

TUCSON INTERNATIONAL AIRPORT (TUS)
**Airport Security**TUCSON ID MEDIA PROGRAM

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***DEFINITIONS***

The following definitions are provided for reference regarding security at TUS and understanding terminology used in this booklet.

**AGGRAVATED WARNING -** A warning issued that has a specified active life of 6-36 months for a violation, in which there are mitigating circumstances, as determined by the Airport Security Coordinator. An aggravated warning may revert to a strike dependent upon the circumstances under which it was issued for subsequent confirmed security violations.

**AIRPORT -** The Tucson International Airport is referred to as TUS and is a federally certified commercial service airport, operated by the TAA, including all improvements, facilities and equipment existing or to be developed. It is considered a critical infrastructure under Arizona Revised Statue (ARS) 13-1504 and trespassing into a restricted area is subject to criminal prosecution as a Class 5 Felony.

**AIR OPERATIONS AREA (AOA) –** The Air Operations Area includes all areas inside the airport perimeter. The perimeter is established by a combination of fence lines and buildings. It includes all runways and taxiways.

**AIRPORT COMMUNICATIONS CENTER (ACC) -** The ACC is an integral part of airport operations. It is staffed 24/7 by a dedicated group of employees who monitor emergency and non-emergency phones, security measures, and dispatch appropriate resources to airport events that might include police and fire response during life safety events and TUS maintenance personnel in response to facility related needs. They assist tenants and the general public by providing general information. The ACC may be contacted at 520-573-8182.

**AIRPORT SECURITY COORDINATOR (ASC) -** This person is TUS’s primary and immediate contact for security related activities and communications with TSA. They maintain the airport in compliance with multiple federal regulations regarding airport security. The ASC reviews ALL security violations and determines any sanctions to be assessed to a badge holder.

**AIRPORT SECURITY OFFICE (ASO) -** Located on the baggage claim level of TUS, this office is responsible for administration of the Airport Security Program and for issuing security ID media to authorized personnel.

**AUTHORIZED SIGNATORY -** The individual or designated representative authorized to sponsor and request airport security ID media. The Authorized Signatory is responsible for completing mandatory audits and will also act as the liaison for their respective company should a security infraction occur. The Authorized Signatory is also responsible for facilitating the initial security ID media issuing process.

**BADGE -** This is a generic term used to describe any TUS issued airport security ID access media.

**CHALLENGE -** The requirement to verify if an individual is authorized to be in a restricted area of the airport by asking for proper TUS credentials. During a challenge the badge expiration date, badge level and photo of holder, should be confirmed. If a person is uncomfortable challenging an individual, they should maintain visual contact and contact the ACC at 520-573-8182 and a police officer will be dispatched immediately.

**EMERGENCY NUMBER - 9-1-1**- In the event of an emergency at the airport, dial 9-1-1 and tell the operator there is an emergency at the airport. Your call will be routed to the TUS ACC. You may call the ACC directly at 520-573-8182.

**ESCORT -** The act of continuously accompanying and monitoring the activities of an individual who is not allowed to enter, or be within, the Secured Area, SIDA (Security Identification Display Area), AOA (Air Operations Area), and/or the Sterile Area unescorted. Person(s) escorting MUST be authorized to provide escorts in the area in which they are escorting.

**EXPIRATION DATE -** TUS security ID media expire at 12:01 a.m. on the date indicated on the front of the badge. It is the responsibility of the badge holder to renew their badge before the expiration date. Failure to do so will result in the automatic deactivation of the badge which will prevent the holder from accessing any area of the airport under control of the security system. Expiration dates will be no longer than 24-months and may be of lesser periods as necessary.

**INTERACTIVE EMPLOYEE TRAINING (IET) -** A training video system containing security/driving videos that are mandatory viewing for anybody who wishes to be issued an airport badge and drive in the AOA. This video outlines the major components of airport security, driving requirements and specific badge holder responsibilities at TUS.

**JET BRIDGE -** Jet bridges connect the airport terminal Sterile Area to the aircraft and are used to enplane or deplane passengers.

