

## 5-09/280.10 - Notification and Clearance Procedure (Flying Armed)

When a Deputy of this Department travels armed and in an official capacity on an air carrier, they shall adhere to the following procedures:

- Prior to traveling, complete the Transportation Security Administration (TSA) training program (review of the TSA Microsoft Powerpoint presentation “Law Enforcement Officers Flying Armed,” April 2003);
  - The “Law Enforcement Officers Flying Armed” Powerpoint presentation is available on the Intranet, Field Operations Support Services’ website;
  - Ensure an APIS roster is completed and forwarded to Professional Development Bureau, Education and Training Records Unit;
- Every effort should be made to contact the air carrier at least twenty-four (24) hours prior to the planned flight to inform them that they will be traveling armed and if applicable, with a prisoner;
  - If the air carrier does not allow armed deputies to fly on their airplanes, it is the responsibility of the deputies to locate another air carrier;
- Identify the security level of any prisoner to the air carrier. TSA policy states:
  - A “High Risk Prisoner” is a prisoner who is an exceptional escape risk and is charged with, or has been convicted of, a violent crime or felony;
    - No more than one “High Risk Prisoner” may be carried on an airplane at one time unless authorized by the TSA;
  - A “Low Risk Prisoner” means any prisoner who has not been designated as “High Risk;”
- Every effort should be made to contact Sheriff Headquarters Bureau (SHB) at (323) 526-5541 with information such as Department personnel traveling, purpose of travel, and specific flight information, prior to arriving at the airport for departure.

### Staffing

Transportation of prisoners while flying commercial airlines presents unique security concerns for deputy personnel. Consequently, the following procedures shall be followed:

- There shall be at least two (2) armed deputies for a single prisoner; and
- When TSA has authorized more than one (1) prisoner to be transported on the same airplane, there must be at least one (1) armed deputy for each additional prisoner in addition to the two (2) armed deputies required for the primary prisoner.

### Procedures to Fly Armed

- The Department of Homeland Security, Federal Air Marshall Service now requires that an NLETS message be sent to request authorization for law enforcement officers to fly armed. An NLETS message can be sent via JDIC by typing “FLYARMED” from a blank JDIC screen;
  - A minimum of 24 hours before the flight, a properly formatted message must be sent, via NLETS, to ORIVAFAM0199;
  - An NLETS receipt, with an 8 character Unique Alphanumeric Identifier will be transmitted from the

Transportation Security Operations Center back to the requester;

- Check-in with airline ticket counter and obtain "armed traveler" paperwork, then proceed to Armed Law Enforcement Officer (LEO) Screening Checkpoint;
  - Provide Unique Alphanumeric Identifier from NLETS message, display badge, credentials, boarding pass, a second form of government identification (i.e. CDL), and required airline paperwork (commonly referred to as Person Carrying Firearms (PCFA) forms);
  - Complete LEO logbook, proceed to boarding gate, inform boarding gate employee of presence and status, and present armed traveler paperwork;
  - Meet with Pilot in Command, Federal Air Marshal(s), Federal Flight Deck Officer(s), and/or other LEO's onboard the flight;
- No alcoholic beverages may have been consumed within eight (8) hours of boarding the aircraft;
  - If traveling in full uniform, deputies must have their firearm on their person;
  - If traveling out of uniform, all firearms must be concealed and out of view, either on their person, or in immediate reach. No weapon may be placed in an overhead storage bin; and
  - Every effort should be made by Deputy personnel to ensure that handcuffs/restraints of prisoners be as inconspicuous as possible, Complete any required documentation requested by the airline.

#### Procedures on the Aircraft

- Deputy personnel shall not drink any alcoholic beverages while aboard the aircraft;
- Request pre-boarding the aircraft before other passengers when escorting prisoners;
- Comply with requests made by airline officials, especially the captain of the aircraft;
- Avoid the inadvertent display of weapons or associated equipment in the terminal and on board the aircraft;
- Every effort should be made by deputies to be seated between any prisoner and any aisle;
- Deputies must accompany the prisoner at all times and keep the prisoner under control while aboard the aircraft; and
- Deputies must ensure that the prisoner is restrained from full use of their hands by an appropriate device that provides for minimum movement of the prisoner's hands. Leg irons shall not be used.

Deputies will strictly limit requests to carry weapons aboard aircraft to those situations which require an officer to be armed in-flight to ensure the safe completion of their mission. Following proper notification procedures could avoid serious compromises of safety, including the possibility of an inadvertent confrontation between legally armed personnel.

Deputies required to be armed on a particular flight shall comply with reasonable regulations requested by the airline officials and/or the captain of that aircraft. Weapons that contain chemical agents or containers that contain chemical agents (e.g., mace, tear gas, etc.) shall not be permitted on board passenger aircraft.

Deputies wishing to only transport their firearms via commercial airlines may check their firearm as checked baggage. The firearm in checked baggage must be declared to the airline, must be in a locked container, and the ammunition must be in a fully enclosed container designed for the shipment of ammunition (a manufacturer's cardboard box with slots or cutouts is the preferred method). All firearms and magazines must be unloaded and secured in a locked container at the time of baggage check-in.

Manual of Policy and Procedures : 5-09/280.10 - Notification and Clearance Procedure  
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