiways. The crossing of these taxiways should not be initiated until the Operator ensures that both taxiways can

be crossed in one continuous movement. (Only Exception: Limited stopping is permitted in the island adjacent to the "K" Concourse between the A- (Alpha) and B- (Bravo) Taxiways, between the stop bars.);(O'HARE)

4. Vehicle Operators shall obey all posted signage including "STOP", "NO TURNS ACTIVE TAXIWAY", "AVOID STOPPING BETWEEN TAXIWAYS" and heed warnings including "CAUTION JET BLAST";
5. Vehicle Operators shall follow all regulations published in the Ground Vehicle Operating Regulations; and
6. Vehicle Operators shall obey the roadway signage, signals, flag personnel, and any and all Ground Vehicle Operating Regulations, which are currently in place.

10. **RUNWAY INCURSIONS**

A **runway incursion** is any occurrence at an airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, intending to take off, landing, or intending to land.

A **collision hazard** is any condition, event, or circumstance that could induce an occurrence of a collision or surface accident or incident (for example, a pilot takes an unplanned or evasive action to avoid an aircraft, vehicle, object, or person on the runway).

A **loss of separation** is an occurrence or operation that results in less than the prescribed separation between aircraft, or between an aircraft and a vehicle, pedestrian, or object.

Runway Incursions FY 1998 - 2000

OE / D Operational Error / deviation
V / PD Vehicle / Pedestrian / deviation
PD Pilot deviation

Runway incursions are a national concern and are currently on the National Transportation Safety Board's (NTSB) most wanted list for aviation improvements. Runway incursions have increased over recent years. No aircraft, vehicle or pedestrian may enter onto the runway without receiving a specific clearance to do so by the FAA Airport Traffic Control Tower. Only the FAA ATCT Tower can give the authorization for entry onto a runway.

11. **OPERATIONS NEAR AIRCRAFT**

- A. No Person, other than the Operator of an Aircraft-servicing vehicle for a designated Aircraft, operating a Ground Vehicle on the AOA shall pass within twenty (20) feet of a parked Aircraft or, in the case of an Aircraft being loaded,

unloaded or serviced at ground level, between said Aircraft and Terminal concourses while passengers are enplaning or deplaning.

- B. No Person shall operate an Aircraft-servicing vehicle within the gate area unless the Aircraft to be serviced has come to a complete stop at its designated loading position.
- C. All vehicles operating on the airfield must, when parking, back into designated parking areas when the view is obstructed. i.e. food trucks, fuel trucks, etc. Vehicles that are backed into spaces should be adjacent to and perpendicular to buildings.
- D. No Person shall conduct Aircraft refueling operations unless proper bonding connections are in place and Aircraft bonded to refueling equipment by bonding wire). The refueling Operator must remain at his equipment controls during the refueling process. If any spill occurs, contact 773-894-9111 (**O'HARE**) or 773-838-9111 (**MIDWAY**) for proper disposal.
- E. After flight departure, all equipment must be stored or returned to designated areas including, but not limited to, Aircraft chocks, belt loaders, baggage carts, air stairs, and tugs.
- F. No Person shall Park in the gate area at night with the vehicle headlights on and facing the inbound Aircraft so as to distract the flight crew during Aircraft parking procedures.

12. VEHICLE OPERATION

- A. All vehicles must travel in a single lane of Traffic only (in each direction) when crossing taxiways and in the Terminal Ramp area.
- B. Vehicles must stay on paved surfaces and within designated lanes and adhere to all traffic signals and signs.
- C. All vehicles must use the Authorized service roads whenever possible. At all other times the vehicle must be operated in an area closest to the outside edge of the paved area.
- D. No vehicle will be permitted to cross a passenger travel route between an Aircraft and a Terminal except those vehicles servicing that Aircraft; all other vehicles must circle around the Aircraft with a minimum of a twenty (20) foot separation.
- E. Vehicles equipped with catalytic converter equipment will not be operated in the vicinity of fuel spills.
- F. No vehicles transporting flammable materials will be permitted to drive through a concourse underpass or under Terminal Buildings, Depressed Roadway, nor use the cargo tunnel to access the Southwest Cargo Area.