**NOTICE OF VIOLATION -** An official notice to the TUS badge holder’s authorized signatory advising of a security violation and may require a meeting with the Airport Security Coordinator (ASC). Once the violation is evaluated and the ASC meets with the violator, a second notice of summary and sanction will be forwarded. Upon receipt of this notice the badge holder may choose to appeal the penalty as outlined in this booklet. This notice is accomplished via email in most cases.

**PIGGY BACKING -** The act of following someone through a portal when they do not use their own badge or are not under approved escort and/or not authorized to access that area. It is the responsibility of all badge holders to prevent any piggy backing by challenging any individual who attempts to piggyback and report the incident immediately to the airport police for follow up.

**RAP BACK PROGRAM -** A program overseen by the Federal Bureau of Investigation (FBI) that provides an additional element to the background checks conducted on badge holders. The program provides 24/7/365 vetting of a subscribed badge holder’s criminal history and provides notice to the TUS ASO should a badge holder have contact with any law enforcement or court system where they submit fingerprints. TUS will then follow up on the notice to determine if the badge holder’s eligibility to have unescorted access into the secured areas of TUS will continue.

**SECURED AREA -** The Secured Area is where aircraft operators and foreign aircraft operators have a security program under CFR Part 1544 or CFR Part 1546, enplane and deplane passengers, sort and load baggage, and includes any adjacent areas that are not separated by adequate security systems, measures or procedures.

**SIDA/SECURED AREA VEHICLE GATE -** Vehicle gates that control access into or out of the SIDA/Secured Area of TUS. Secured area vehicle gates require additional vetting measures of every person in the vehicle before they may be allowed entry.

**SECURITY IDENTIFICATION DISPLAY AREA (SIDA) -** This area refers to portions of an airport, specified in the Airport Security Program (ASP), in which security measures required by regulation must be carried out. This area includes both TUS freight aprons and the Secured Area. All badge holders must wear and display their badge above waist level and on the outermost layer of clothing when in the SIDA/Secured Area. If you observe a person not displaying a badge, or the badge is obscured, you must challenge the person and confirm their identity and authorization to be in the area. If you are uncomfortable with challenging, maintain visual contact of the individual and call for airport police.

**SECURITY VIOLATION -** A security violation is an act or omission that violates or is prohibited by the Transportation Security Administration Part 1542, or by the TUS ASP.  Security violations are assigned a point value and accrue.  If a certain number of points are accrued within a specific time period a strike or other sanction may be issued.  When a strike, plus additional points occur, suspension of your badge up to revocation can occur.  The strike, if less than 30-months old will remain on the badge after the suspension period has expired. If the strike attains an age of 30- months or more when the suspension expires, the strike will drop off the record.  When a badge is revoked, the holder may become ineligible to be issued a TUS badge at any level.  (See point matrix)

**SENSITIVE SECURITY INFORMATION (SSI) -** SSI is information controlled under 49 CFR Parts 1520, and prohibits disclosing to persons without a need to know, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation, certain specific information regarding security measures employed at TUS. Unauthorized release may result in civil penalty or other action.

**STERILE AREA -** The Sterile Area is the area beyond the TSA security screening checkpoint, where passengers enplane or deplane.

**TAA -** Tucson Airport Authority who is the certified operator of TUS.

**TSA –** Transportation Security Administration is a government organization that works to protect the nations transportation systems. TSA is a part of the Department of Homeland Security (DHS).

**TUS -** The official FAA designation for the Tucson International Airport.

**UNESCORTED ACCESS AUTHORITY -** The authority granted by TUS to individuals so they may gain entry and be present, in restricted areas without an escort.

***PREFACE***

*Safety and security of the traveling public, tenants, general public and TUS badge holders are the ultimate goals of the Tucson Airport Authority (TAA). To that end this booklet is intended to assist ALL badge holders in recognizing, responding to and complying with required Transportation Security Administration (TSA) regulations governing airport security.*

***INTRODUCTION***

The Transportation Security Administration, under the direction of the Department of Homeland Security (DHS), requires the Tucson Airport Authority, certified operator of Tucson International Airport, to develop and administer an Airport Security Program (ASP) and provide security training to all badge holders at TUS and promote a safe and secure airport environment.

This booklet is meant to supplement the initial security video training and instruction you received from the Airport Security Office staff when you applied for your badge. This booklet also provides you with information regarding security violations and how violations are assessed and can affect your ability to retain a badge at TUS.

