

LA MESA POLICE DEPARTMENT INSTRUCTION

MISCELLANEOUS: FLYING ARMED

Adopted: September 15, 2009/ Revised October 2012

No. 508

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Ray Sweeney, Chief of Police

I. PURPOSE

The purpose of this policy is to provide Department personnel with procedures that conform to the Transportation Security Administration (TSA) policies on law enforcement officers flying armed on a commercial airline.

II. BACKGROUND

Effective July 15, 2009, the original letter of authority (Chief's Letter) that officers normally used will no longer be accepted as authorization for law enforcement officers to fly armed.

II. POLICY

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to personnel who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 Code of Federal Regulations [CFR] 1544.219):

- a. Officers must have completed the mandated TSA security training covering officers flying while armed.
- b. Officers wishing to fly while armed must be flying in an official capacity and have an operational need.
- c. A National Law Enforcement Telecommunications System (NLETS) message must be sent to ORI VAFAM0199 a minimum of 24 hours before the day of travel. Specific instructions for how to format the message to TSA are provided on the NLETS website and are attached to this Department Instruction. The three letter Airport Code must be included in the message and can be found at the following website: <http://www.faa.gov/library/glossaries/>. An NLETS receipt, with Unique Alphanumeric Identifier, will be transmitted from the Transportation Security Operations Center (TSOC) to the Department.
- d. The NLETS message request will be approved in writing by the Chief of Police prior to transmittal. A memo describing the Officer's operational need and the details of the flight must be sent by the Officer to the Chief of Police

- for approval no later than one week prior to the flight, unless there are exigent circumstances. The approved memo will be given to the Police Services Specialist and they will direct that an NLETS message be sent. A copy of the memo will be retained by the Police Services Specialist until the officer returns from the armed flight. A sample memo is attached to this Department Instruction.
- e. On the day of travel, Officers will check-in with the airline ticket counter, identify themselves and make sure they are in possession of the NLETS receipt containing the Unique Alphanumeric Identifier described in subsection “c.” The Officer will receive armed traveler paperwork provided by the airline. They will then proceed to the security screening checkpoint.
 - f. At the initial security screening checkpoint, the Officer will advise the TSA Security personnel of their status and present any requested documentation of their authorized armed flying there. The Officer will be directed to the Law Enforcement Officer Screening Checkpoint where the Officer will present the NLETS receipt, display their badge, police identification, boarding pass, driver’s license and the airline’s armed traveler paperwork.
 - g. The Officer will complete the Law Enforcement Officer Logbook then proceed to their boarding gate. Once at the gate, the Officer will provide the airline the armed traveler paperwork and inform the gate agent of their presence and status (flying armed).
 - h. The Officer will meet with the pilot and any Federal Air Marshals or other law enforcement officers who are flying armed on the same flight.
 - i. Discretion must be used to avoid alarming passengers or crew by displaying a firearm. Officers must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
 - j. Officers should not surrender their firearm but try to resolve any problem through the pilot, ground security manager or other management representative of the air carrier.
 - k. Officers shall not consume any alcohol while aboard an aircraft or have a measurable amount of alcohol in their system while flying armed.

Attachments:

- Sample Memo Request for Flying Armed
- Sample Agency Message to TSA
- Sample Message Return to Law Enforcement Officer for Date of Travel.



CITY OF
LA MESA
JEWEL of the HILLS

INTEROFFICE MEMO

DATE: *Date of Request*

TO: Chief Vasquez

FROM: Officer Smith

SUBJECT: SAMPLE Flying Armed Request Memo

I, *(Full Name and ID number of Officer)*, have an operational need to fly armed for the following reasons:

List the reasons why you need to fly armed: prisoner transport, investigation, class where weapons will be needed etc.

I have completed the TSA mandated training on flying armed.

My cellular telephone number is: *ten digit number*

My Department's telephone number is: *ten digit number*

I am escorting the following person: *Full name of prisoner or dignitary (leave out if not applicable)*

I am flying on the following airlines:

List your itinerary:

Date leaving, airline, flight number, connecting flights, final destination airport

Date returning, airline, return flight number, final destination airport

Authorizing Official:

Chief's Signature here

Walt Vasquez, Chief of Police

SAMPLE AGENCY MESSAGE TO TSA

AM.PASO12345.VAFAM0199.*0008000001.TXT
LEOFA
NAM/SMITH, JOE.
AGY/BROWARD SHERIFF'S OFFICE.
BCN/BSO123456.
OFC/LOCAL.
NAO/WASHINGTON, GEORGE.
CRT/YES.
CPN/7031234989.
APN/2023456789.
EIT/PRISONER.
EIN/SMITH, JOHN.
NOA/AMERICAN AIRLINES.
FLN/AA1234.
DOF/122508.
DAP/DCA.
CAP/EWR.
FDA/BOS.