- G. Only baggage tugs, carts engaged in baggage operations, and emergency vehicles will be permitted to use the Depressed Roadway.
- H. No vehicle will be left with the motor running while unattended.
- I. No vehicle containing Flammable Liquid (fuel trucks) shall Park under or near the ATS. (*O'HARE*)
- J. All baggage tractors and ground equipment should be chocked in place when not operating.
- K. MARS Lights must be on at all times for ground vehicles operating in the movement area.

13. SPEED LIMITS

- A. No Person shall operate any Ground Vehicle, other than an emergency vehicle proceeding in response to an emergency, within the Security Perimeter at a speed in excess of thirty (30) miles per hour, except as otherwise posted.
- B. All vehicles will operate at a speed not to exceed twenty (20) miles per hour while traversing the Ramp areas (*O'HARE*).
All vehicles will operate at a speed not to exceed twenty (15) miles per hour while traversing the Terminal, North, South, or West ramp areas (*MIDWAY*).
- C. No Person shall drive a Ground Vehicle in Terminal baggage rooms or within twenty (20) feet of a parked or taxiing Aircraft at a speed or in a manner that is considered unsafe or unreasonable.

14. CARELESS AND RECKLESS DRIVING

- A. No Person shall operate a Ground Vehicle within the Security Perimeter in a careless manner. Prudent vehicle operation requires regard for the width, grade, curves, corners, traffic and use of roadways, weather conditions and all other attendant circumstances, so as not to endanger the life, limb or property of any Person.
- B. No Person shall operate a Ground Vehicle within the Security Perimeter in a reckless manner, with a willful or wanton disregard for the safety of Persons or property.

15. CROSSING PROCEDURES FOR TAXIWAYS & SERVICE ROAD

The following vehicle operation procedures **MUST** be adhered to:



- A. Stop prior to initiating the crossing of the taxiways titled above to determine if the crossing could be accomplished without stopping in the islands between the taxiways. (The island abeam the AK Concourse between the A- (Alpha) and B- (Bravo) Taxiways is the only exception where limited stopping space is provided which is between stop bars.)





- B. DO NOT attempt to cross if there is a vehicle in front of you that may be forced to stop in the island. You may be forced to stop behind that vehicle on the taxiway and may be cited for failure to operate your vehicle in accordance with the O'Hare Ground Vehicle Operating Regulations.
- C. The Vehicle Operator is responsible for determining when to start the taxiway crossing. The Vehicle Operator will be held accountable for failure to adhere to these regulations.

16. GROUND VEHICLE AIRPORT SIGNS & MARKINGS


A. AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS

The Airport Traffic Control Tower (ATCT) light gun signal is used in addition to radio communication, as emergency communication to a ground vehicle driver and to communicate with aircraft.

	STEADY GREEN - Cleared to cross, proceed or go
	FLASHING GREEN - Not applicable

	STEADY RED - STOP
	FLASHING RED - Clear the taxiway and/or runway
	FLASHING WHITE - Return to starting point on airport
	ALTERNATING RED/GREEN - Clear the taxiway and/or runway

B. ZIPPER MARKINGS

	DO NOT CROSS OR GO BEYOND THE ZIPPER MARKINGS: This declares the boundary of the service road.
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17. TAXIWAY ALPHABET DESIGNATIONS

A - ALPHA	N - NOVEMBER
B - BRAVO	P - PAPA
C - CHARLIE	Q - QUEBEC
D - DELTA	R - ROMEO
E - ECHO	S - SIERRA
F - FOXTROT	T - TANGO
G - GOLF	U - UNIFORM
H - HOTEL	V - VICTOR
J - JULIET	W - WHISKEY
K - KILO	X - X-RAY
L - LIMA	Y - YANKEE
M - MIKE	Z - ZULU

18. SMOKING

Smoking on the airside is prohibited. This applies to persons both inside and outside vehicles, ramp areas, taxiways, runways, on/near equipment and buildings located on airside.

