

## **The Saint Lucia Ports Police (SLPP)**

The Saint Lucia Ports Police (SLPP) constituted under the Saint Lucia Air and Sea Ports Authority (SLASPA) Act Chapter 8.13 of the Revised Edition of the Laws of Saint Lucia, 2001, provides security for St. Lucia's Air and Sea Ports. The department is lead by the Chief of Ports Police and a Deputy Chief, who are both responsible for the administration of day to day operations. In addition, the Ports Police falls under the general command and superintendence of the island's Commissioner of Police. The Ports Police security force comprises personnel who receive initial police training and are continuously trained in a wide range of areas pertinent to its mission and objectives. Also, the Ports Police comprises a Marine Unit responsible for water – based security. In the discharge of its functions, Customer service remains the department's top priority.

### **Private Security Firms**

A few private security firms are contracted to provide an essential service within the Airport environment. However, the SLPP remains the principal law enforcement entity within our Airport and Seaport environment.

### **Governing Legislations**

The powers and responsibilities of the SLPP are enshrined in the SLASPA ACT Chapter 8.13 of the Revised Edition of the Laws of Saint Lucia, 2001 and the Police Act Cap. 14.01 of the Revised Laws of St. Lucia 2001, is another supportive section of legislation. Amidst its wide range of security responsibilities, the SLPP is in the frontline as relates to the enforcement of the provisions of the SLASPA Act, The Airports Regulations No. 42 of 1976 and The Sea Ports Regulations No. 92 of 1985 and the amendments thereto. The SLPP also assists with the enforcement of other state laws and work in partnership with other local law enforcement agencies. These other State Laws and Legislations include the Shipping Act, The Civil Aviation Act, The Fisheries Act, The Motor Vehicles and Road Traffic Act, The Criminal Code of St. Lucia No.9 of 2004, Laws relating to Quarantine, Immigration and Customs. The SLPP, as the lead security entity, spearheads and oversees the implementation of new security measures and procedures for the Airports and Seaports. This includes provisions under the International Maritime Organization, ISPS Code and practices and procedures outlined in FAA and ICAO Manuals.

## **Airport Security – Basic Guidelines and Procedures**

### **General Guidelines**

#### **Lost and Found Property**

Our legislation requires that properties found at the airport must be handed over to the Airport manager.

- All lost items must be reported to the Ports Police;
- Persons claiming lost property must report to the Ports Police office on arrival at the airport, with proper identification.
- Airport regulations stipulate that:
  - Perishable items must be claimed within 48hours
  - All other property must be claimed within three months

## **Firearms**

No person other than a Customs or Immigration Officer or a Police Officer on official duty can carry any firearm on any of the airports without the permission of the Airport Manager.

## **Airport Restricted areas**

This includes the Airside and Sterile areas within the Terminal Building to which access is controlled. Unauthorized access into the airport airside area is a breach of The Airport Regulations The offender upon conviction, can either be fined or face a term of imprisonment.

## **Identification Badges and Temporary Passes**

Persons issued with a Security Identification Badge or a Temporary Pass for access to restricted areas are required to carry these ID Badges or Passes on the front of their outermost garment and above waist level, in plain view. A person issued with an Airport ID badge does not have an automatic right of access at any given time. All ID badges issued remain the property of SLASPA and may be withdrawn at any time without SLASPA advancing any reason for so doing.

## **Vehicles**

All pick up or delivery vehicles requiring access to the airport restricted areas must be scheduled in writing ahead of delivery or pick up, giving details of driver, occupants, driver's license no., vehicle no. and nature of delivery or pick up.

## **Visits**

All visits to the airport restricted areas must be to conduct legitimate business and must be scheduled with the Airport Manager or the Ports Police Officer in charge of the airport.

The driver of any vehicle scheduled to make a delivery or pick up and visitors, on arrival at the airport, are required to call in at the Ports Police office where further procedural guidance will be given.