TUS will utilize a point system that assigns a specific number of points to specific types of confirmed security violations; outline consequences of the violation, and further identifies a certain level of point accumulation that will result in the issuance of a “strike” or suspension of your badge and its associated access authority and finally, badge revocation. Once your TUS badge is subject to revocation due to reaching the maximum number of strikes or other reason outlined in this booklet, you may no longer be eligible for a badge of any level at TUS.

TUS may revoke, suspend or restrict a badge at any time at its discretion to meet changing security needs, concerns or TSA regulations. It is important to understand that the TAA DOES NOT make any employment decisions for non-TAA employees should their badge be suspended, revoked or restricted.

As a badge holder at TUS, YOU are responsible for ensuring that not only you follow the security requirements outlined in your training, but other airport badged personnel you encounter during your travels around the airport also comply with the security requirements regarding door security, escorting, challenging, and piggy backing.

Security Rules and Regulations at TUS apply to ALL users of, and any person in, the Sterile, AOA, SIDA and/or Secured Areas of TUS. TUS badge holders must complete and pass the background checks and TUS Security Training before they are issued a badge. TUS badge holders are required to be compliant with TUS and TAA Rules and Regulations, as well as complying with federal, state and local laws which remain in full force and effect.

***OBTAINING ID Media***

TUS security ID media are color-coded based on areas (SIDA/Secured; Sterile Area; AOA Access), providing authorized access and based on operational needs. ID media may contain addition visual authorizations for driving, escort or access to other areas of the airport as needed. Specific non-security enhanced ID media may also be issued in addition to security ID media to meet those needs. No badging process will begin without a Work Authorization Form being submitted to, received and in the possession of the ASO. Work Authorizations are valid for only 30-days when received by the ASO. Applicants will be required to submit a completed application as part of the badging process. The applicant and/or authorized signatory, after the work authorization form is completed, will be required to make an appointment with the ASO to accomplish the follow:

1. Submit fingerprints for CHRC and STA clearances;
2. Submit to a photograph
3. Complete Badge Application Form
4. Submit a valid driver’s license with accompanying 39-month Motor Vehicle Records\* (MVR) showing a valid license (if required) and a government approved valid ID

***\*MVRs are obtained by the applicant at their expense from the state in which their license is issued. A current MVR must be submitted for first time applicants in which any driving endorsement is requested.***

TUS utilizes a cloud-based platform to facilitate security/driving training video viewing and will provide access credentials to applicants to access and view required videos after receiving cleared CHRC and STA returns.

During the time the applicant is in the application process and awaiting their badge, they may be escorted into the SIDA/Secured, AOA or Sterile Areas to perform their jobs. However, they MUST always remain under escort pending issue of their security ID media.

Once final CHRC and STA clearances have been received, the ASO will provide direction for viewing of necessary security/driving training videos. Once the training video(s) is completed successfully, the ASO will collaborate with your authorized signatory to provide you your security ID media.

During security ID media renewals, the badge is issued directly to the ID media holder once the renewal process is completed. Updated information is required, and the signatory MUST provide the ASO with a new Work Authorization Form prior to any renewal process beginning. The ASO will provide access for any cloud-based training. Once training is completed you will require an appointment for badge renewals. Badge renewals require presentation of acceptable ID and updated MVRs (if required).

If you are required to drive on the AOA/Secured Area, you must receive authorization (first time applicants) and specialized training in the movement area and taxi driving areas from TUS Airside Operations prior to any driving icon being placed on your security ID media. Renewals of driving endorsements for the movement area and taxiing areas are governed by TUS Airside Operations. Any driving endorsement renewals must be completed prior to badge expiration as your driving endorsement expires at the same time as your security ID media. (Please consult the Driving Regulations booklet available on line or at the ASO or Airside Operations. FAQs in this booklet also address some of the driving requirements.)