19. SAFETY EQUIPMENT

No Person shall operate a Ground Vehicle within the Security Perimeter unless such vehicle is equipped with the following safety equipment in operable condition:

A. Ground Vehicle Lights:

- (1) No Person shall operate a Ground Vehicle unless the vehicle headlights and taillights are kept illuminated and of sufficient brilliance as to assure safe driving between Sunset and Sunrise and at all times when passing through unlighted or poorly lighted areas or in poor visibility.
- (2) No Person shall operate a baggage or cargo cart unless such cart is equipped with at least two reflectors or fluorescent tapes on each side and on the rear.

B. Ground Vehicle Brakes:

- (1) All Persons operating a Ground Vehicle must test the brakes of such vehicle upon approaching an Aircraft within such distance as necessary to avoid a collision with such Aircraft in the event of brake failure.
- (2) No Person shall operate a Ground Vehicle without a properly functioning parking brake (emergency brake). All vehicles left unattended must engage parking brake.

C. Ground Vehicle Windows, Mirrors and other Safety Equipment:

- (1) No Person shall operate a Ground Vehicle other than specialized Airport and Aircraft-servicing equipment, not licensed for general highway use and having an open cab which provides the driver with unobstructed three hundred sixty (360) degree visibility, unless such vehicle is equipped with at least one mirror, which can be adjusted so that the Operator of such vehicle shall have a clear view of the road behind for a distance of at least two hundred (200) feet.
- (2) No Person shall operate a Ground Vehicle unless the windows of such vehicle are free of any defects or obstructions that limit the operators' vision.
- (3) No Person shall use or place posters, stickers, signs or other objects on the windows of a Ground Vehicle, other than those required by the Department or by law.
- (4) No Person shall operate a Ground Vehicle if forward vision is obstructed by an extended superstructure or load.
- (5) No person will operate a ground vehicle without a horn in good working order that is audible under normal conditions from a distance of not less than 200 feet.
- (6) All fuel trucks must carry fire suppression equipment as required.
- (7) (MIDWAY) No person will operate a ground vehicle with unsafe pneumatic tires. A pneumatic tire will be deemed unsafe if it has:
 - a) Any part of a ply or cord is exposed;
 - b) A tread or sidewall crack, cut, snag, or other surface interruption deep enough to expose the cord or ply;
 - c) Any bulge, knot, or separation;
 - d) tread wear indicators flush with the tread outer surface in any 2 or more adjacent tread grooves at 3 different locations around the circumference of the tire.

- (9) (MIDWAY) All fuel trucks will be equipped with an ignition system or combination push button and key ignition system. Ignition keys are not allowed to be left in the ignition.

20. EMERGENCY VEHICLE RIGHT-OF-WAY

All Persons operating a Ground Vehicle within the Security Perimeter must immediately yield the right-of-way to all police, ambulance, fire department, or other emergency vehicles. Emergency vehicles will use an audible and/or visual signal.

21. OCCUPANTS OF GROUND VEHICLES

- A. No Person shall ride on the running board of a moving Ground Vehicle, stand up in the body of a moving Ground Vehicle, ride on the outside of the body of a moving vehicle, or ride on a moving vehicle with his/her arms or legs protruding from the vehicle, unless such Ground Vehicle is so designed.
- B. No Person operating a Ground Vehicle shall allow any passenger to ride in such vehicle other than those passengers Authorized to enter within the Airport Security Perimeter.
- C. All Persons operating a Ground Vehicle and passenger(s) in the vehicle must wear a seat belt, if the vehicle is so equipped.

22. AIRCRAFT FUEL SERVICE VEHICLES (O'HARE)

- 1. No refueling equipment may be used to transport any bulk-packaged combustible materials, except when such materials are contained in a closed fire-resistant box mounted on the exterior of the equipment, such box to be of design and materials acceptable to the Commissioner of Aviation or his/her designee.
- 2. All refueling equipment shall comply with National Fire Protection Association Standard 407, as amended from time to time. A violation of this standard shall be deemed to be a violation of these regulations.
- 3. The Commissioner of Aviation may appoint designees to enforce these regulations. Such enforcement authority shall include, but not be limited to issuance of citations and revocation of security badges and identification cards.
- 4. The penalty for violation of these regulations shall be as set forth in section 10-36-356 of the Municipal Code. For a second or subsequent violation of section 1 or 2 of these regulations, the Commissioner or his/her designee may revoke or refuse to reissue the security badge or identification card of the violator.

