Terminal Management – Overnight Lodging

PURPOSE
To establish and limit the circumstances under which persons may sleep in or remain in the Airport terminals for the purpose of overnight lodging.

AUTHORITY
City of San Jose Municipal Code Title 25 and Section 10.20.150

SCOPE OF APPLICATION
The Scope of Application is confined to the airport terminals.

POLICY
No person shall sleep in or remain in the Airport terminals overnight for the purpose of lodging, unless: (a) the person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person’s valid identification; or (b) the person is awaiting the arrival of a travel passenger due to arrive within two (2) hours, or within four (4) hours if the passenger’s travel has been delayed, as evidenced by verifiable travel information.

DEFINITIONS
Overnight
The period each day between the hours of 11 p.m. and 4 a.m., or in the International Arrivals Facility from one hour after the last international flight using that facility to one hour before the first international flight of the day using that facility.

RESPONSIBILITIES
Terminal Management is responsible for ensuring safe and secure operations of the airport terminal facilities.

PROCEDURES

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTION</th>
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<tr>
<td>All Employees</td>
<td>Contact the AOC at 277-5100 and report persons in the Airport terminals during overnight hours.</td>
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<tr>
<td>AOC</td>
<td>Assign Sr. Airport Operations Specialist and or Facilities staff to lock/unlock doors and/or to respond and contact persons remaining in the Airport Terminals during overnight hours. Alert SJPD to investigate any potential violations of this policy.</td>
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Section 4.5.1

Approved:

/s/ John Aitken  
Director of Aviation

3/16/18  
Date

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