ABBREVIATION KEYS FOR NLETS MESSAGE FORMATTING

AM.[Sender ORI].[Destination ORI].

- * (AM) Designates the message as an NLETS Administrative Message.
- * Sender ORI field will be used to send the reply message back to the requester.
- * Destination ORI ensures the message is properly delivered to the LEO FA application.
- * There must be a period between each field as well as one at the end of the line.

TXT

- * Indicates the beginning of the message text.

LEOFA

- * Indicates to the application that this is a LEO FA request message. All messages without this will be ignored.

NAM

- * Full Name of the Flying Armed LEO.
- * Must be in the format of Last Name, First Name.
- * Example: NAM/Smith, Joe.
- * The period at the end of the line is required.

AGY

- * Agency or department name of the Flying Armed LEO.
- * Example: AGY/Broward Sheriff’s Office.
- * The period at the end of the line is required.

BCN

- * Badge or credential number of the Flying Armed LEO.
- * Example: BCN/BSO123456.
- * The period at the end of the line is required.

OFC

- * Officer Type
- * Must be either State or Local.
- * Example: OFC/Local.
- * The period at the end of the line is required.

NAO

- * Name of Authorizing Official
- * Must be in the format of Last Name, First Name.
- * Example: NAO/Washington, George.
- * The period at the end of the line is required.

CRT

- * Completed Requiring Training
- * Must be either Yes or No.
- * Example: CRT/Yes.
- * A No in this field will result in a denied reply message because all LEO flying armed must have completed required training.
- * The period at the end of the line is required.

CPN

- * Cell phone number of LEO Flying Armed.
- * Must not contain dashes and must be exactly 10 digits.
- * Example: CPN/70331234989.
- * The period at the end of the line is required.

APN

- * Agency or Department Number of Flying Armed LEO.
- * Must not contain dashes and must be exactly 10 digits.
- * Example: APN/2023456789.
- * This is not a required field.
- * The period at the end of the line is required.

EIT

- * Escorted Individual Type
- * Must be Prisoner or Dignitary.
- * Example: EIT/Prisoner.
- * The period at the end of the line is required.

EIN

- * Escorted Individuals Name
- * Must be in the format of Last Name, First Name
- * Example: EIN/Smith, John.
- * This is not a required field.
- * The period at the end of the line is required.

NOA

- * Name of Airline
- * Example: NOA/American Airlines.
- * The period at the end of the line is required.

FLN

- * Flight Number
- * Example: FLN/AA1234
- * The period at the end of the line is required.

DOF

- * Date of Flight
- * Must be in the format of mmddyy.
- * Example: DOF/122508
- * The period at the end of the line is required.

DAP

- * Departing Airport
- * Example: DAP/DCA
- * Must be known and recognized United States Airport.
- * Must not be more than 3 characters long.
- * The period at the end of the line is required.

CAP

- * Connecting Airport
- * Example: CAP/EWR.
- * Must be a known and recognized United States Airport.
- * Must not be more than 3 characters long.
- * This is not a required field.
- * The period at the end of the line is required.

FDA

- * Final Destination Airport
- * Example: FDA/BOS.
- * Must be a known and recognized United States Airport.
- * Must not be a more than 3 characters long.
- * The period at the end of the line is required.

SAMPLE MESSAGE RETURNED TO LEO FOR DAY OF TRAVEL

AM.VAFAM0199.PASO12345.

TXT

FLYING ARMED LEO REQUEST APPROVED. YOUR UNIQUE ID CODE IS: WCD87947

NAME: JOE SMITH

AGENCY: BROWARD SHERIFF'S DEPARTMENT

AUTHORIZING OFFICIAL: GEORGE WASHINGTON

BADGE/CREDENTIAL: BSO123456

HAS DEPARTMENTAL LETTER: YES

COMPLETED TRAINING: YES

CELL PHONE: 70312344989

ESCORTED INDIVIDUAL TYPE: PRISONER

ESCORTED INDIVIDUAL: SMITH, JOHN

AIRLINE: AMERICAN AIRLINES

FLIGHT NUMBER: AA1234

FLIGHT DATE: 122508

DEPARTING AIRPORT: DCA

CONNECTING AIRPORT: EWR

FINAL DESTINATION AIRPORT: BOS

PRINT OUT THIS REPLY AND PRESENT IT AT THE AIRPORT'S LEO LANE.