23. TUGS AND TRAILERS

- A. The chart below details the sizes and types of equipment that can safely transport baggage, cargo, etc.:

	TRACTOR (-2500#) TYPE 1	TRACTOR (+2500-5000#) TYPE 2	TRACTOR (+2500#) TYPE 3	TRACTOR (+3500#) TYPE 4
Bag/Mail/Freight Carts	4	4	4	4
LD-3/4	4	4	4	4
LD5	1	2	4	4
88 x 125 Pallets	1	1	4	4
96 x 125 Pallets			2	4

Tug/Tractor Type 1 Gross weight less than 2500#.

- (Rear wheel brakes only)
Type 2 Gross weight greater than 2500#, but less than 5000#.
 (Rear wheel brakes only)
Type 3 Gross weight greater than 2500# with 4 wheel brakes.
 (May be dual rear wheel)
Type 4 Gross weight greater than 3500# with 4 wheel brakes.
 (Bobtail or truck with short body)

- B. No Person shall operate a trailer or semi-trailer unless it is equipped with proper brakes so that when disengaged from a towing vehicle, neither propeller slipstream, Jet Blast or wind will cause it to become free rolling.
- C. No Person shall operate towed equipment unless such equipment has positive locking couplings.
- D. No Person shall operate a tug, trailer, baggage cart or cargo cart unless such equipment is returned to assigned storage areas immediately following unloading at a baggage or cargo claim area.
- E. No Person shall abandon any piece of equipment in an unauthorized area; such equipment will be ticketed and towed.
- F. No Person shall operate a baggage cart or cargo cart unless such cart is enclosed on all four (4) sides while actually hauling baggage or cargo.
- G. All carts or pieces of equipment being towed must have reflectors or fluorescent tape on both sides and rear.
- H. No Person shall tow any equipment in a manner to create Fishtailing.

24. YIELDING RIGHT-OF-WAY

- A. No Person shall operate a Ground Vehicle unless they yield the right-of-way to an Aircraft in motion or an emergency vehicle.
- B. No Person operating a Ground Vehicle shall cross taxiways without bringing the vehicle to a complete stop and observing ground airplane traffic in all directions. TAXIING AIRCRAFT ALWAYS HAVE THE RIGHT-OF-WAY.
- C. No Person operating a Ground Vehicle shall cross or enter Ground Vehicle traffic lanes without yielding the right-of-way to vehicles already in such lanes.
- D. Vehicles approaching from opposite directions shall pass driver side door to driver side door.
- E. **(O'HARE)** Double solid lines in the middle of the roadway signify a no passing zone. Do not cross lines to pass other vehicle traffic.

25. TRAFFIC CONTROL

All Persons operating a Ground Vehicle within the Security Perimeter must obey all posted signs, traffic signals, and all instructions issued by the ATCT, by the Department or by a Law Enforcement Officer charged with Traffic control.

Prior to any movement of the vehicle, the driver must repeat or read back any communication made from the FAA Tower Controller.

26. PARKING

- A. No Person shall Park a Ground Vehicle or other equipment on the Movement Area and/or AOA except at such points designated by the Department.
- B. No Person shall Park a Ground Vehicle or other equipment within fifteen (15) feet of any fire hydrant or other fire control apparatus, or fuel shut-off switches.
- C. No Person shall Park a Ground Vehicle or other equipment so as to interfere with or prevent the passage or movement of Aircraft or emergency or other Ground Vehicles.
- D. Fuel trucks must be parked fifty (50) feet away from Airport buildings and in Department-designated areas. Fuel trucks may not be parked within 10 feet of each other while fueling.
- E. Any vehicle parked at the entrance, exit, or service road with a posted No Parking sign will be considered illegally parked. Such vehicle will be subject to being ticketed and towed by the Chicago Police Department.

- F. No person will park a ground vehicle or other equipment within 10 feet of the security perimeter fence line.