***CHECKPOINT INFORMATION***

Not all TUS security ID media holders are allowed into the Sterile Area through the TSA security screening checkpoint (SSCP). Only SIDA All Area Access security ID media and Sterile Area badges are permitted to access the sterile area through the SSCP. In addition your badge cannot be used for:

1. An acceptable form of identification when flying out, you must go through the security checkpoint if you are flying out

2. Bypassing security if you are flying out

3. Escorting anyone through the checkpoint with your issued badge. (Except for sterile area only badge applicants who have not yet received their badge)

If a badged Sterile Area employee needs access to the Sterile Area when the SSCP is closed, the badge holder, and all items with them (i.e. backpack, purse, etc.), may be escorted. Items are subject to inspection. This escort must be done by a SIDA All Area Access badge holder with escort authorization. The Sterile Area badge holder **MUST** remain under escort at all times until the SSCP opens, at which time they **MUST** exit the Sterile Area under escort and re-enter through the SSCP. Once this occurs, the badge holder no longer needs to be escorted.

***SECURITY REQUIREMENTS***

All TUS authorized badge holders must adhere to all applicable security regulations. Each badge holder has specific responsibilities as they traverse the SIDA/Secured, Sterile and AOA areas of the airport. Failure to follow these responsibilities may result in a security violation and assessment of points to your badge history that could lead to suspension and/or revocation of your TUS badge.

**ENSURE DOORS ARE COMPLETELY SECURED BEFORE LEAVING THE AREA.**

When you enter or exit any portal at TUS, you must ensure the door is completely secured before you leave the area. The best way to ensure a door is secured is to use the push/pull method that was demonstrated in the IET video. Do not rely on looking at the door or listening for the door to close. Many doors will appear to be closed; however, it may be slightly open. If you do not use the push/pull method and a door is left unsecured, you will receive a Notice of Violation and may be assessed points on your TUS security ID media.

**ENSURE VEHICLE GATES ARE COMPLETELY SECURED BEFORE LEAVING THE AREA.**

When you enter or exit any vehicle gate portal at TUS, you must ensure the gate is completely secured before you leave the area. Do not drive away if the gate is open as this may allow unauthorized entry into a restricted area. If you drive away from a vehicle gate before it is completely closed, you will receive a Notice of Violation and may be assessed points on your TUS security ID media.

***ESCORTING***

You must have Escort privileges clearly identified on the front of your TUS issued security ID media. Persons if being escorted in an operational area such as the bag make-up area should have an operational need for that type of access. TAA does provide periodic tours of the airport operations which are scheduled. The ASO is NOT responsible for these tours or scheduling. Routine escorting of children, less than 16 years of age is discouraged into active operational areas such as the apron, bag make-up areas, equipment rooms or other types of areas. When you are conducting an escort, remember in order to provide a proper escort, you must ensure the individual(s) you are escorting always remain within your control. You must be able to see and hear your escortee and they must also be able to see and hear and most importantly, understand your directions.

**DO NOT ESCORT** anyone who has been issued a VALID ID media. Anyone with a valid ID media may not be under escort by anyone with the same access level. (This means if you are asked to escort someone who left their ID media at home, lost their ID media, or doesn’t have it with them for any reason – and this person has the same type of access that you do (SIDA All Area Access for example), you **CANNOT** escort them. Likewise, a SIDA All Area ID media holder cannot escort an AOA Only ID media holder in the AOA as both ID medias have the same level of access.

***DURESS CODE***

This information was provided by ASO staff at the time of your security ID media pickup. If you need a refresher, please consult with the staff in the ASO.

***CHALLENGE REQUIREMENT***

Security ID media holders are required to challenge anyone in SIDA/Secured, Sterile and AOA areas not properly displaying the proper credentials.

***PIGGY BACKING***

Piggy Backing is not allowed. Do not allow someone to follow you through a door or gate unless they are under approved escort.

***JET BRIDGE DOOR ACCESS***

When a jet bridge door is closed, you must access the area into or out of the jet bridge with your security ID media one person at a time. When exiting DO NOT push the panic hardware, utilize the CASS reader. When a jet bridge door is open, airline personnel are responsible for controlling access and preventing anyone from entering the jet bridge if they are not authorized.

***DOOR ALARMS***

In the case of an accidental door alarm (set off by pushing panic hardware, etc.) reset the door as outlined in the IET security video. If you need a refresher, contact the ASO. If you cannot reset the door**, DO NOT** leave the door without addressing and resetting the alarm. Contact the ACC immediately and await the response of police personnel if you are unsure how to or cannot reset the alarm.