## **Access Gates/Security Check points**

- The less items carry with you, the lower the time spent at the check points.
- Vehicles will be searched and logged prior to allowing entry;
- Pedestrians, drivers and other occupants of vehicles will subject themselves to a security screening and a search of their hand bags and/or personal effects.
- Prohibited items listed by US Department of Homeland Security Transportation Security Administration (TSA) and ICAO are not permitted into the airport restricted areas.

## **Procedure to obtain a Temporary Pass**

The Employer or Agency concerned has to make a written representation on behalf of all temporary workers, contractors or visitors requiring access to the restricted area, following which Airport Security will consider the issuance of a temporary worker or visitor pass. Information pertaining to the duration of contract or temporary employment must be supplied.

All Temporary workers, contractors or visitors are required to present and surrender a valid picture ID (*e.g. National ID Card, Drivers License*) and sign a Log for the relevant Temporary Pass to be issued. Temporary passes are issued at the Ports Police Office.

Surrendered Picture IDs are kept by the Ports Police to be collected in person by the respective owner after the Pass issued has been returned.

## **Lost Passes**

Any lost pass must be reported immediately to the Ports Police.

A fee of sixty dollars (EC\$60.00) must be paid to the Airport Authority for any pass lost or damaged.

## **Applying for a Security Identification Badge**

Prescribed application forms are available at the Ports Police Office, Airports and Seaports, free of charge;

The prescribed application form must be filled out by the employer and signed by the prospective badge holder.

The application complete, must carry the signature and dated stamp of the authorized company or agency representative applying for the ID badge on behalf of the badge holder.

A recent criminal record certificate ( *not in excess of six months from date of issue*) issued by the Royal Saint Lucia Police Force (RSLPF) must be attached to all **new** and **renewal** applications; The Ports Police are also tasked to conduct a background check on the prospective I.D. Badge holder;

A fee of Forty dollars ( EC\$ 40.00 ) is charged for the issue of a new or renewed ID badge; All ID badges are to be collected in person and on production of some form of valid identification.

### **Lost/Stolen ID Badge and Replacements**

- The employer (applicant) of an ID Badge holder must notify the Ports Police immediately if it becomes known that the employee's ID Badge has been lost or stolen;
- The ID Badge holder who reported his/her ID badge lost or stolen is required to complete and sign a LOST/STOLEN report form, outlining the circumstances leading to the loss or theft of the badge.
- The Authority charges a fee of Sixty dollars ( EC\$ 60.00 ) for the replacement of a lost or stolen ID badge; ID badges must be replaced within three (3) weeks of the date lost or stolen.
- The employer or company representative shall within twenty- four hours of:-
  - a) employment status change
  - b) termination of service or
  - c) in any case where the ID badge is no longer requiredinform the Ports Police and where b) or c) is applicable, surrender the ID badge holder's ID card.

### **Renewals**

**An application to renew** an ID Badge must be submitted to the Ports Police office two (2) weeks ahead of the expiry date displayed on the current ID badge.

In order for the new ID Badge to be issued, the expired ID badge must be surrendered to the Ports Police

### **Passengers- Security Guidelines and Procedures**

Please note that enhanced security measures and procedures at the airports dictate that you check in at least two to three hours prior to your flight's scheduled departure.

On arrival at the airport, be sure that all your check-in pieces of luggage are identifiable by name tag and that you have **all necessary and valid travel documents** on hand for production at the check-in counters.

All checked baggage is subject to security screening by airport security.

**Unattended Bags** -No carry on luggage, bags, parcels or baggage of whatever type or size, must be left unattended at any time on any part of the airport or Terminal Building.

### **Pre-board checking with Airport Security:**

Verify with your airline, the hand luggage capacity allowed and ensure your hand luggage does not contain any **items prohibited** in carry on or check- in luggage. [Find below, new Guidelines as per ICAO Standards regarding the carrying of *Liquids, Aerosols and Gels in hand luggage and other Prohibited Items*]

Note that items confiscated at the security screening point will not be compensated and, with very limited exceptions, such confiscated items will not be returned.