27. GROUND VEHICLE ACCIDENTS

- A. Any Person operating a Ground Vehicle who is involved in an accident resulting in injury to any Person or damage to any property shall, if physically able, stop such vehicle at the scene of said accident or as close as possible thereto (without obstructing Traffic more than is absolutely necessary), and immediately notify the OCC at 773-894-9111 (**O'HARE**) or the MCC at 773-838-9111 (**MIDWAY**) and their employer; then they must return to and remain at the scene of the accident until a full report has been provided to the investigating officer. Such Person shall, upon request and if physically able, show to the investigating officer any permit, insurance card (if applicable), license, registration or other document relevant to the accident or the Persons or property involved.
- B. Any Person operating a Ground Vehicle who is involved in an accident as defined in Section 27 A., any witness and the Owner of such vehicle (if other than the Operator thereof) shall fax a full written report of such accident to the **Aviation Safety Office at 773-894-5038 or 773-686-8309 (O'HARE)** or provide a full written report to the **Airside Operations Office (MIDWAY)** within twenty-four (24) hours after the accident. This report must include the names and addresses of the individuals involved, the description of the property or vehicles involved. Include the registration and license numbers of the vehicles involved, the insurer name, address, policy number, expiration date, telephone number, and any other information relevant to such accident.

28. REPAIR AND LOCATION OF DISABLED GROUND VEHICLES

- A. No Person shall clean, repair, maintain, or overhaul any Ground Vehicle or other equipment, other than in an approved shop area, except for those repairs necessary to remove such Ground Vehicle or equipment to a repair facility.
- B. No Person shall allow a stalled or disabled Ground Vehicle to remain on the Movement Area and/or the AOA.

29. TAMPERING WITH GROUND VEHICLES

No Person shall interfere or tamper with any Ground Vehicle, or engage the engine of any Ground Vehicle, or take or use any Ground Vehicle part, instrument or tool, without the permission of the Owner.

30. CONTRACTOR ACCESS TO AND USE OF PREMISES

- A. No Person shall gain access to any construction site within the Security Perimeter without a valid Department-issued ID Badge or escort (escort regulations will apply).

- B. No Person shall gain access to and egress from a construction site in a Ground Vehicle or construction equipment (belonging to or under the supervision of a contractor) other than by routes and gates designated by the Department, and only during such times as specified in writing by the Department.
- C. No Person shall allow a Ground Vehicle or construction equipment belonging to or under the supervision of a contractor to remain at the work area at the end of the working day or to be parked overnight in any position or location where it constitutes an actual or potential hazard to Aircraft or Ground Vehicles at the Airport. Where, however, the contractor has the written authorization of the Department to leave such Ground Vehicles or construction equipment parked overnight, the same shall be suitably marked and lighted.
- D. No Person shall operate a Ground Vehicle or construction equipment belonging to or under the supervision of an Airport contractor on or across an active runway at the Airport, unless such vehicle or equipment is escorted by a City Ground Vehicle equipped with a two-way radio in contact with the ATCT.

31. SERVICE COMPANY TRAFFIC

Some degree of Commercial Activity Traffic is necessary on the Movement Area to service remote airline concourse spaces. In order to properly control this Traffic, the following procedures must be observed:

- A. The Service Company will furnish the client/tenant with a certificate of insurance and release from liability for the airline and the City. The certificate of insurance will name the City as an additional insured.
- B. The client/tenant being serviced will submit a written statement to the ID Badging Office that the service company is bonafide and will enclose the certificate of insurance, the City's release from liability, the company supervisor's name, and any other requested information.
- C. Report vehicle accidents as required in Sections 27 A & B.
- D. Enter and exit Aircraft Ramp exit areas from the closest entrance to the Aircraft being serviced.
- E. In the event that DOA issues new and/or revised requirements for operation of service company vehicles on the Movement Area and/or AOA, the service company is responsible for ensuring that such new or revised information is provided to the service company vehicle Operators.

32. VEHICLE OPERATIONS FOR HIRE

Taxis, buses, limousines or any other Ground Vehicle carrier for hire shall not load or unload passengers at any place within the Security Perimeter other than where designated by the Department.

33. PRIVATE VEHICLE REGISTRATION

No Person shall operate on the Airport a private Ground Vehicle that is not registered at the Airport ID Badging Office. Registration information includes:

- A. The original certificate of insurance coverage that corresponds to established general liability and automobile liability requirements of the Airport.
- B. Vehicle description: make, model, and plate number.
- C. Documentation of requirement for access to the Airport.