***SECURITY ID MEDIA EXPIRATION DATES***

TUS issued security ID media expires at 12:01 a.m. on the date indicated on the front of the security ID media, or when the ID media holder separates employment or ends a lease/sub-lease with the airport. If you have a driving icon associated with your security ID media, this also expires at that designated date and time.

Authorized signatories will receive a one-time courtesy notice regarding security ID media expiration dates so coordination with the ASO can be scheduled to complete the renewal process. This is the ID media holder’s responsibility and all security ID media, and any associated driving endorsement must be renewed before the expiration on the security ID media. Failure to renew security ID media before their expiration date may result in a longer renewal process and additional fees. A Work/Badge Authorization form is required before the renewal process may begin. Security ID medias may be renewed up to 60-days prior to their expiration date only for those media holders with a non-movement driving endorsement. Security ID media with a movement area driving or taxing endorsement must be renewed annually. Renewal of security ID media incurs a renewal fee.

***CRIMINAL HISTORY RECORD CHECK DISCLAIMER***

Federal regulations under 49 CFR 1542.209 (1)(2) impose a continuing obligation for ID media holders to disclose to the airport operator within 24 hours when convicted of any disqualifying criminal offenses that occur while you have unescorted access authority. A copy of the list of disqualifying crimes is available in the Airport Security Office. Any person known to have been convicted of a qualifying offense **MAY NOT** be escorted into any SIDA/Secured, Sterile or AOA Area.

Badge applicants are enrolled in the TSA RAP Back Program when applying for a new badge. Applicants may also be enrolled when renewing a badge if they have not been previously enrolled. While enrolled in this program an applicant’s criminal history is vetted 24/7/365. If an applicant interacts with the court system or law enforcement which results in submission of fingerprints, the ASO will receive a notice and be required to vet the contact and determine within 45 days if the badge holder may continue to maintain a badge at TUS. Under some circumstances the badge holder’s unescorted access into the restricted area may be suspended until a final determination is made.

***DRIVING REQUIREMENTS***

Separate training for movement area and taxi drivers is required by TUS. Employees must adhere to the TUS Driving Rules and Regulations that are regulated and administered by TUS Airside Operations. Non-movement endorsements are good for two (2) years and movement area or taxi drivers are good for one (1) year. Security ID media expirations are established based on your driving authorization level and required recurring training.

Movement area and taxi driver training is facilitated by TUS Airside Operations in collaboration with the ASO. Movement area and taxi driving includes additional training with TUS Airside Operations and successful completion before a movement area or taxi driving icon/badge can be issued. New badge applicants with non-movement, movement, or taxi endorsements must submit a 39-month MVR which shows their driver’s license is current and valid. Persons requiring movement, taxi or non-movement area driving will not experience a lapse before the time they receive their security ID media, unless they allow their security ID media to expire. Airside Operations final approval is required before a badge applicant can be further processed for a badge with movement area or taxiing driving endorsements. (Please consult the Driving Regulations booklet available online or at the ASO or Airside Operations. FAQs in this booklet also address some of the driving requirements.)

***SECURITY VIOLATIONS and SECURITY VIOLATION REVIEW PROCESS***

Potential security violations will result in an initial investigation by police officers most of the time. There may be an occasion that the Airport Security Coordinator or designee may initiate investigations and/or follow up on those investigations initially investigated by police officers.

During investigations of possible security violations, a review of all available information, including the police report, video and/or any other information available is conducted. Information will be forwarded to the Airport Security Coordinator or designee for final review/disposition. The Airport Security Coordinator or designee will provide a notice of violation to the signatory and may meet with the alleged violator to discuss the reported details for clarification before any final determination that a violation occurred.

Violations of Security Rules and Regulations or any laws or regulations expressly incorporated in the TUS ASP and supported by CFR Part 1520, CFR Part 1540 and CFR Part 1542, are subject to the assignment of points as outlined in this document. Violations may also be subject to investigation by TSA where certain civil penalties and fines independent from any investigation and findings by the TUS ASC may be applicable.

If a security violation occurs while driving on airport property, the individual may be assessed both security and driving points. Driving points are assessed by TUS Airside Operations and are separate from any points issued for security violations.