Ensure that all your travel documents (Passport, boarding pass and Emigration Forms (*properly filled out*) are available and ready for production at the Security Gate;

Ensure that your Airport Departure Tax receipts or Exemptions (*where applicable*) are in your possession, ready to be presented to the Gate Security personnel;

Ensure that all your purchases and other monetary transactions are completed at the Bureau De Change, prior to going through Security Screening; you are not at liberty to leave the sterile area having checked in with airport security. Also note that our Departure Lounge and Arrivals hall are “No Smoking” areas.

Having gone through the airport security screening point the airlines may have additional pre-board security measures in place, which may amount to a check of your hand luggage.

### **Restrictions on Liquids, Aerosols and Gels in Hand Luggage**

These are to be packed in accordance with the following guidelines before you arrive to check in at the airport:

1. Liquids, Aerosol and Gels must be in containers with a maximum capacity of not more than 100ml each. Liquids, aerosols and gels in containers larger than 100ml are not accepted, even if the container is partially filled;
2. These containers must be taken to the airport contained in a single, transparent, re-sealable plastic bag with a maximum capacity not exceeding 1 litre (approximately 20cms x 20cms). The containers must fit comfortably within the transparent re-sealable plastic bag which must be completely sealed;
3. Each passenger is allowed to carry only one transparent re-sealable plastic bag, which must be presented separately for examination at the security screening point.

4. **“Liquids”** include: All drinks including water and juices, soups and sauces, syrups, perfumes and deodorants, creams, lotions, oils, mascara, lip gloss, pastes including toothpaste, pressurized foams and sprays including shaving foam, hairspray, gels including hair and shower gels, contact lens solutions, any other items or solutions of similar consistency.
5. Note that such liquids of any amount that cannot be placed inside the re-sealable plastic bag should be packed in your hold baggage and checked in.

## **Medication**

Prescription medicine with a name that matches the passenger's ticket and insulin and other essential non-prescription medicines will be permitted and not be subjected to the above restrictions. Passengers however, are required to declare those items to screening officials and in addition, show proof (e.g. By documentation), to satisfy airport security that what is being carried is in fact for genuine use.

**Baby food, Formula, Milk or Juice** is also exempted from the above restrictions.

## **List of Prohibited Items Not allowed in Your Carry-on Luggage**

The following list is provided to assist you when packing your carry-on luggage, as they will not be allowed in the airport sterile area and in the cabin of aircrafts.

- Firearms or Ammunition
- Metal scissors with pointed tips
- Mace
- Knives (with blades of any length)
- Automatic Weapons
- Martial arts devices
- Razors
- Household Cutlery
- Hypodermic needles (unless required for medical reasons, in which case, proof is required)
- Tools, including multi tools, penknives, box cutters
- Catapults
- Corkscrews, Ice pick
- Walking/hiking poles
- Toy or replica guns (metal or plastic)
- Darts
- Sporting bats
- Tennis Rackets
- Brass Knuckles
- Tweezers, Nail Files

- Billiard, snooker or pool cues
- Cigarette Lighters
- Matches

### **Items Not allowed in Neither Your Carry-on nor Check in Luggage**

- Flammable liquids and solids
- Oxidizers, such as bleaching powders
- Organic peroxides
- Instruments containing Mercury, Magnets
- Tear gas devices or any gas cylinders
- Infectious substances, such as live virus materials
- Poisons, arsenic, cyanide, weed killer
- Radioactive materials, acids, corrosives, alkalis, caustic soda
- Paints, thinners
- Non-safety matches, lighter fuel, Fire lighters, fireworks
- Wet-cell car batteries
- Vehicle fuel system components that have contained fuel

*Security measures and procedures are subject to be reviewed. Please continue to visit our site for any new or updated security guidelines or procedures.*