34. VEHICLE IDENTIFICATION

- A. No Person shall operate a Ground Vehicle (that is based at the Airport) on the AOA unless such vehicle is clearly marked with the company name, logo or other identification acceptable to the Department, and is numerically identified by large block numerals no less than twelve (12) inches high on top nor less than six (6) inches high on the sides and rear of such vehicle.
- B. No Person shall operate a slow moving vehicle unless the rear of such vehicle is clearly marked with fluorescent tape, with the company name, or a slow-moving vehicle sign in fluorescent safety paint.
- C. No Person shall operate a Ground Vehicle (that is based off the Airport) on the AOA on a continuing regular basis. This includes, but is not limited to, off-Airport contractor and service company vehicles, unless a vehicle permit issued by the Department is conspicuously displayed in the front window of the vehicle, or the vehicle is escorted by approved Department or tenant personnel.
- D. No Person shall operate a Ground Vehicle (that is based off the Airport) within the Security Perimeter area to make a delivery on a one-time basis unless such vehicle is escorted to and from the Movement Area and/or the AOA by approved Department or tenant personnel.

35. DRIVER LICENSING

- A. All Persons driving a Ground Vehicle within the Security Perimeter shall have on their Person a current valid driver's license issued by the State of Illinois or by the jurisdiction where such Person resides, if other than Illinois.
- B. No Person shall drive a Ground Vehicle within the Security Perimeter without a driver designation indicator on their valid AOA/ID Badge (except those under Authorized escort).
- C. No Person or entity shall drive or permit a Ground Vehicle within the Security Perimeter without an insurance certificate on file.

36. GUIDES

- A. No Person shall back up a truck or other ground equipment (including private passenger automobiles) near fences or walls, if the driver has an obstructed view (i.e. food trucks, fuel trucks) at the Airport unless a guide is positioned outside such vehicle to assist the Operator thereof.
- B. No Person shall back up a truck or other ground equipment (including private passenger automobiles) into a building at the Airport unless a guide is positioned outside such vehicle to assist the Operator thereof.
- C. No Person shall operate a Ground Vehicle (excluding small baggage tractors) in Aircraft servicing areas at the Airport unless a guide is positioned outside such vehicle to assist the Operator thereof.
- D. No Person shall operate a Ground Vehicle at the Airport without a guide positioned outside such vehicle if the vision of the Operator thereof is restricted in any manner.
- E. No Person shall back up a fuel truck at any time without the use of a guide.
- F. No Person shall back away from an Aircraft without the use of a guide and/or flagman.

37. LITTER/F.O.D. (FOREIGN OBJECT DEBRIS)

FOD stands for Foreign Object Debris or Damage. Metal, plastic and paper can cause damage to jet engines and injury to employees. FOD can cause catastrophic damage to people and property.

All airside personnel shall keep the movement area clear of F.O.D. by checking wheels and tires to make sure they are free of F.O.D. before they enter the airside. All drivers are responsible for making sure that items on or in their vehicle cannot blow out onto the airfield, subsequently becoming FOD. All FOD should be deposited in areas designated by the Department for litter collection. Department of Aviation Special Police shall cite any vehicle driver that deposits FOD onto the airfield.

Vehicle operators are to move loose baggage / articles (e.g. mail boxes) off the movement area (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position either by the gate/terminal building or by airside entrance/exit points.

If FOD is observed, the vehicle operator shall be responsible to attempt to remove it. If unable, you are to contact **Operations at 773-686-2255 (O'HARE)** or **MCC at 773-838-9111 (MIDWAY)**. It is the responsibility of all airside drivers to pick up FOD. Generating or knowingly failing to remove FOD may result in disciplinary action.

The Postal Inspector and Operations must be contacted if any unattended U.S. Mail is found on the AOA. The Postal Inspector may be contacted at 773-894-1001 and Operations may be contacted at 773-686-2255. **(O'HARE)**

38. AIRFIELD LIGHTING

All employees, tenants, contractors and vendors must know what the different colored lighting within the Security Perimeter means. The three types of restrictive lighting are as follows:

- A. White Lights indicate a runway.** No one is authorized to be in a runway area without Air Traffic Control approval.
- B. Blue Lights indicate a taxiway.** Only advanced trained vehicle drivers possessing a (Yellow/Red stripe designating advanced driver or Yellow/Blue stripe designating a taxi mechanic) badge will be allowed to drive on the Taxiway for the express purpose of responding to an emergency or taxiing an aircraft. All other vehicle drivers must utilize the service roads.
- C. Amber Lights indicate a crossroad** that provides authorized vehicle access across the taxiways.