Penalties assessed will carry a specific point value. Upon reaching a certain point level a “strike” or other outlined sanction may be assessed and remain on your security ID media history for a period of 30-months. Points are assessed based on the final disposition of the violation and notice of closure date. Violation closures and sanctions are provided to the ID media holder’s authorized signatory.

When an ID media holder receives a strike against their ID media, future points for violations combined with an active strike, may result in the suspension of a person’s ID media for a specific number of days. Specific trigger points will be established where suspensions will progressively increase in time, finally resulting in potential revocation of the person’s security ID media. Under certain conditions a TUS issued security ID media may be suspended pending an investigation into the violation for serious security violations. During these more serious investigations, the ID media holder cannot be escorted into the secured or other restricted areas. Once a security ID media is revoked, the ID media holder may no longer be eligible to be issued a TUS ID media at any level or be escorted into any TUS area (AOA, Sterile or Secured).

The ID media holder’s authorized signatory and ID media holder will be notified in writing of any action that results in violation points assigned, strikes, suspensions, revocations and restrictions.

***POINT SYSTEM***

The following matrix is intended to provide examples of possible infractions and penalties that may be assessed to a TUS ID media holder in the event a security violation is confirmed. The ASC may, with reasonable discretion, issue a Notice of Violation or penalty, including points, suspension, revocation or restriction, for any offense or infraction as needed to ensure the security, safety and efficiency of TUS or suspend a TUS security ID media pending the outcome of an alleged security violation for serious security issues. Revocation for up to twelve (12) months of a TUS security ID media may occur after the accumulation of three (3) strikes within a 30-month period. Once a TUS security ID media is revoked the person may no longer be eligible to hold a security ID media at any level at TUS or be escorted into any area requiring a TUS security ID media.

A strike will be issued when the threshold number of points is attained. For example, if a TUS ID media holder receives a Notice of Violation for single or multiple violations and the violation(s) are confirmed, the ID media holder will receive one strike at the point they accrue five (5) points.

If a strike is issued due to reaching the point threshold and the assessed points exceeds the threshold to trigger a suspension of a security ID media, a strike and security ID media suspension may occur. For example, if a TUS ID media holder receives a seven (7) point violation, the five (5) point threshold has been exceeded and a strike will be issued. In addition, because the assessed points equals seven (7), the total points assessed is two (2) points above the five (5) point threshold for a strike. These two (2) additional points will result in a strike plus a suspension of the holder’s security ID media as outlined in the matrix.

The following matrix is not all inclusive of every type of violation, and assessing points for similar violations shall be at the reasonable discretion of the Airport Security Coordinator (ASC).

|  |  |  |
| --- | --- | --- |
| **PENALTY** | **ACTION** | **EXAMPLES** |
| 0 POINTS | * Administrative Warning
* Meet with ASC
 | * Warnings will be issued when a security violation may have occurred but cannot be substantiated (such as the video being unclear) or other circumstances exist
 |
| 1 POINT | * Administrative Notice of Violation
* Mandatory Retraining
* Meet with ASC
 | * Authorized Signatory who does not respond as required to any audit inquiry or did not return audit on time (1542 regulation)
* Defacing security ID media with stickers, etc. (1542 regulation)
* Interfering with security regulations at a Secured Area Gate
* Failure to Challenge (1st offense)
 |
| 2 POINTS | * Administrative Notice of Violation
* Mandatory Retraining
* Written Statement
* Meet with ASC
 | * PIN written on or displayed with security ID media
* Any loss of 2nd security ID media issue
* Failure to notify immediately police, ASO, ACC upon losing ID media or finding a security ID media
* Issue of any aggravated warning
 |
| 3 POINTS | * Administrative Notice of Violation
* Mandatory Retraining
* Written Statement
* Meet with ASC
 | * Failure to properly report any information as required by TUS ASP or TSA Security Directive
* Failure to conduct or request a proper inspection as required by CFR, Security Directive or TUS ASP
* Failure to properly report suspicious actions, persons or security violations of another security ID media holder
* Failure to display security ID media or have security ID media in possession when required
* Failure to challenge with no prior history of warning(s)
* Failure to secure a door/gate with no prior history of warning(s)
* Improper Escort with no prior history of warning(s)