39. SNOW REMOVAL OPERATIONS (O'HARE)

All vehicles, other than emergency vehicles with warning lights activated, must yield right-of-way to snow removal equipment. Airside drivers should operate at a reduced speed and with increased diligence in proximity to snow removal equipment.

40. REFLECTIVE SAFETY VESTS

Effective June 1, 1999, all Ramp Service Personnel employed by an Airline, a ground service handling company, or any other organization that is involved in or concerned with any aspect of aircraft servicing in the secured area (as defined in Section 10-36-355 in the Municipal Code of Chicago) at O'Hare International and Midway Airports will be required to wear "REFLECTIVE SAFETY VESTS" at all times in the performance of their assigned duties.

This regulation applies to those persons handling baggage, cargo and mail; to those providing fuel and oil services to aircraft and to those who are engaged in the mechanical servicing of aircraft. Also, included are those personnel who service lavatory and water systems, load and unload catering equipment and supplies and electronic entertainment systems; repair and maintain Airline ramp servicing equipment (tractors, tugs, trucks, dollies, jet bridges and any other appurtenances beyond the curtain wall of the terminal structure.) Employees and representatives of Federal, State and Local Government agencies whose duties require their attendance on, in and about the ramp areas are included in this regulation.

This Amendment to the Airport Rules and Regulations is to enhance the visibility and safety of personnel working in the secured area and to promote the safe operation of ground equipment and vehicles within the secured area of the Airport.

41. FIELD SAFETY REMINDERS

- A. **Jet Blast** is the exhaust thrust from jet engines. It can be extremely dangerous. Always use caution working near running Aircraft engines and obey all posted airfield signage warning about Jet Blast.
- B. **F.O.D.** refers to Foreign Object Debris or Damage that may cause Aircraft damage. F.O.D. comes in many forms and is also known as litter, trash, or rubbish. Everyone on the airfield should pick up and properly dispose of F.O.D. whenever possible. F.O.D. that cannot be easily picked up should be immediately reported to Airfield Operations at 773-686-2255.
- C. **Noise** on the airfield requires that extra caution must be used when working on the airfield because it is difficult to hear a warning from another vehicle or Persons, due to the background airfield noise or the use of ear protection. Always look both ways twice and behind you before crossing all taxiways and before moving any equipment.
- D. **Reduced Visibility** due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution driving on the airfield at night and during reduced visibility situations. The best defense is to slow down and always remain alert!
- E. **Structural Clearance Advisory** means to use extreme caution when operating any equipment in the Terminal area. Special attention should be given in watching the height and width clearances of your equipment.
- F. **Critical Clearance Areas (O'HARE)**
Critical Clearance Areas include the following:

TERMINAL 1

Underpass between Gates C7 & C9	7' 5"
Underpass by Gate C11	7' 8"
Underpass between Gates C19 & C21	7' 6"
Underpass by Gate C25 - C26	7' 4"

TERMINAL 2

T2 Underpass	12' 1"
Underpass between Gate E4 & F4	11' 2"
Underpass by Gate F6	9' 2"
2 Pedestrian Emergency Exits on either side of T2 at the Depressed Roadway	15' 8"
Rotunda Pedestrian Bridge	12' 6"
FAA Tower Corridor	12' 6"

Depressed Roadways (Baggage Alley);	12' 1"
Rotunda building underpass	14' 7"

TERMINAL 3

All Underpasses	12' 1"
H & K finger underpass	12' 1"
Mezzanine gate underpass	12' 6"
L Finger underpass	12' 10"
Pedestrian Emergency Exit between H & L fingers at the Depressed Roadway	16' 0"
Underpass between K6A & K6B	8' 0"

TERMINAL 5

Ground Handling Staging Area	18' 0"
Service Road under terminal	12' 2"

OTHER AIRSIDE LOCATIONS

Snow Tunnel	13' 0"
Post # 7-Pedestrian Walkway	12' 6"
Post # 8 & # 9 - Pedestrian Walkway	12' 6"
Post 10 under upper roadway	14' 10"
Alpha / Bravo Bridge on service road	15' 0"

If you have any questions regarding clearance heights, please contact Operations at 686-2255.

- G. **Airport Emergency Number**
773-894-9111 (*O'HARE*)
773-838-9111 (*MIDWAY*)

- H. **Fire Extinguisher**
Tampering with or improper use of fire fighting equipment shall be considered a criminal offense (Class B Misdemeanor).

- I. **Rotating/Flashing Beacon Lights** must be on at all times for Ground Vehicles operating in the Movement Area only.

42. HAZMAT

- A. Improper release or disposal of hazardous materials or fuel on Airport property is prohibited.
- B. Trucks used for the transport of lavatory waste may only dispose of such waste in areas designated for waste disposal by the Department of Aviation.

43. IMPORTANT PHONE NUMBERS (*O'HARE*)

Airport Emergencies	773-894-9111
Department of Aviation - Operations	773-686-2255
Department of Aviation - Safety	773-686-2209
Department of Aviation - Special Police	773-686-2685

United States Postal Service - Postal Inspector 773-894-1001
Chicago Police Department non-emergency 773-686-2385

44. PENALTIES

Section 10-36-357 Motor vehicle operating regulations/runway incursions

- (A) To enforce the provisions of the Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 and Section 10-36-357, the Commissioner of Aviation, or his/her designee, may conduct hearings in accordance with this Section. Any Person found to have violated any provisions of the Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 and/or Section 10-36-357 shall be fined in accordance with this Section. Before any fine is levied in accordance with this Section, a hearing as authorized herein shall be held. A person charged with violating any provision of the aforementioned Sections may decline to contest the allegation. In case of such declination, the hearing officer shall assess a fine in accordance with this Section. Notice of the hearing shall be personally served upon the Person or Persons alleged to have violated any provisions of the aforementioned Sections, at least 10 days prior to the hearing date. The Persons before whom the hearing is held shall not have been involved in the initial decision to seek the imposition of a fine. At the hearing, the Person alleged to have violated any provisions of the aforementioned Sections may be represented by counsel, present documentary evidence and/or live testimony and may cross-examine witnesses called by the Department of Aviation. The Department shall present sufficient evidence from witnesses having personal knowledge of the offense to prove by a preponderance of the evidence, that one or more violations of the aforementioned Sections had occurred.

The strict rules of evidence applicable to judicial proceedings shall not apply to hearings under this Section. The Commissioner of Aviation, or his/her designee, shall be the official custodian of the records. The record of each hearing shall include (1) a record of the testimony presented at the hearing, which may be by tape recording or other appropriate means, (2) any document of the hearing that was personally served in accordance with this Section and (3) a copy of the written notice of hearing that was personally served in accordance with this section.

Following the hearing, the Commissioner of Aviation, or his/her designee, shall issue in writing a decision stating whether a fine shall be imposed and the amount of such fine. The decision shall become effective ten (10) days following the issuance of the decision. The fines shall be payable to the City of Chicago. The Person to whom a sanction is applied may file a complaint in a court of competent jurisdiction seeking to review the decision. Nothing in this Section shall effect the ability of the City of Chicago to seek relief in a judicial proceeding.

Pursuant to Section 10-36-356 of the Municipal Code of the City of Chicago (penalties and enforcement), any Person who violates any Section of these Ground Vehicle Operating Regulations or Sections 10-36-351 through 10-36-355 or 10-36-357 of the Municipal Code shall be fined not more than \$100 for the first offense, not more than \$200 for a second offense, and not more than \$500 for each subsequent offense. Each day that a violation continues shall constitute a separate and distinct offense. The violator shall also be liable for reimbursement to the City of any fine or penalty paid by the City as a result of the violation.

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B. At the discretion of the Department, the employer of a recipient of several violations may be notified and required to remedy the problem of reckless Ground Vehicle operation.

Effective Date: May 1, 2002