  |
| **PENALTY** | * **ACTION**
 | * **EXAMPLES**
 |
| 5 POINTS (Strike Issued) | * Administrative Notice of Violation
* Mandatory Retraining
* Written Statement
* Meet with ASC
 | * Failure to reset an alarm; ignoring an alarm
* Piggy backing through door
* Allowing piggy backing through a door
* Tailgating through a gate
* Allowing tailgating through a gate
* Failure to secure a jet bridge door
* Failure to challenge with prior history of warning(s)
* Escorting someone who has a security ID media with the same access level – who forgot it or doesn’t have it with them – or has it with them but did not use it
* Failure to notify police/ACC of a revocation of access or termination of an employee (FAA 97.01)
* Any action resulting in a TSA investigation/violation and positive finding
* Escorting without escort privileges
* Circumventing Security System (1542 regulation)
* Failure to secure a door/gate with prior history of warning(s)
* Improper Escort with prior history of warning(s)
 |
| 7 POINTS | * Administrative Notice of Violation
* Mandatory Retraining
* Written Statement
* Meet with ASC
* 3-day ID media suspension

NOTE: Corporate office notified when 2 strikes received by Manager/Authorized Signatory | * Sharing Sensitive Security Information (SSI) with unauthorized personnel
* Placing SSI information on social media
* Giving ID media and/or PIN to someone else even if they don’t use/attempt to use
 |
| **PENALTY** | **ACTION** | **EXAMPLES** |
| Security ID MEDIA REVOCATION/IMMEDIATE SUSPENSION | * Administrative Notice of Violation
* Meet with ASC or AASC
* Police Investigation
* Notice to TSA
* Potential criminal/federal charges
* ID media suspended prior to final revocation
 | * Possession of a firearm or deadly weapon in a Secured Area as prohibited by ARS13-3119
* Threatening or intimidating actions against others
* Any action that permits unauthorized personnel access to Secured and/or Restricted Areas (e.g. giving someone a key, cipher combination, ID media and/or PIN, etc.)
* Any weapon involved with a security violation contributing to the situation
* Unauthorized duplication of access media
* Damage to or unauthorized use of vehicles/equipment in the Secured area
* Discovery of disqualifying felony conviction; security breaches; arrest warrants
* Bypassing the SSCP AND boarding or intention of boarding an aircraft
 |
| STRIKE + 2 OR MORE POINTS | SUSPENSION OF ID MEDIA FOR 3-DAYS |  |
| SECOND STRIKE | SUSPENSION OF ID MEDIA FOR 5-DAYS |  |
| SECOND STRIKE + 2 OR MORE POINTS | * SUSPENSION OF ID MEDIA FOR 7-DAYS
 |  |
| THIRD STRIKE | * REVOCATION OF ID MEDIA
 | ID media holder may not be eligible to be issued a TUS ID media at any level once revocation is assessed |

# *\*NOTE: Any notice of violation is forwarded via email to the ID media holder’s authorized signatory and may also include the ID media holder if email contact information has been provided.*

# *SECURITY ID MEDIA SUSPENSIONS AND REVOCATIONS*

TAA Police Officers may immediately deactivate an ID media holder’s access privileges when necessary and will take immediate possession of the security ID media, turning it in to the ASO. The deactivation of a security ID media will require timely notification of the ASC. The ASC will review the reason for the deactivation and determine the future status of the security ID media. If an ID media is suspended or revoked the ASC shall notify the Federal Security Director (FSD) or their designee. The ID media holder is not permitted to be escorted into any Secured, SIDA, AOA or Sterile Area when their ID media is suspended or revoked. During this time the ID media holder must be escorted while in the restricted areas. In certain conditions the holder may not be escorted or access the restricted areas. Please contact the ASO for any questions.

Prior to a security ID media being suspended due to a combination of strike(s) and points, notice will be provided to the authorized signatory and ID media holder outlining the impending suspension. This will provide at least a five (5) business day notice in order to allow the ID media holder to contest the suspension as outlined under Due Process.

Security ID media revocations will be immediate and may remain in effect during any appeal process.

Should an ID media holder have their driving privileges suspended by TUS Airside Operations at the time of the violation, the security ID media will be confiscated and turned over to the ASO. This will cause the security function of the security ID media to be deactivated and the ID media holder will no longer have access to the secured areas of TUS. The ID media holder will be immediately escorted from the area and the ID media holder must contact their authorized signatory and ASO to have another security ID media issued without driving authorization for a fee.

***ANY ID MEDIA THAT IS SUSPENDED OR REVOKED OR EXPIRED MUST BE SURRENDERED IMMEDIATELY TO THE ASO or TAAPD OFFICER. EMPLOYERS ARE NOT PERMITTED TO RETAIN A SECURITY ID MEDIA UNDER ANY CIRCUMSTANCES PENDING A REINSTATEMENT TO EMPLOYMENT DUE TO AN INTERNAL PERSONNEL ACTION.***

***DUE PROCESS***

If an ID media holder is assessed points, a strike or their ID media is subject to being suspended/revoked, they may appeal such notice in writing or email (taa-aso@flytucson.com) to the ASC within ten (10) calendar days from the date of the Administrative Notice of Violation that assesses the sanction to:

Airport Security Coordinator

 Tucson Airport Authority

 Police Department

 7250 South Tucson Blvd. Suite 300

 Tucson, Arizona 85756

If a security ID media is confiscated because of a driving violation, the ID media holder may appeal to the Airside Operations for relief as per driving regulations. The holder still must get a new security ID media issued without a driving endorsement for a fee.

The written appeal shall include all information that may be relevant the violator wishes the ASC to consider that disputes them from being accountable for the violation and resulting penalty. Failure to make a written appeal within ten (10) business days shall cause the ID media holder to forfeit any future appeal of the assessed sanction. During the time of any appeal the security ID media status**MAY** continue to be active as determined by the ASC and the circumstances surrounding the violation being appealed. The ID media holder must provide contact information such as an email address to facilitate timely notice of the process status. In all cases the ID media holder’s authorized signatory will be copied with all correspondence electronically or other means. If an ID media holder does not have email accessible, a letter will be mailed to their last known address and their authorized signatory copied and notified by email.

Within seven (7) business days after hearing the appeal, the ASC will notify the violator in writing of the decision to uphold, reduce or vacate the sanction. The determination of the ASC or designee shall be the final action of TAA on the violation and no further appeals will be considered.

Should the ASC or alternate ASC not be available to respond within established timelines, notice will be provided to the appealing party and the timeline “frozen” to permit response and re-establishment of the outlined timelines to permit the appeal to progress within the prescribed schedule. The ASC may also designate someone to continue the appeals process. The appealing party will be advised of any adjusted timelines or assignment of an alternate ASC.

If a person receives a finding in which a strike/revocation/suspension of a ID media is upheld, the person may submit a written appeal to the Chief of Police or their designee within seven (7) calendar days from the date of the ASC’s decision via US Mail or email, taa-aso@flytucson.com.

Chief of Police

 Tucson Airport Authority

 Police Department

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Written appeals will be reviewed by an Administrative Review Panel that will consist of three TUS security ID media holders at a Supervisor or Manager level. The supervisor or manager will have no authority over the ID media holder appealing the sanction. The ASC or designee will facilitate the Review Panel. Administrative Review Panel meetings will be scheduled as needed. The person who has received the penalties and their Authorized Signatory will be invited to attend the Administrative Review Panel meeting. Information presented at the review panel will be limited to the facts associated with the violation when presented or other information and evidence the ID media holder feels may mitigate the imposed sanction. The ID media holder may offer alternative sanctions for consideration.

***During the appeal process the ID media MAY continue to be active at the discretion of the ASC and based upon the circumstances of the violation resulting in the sanction.***

In the event the Administrative Review Panel upholds the strike, suspension or revocation, the ASC, or designee, shall notify the person and their authorized signatory as appropriate of the decision to uphold, vacate or modify the sanction within seven (7) calendar days after the Administrative Review Panel decision, providing an effective date of the sanction.

The determination of the Administrative Review Panel shall be final and there shall be no further appeal of the violation or resulting sanctions.

***FREQUENTLY ASKED QUESTIONS***

**1. Q.** What happens if I don’t renew my ID media before it expires?

**A.** Your ID media will not function and any associated driving endorsement will also cease to be valid.

**2. Q.** What do I need to obtain an ID media for the first time?

 **A.** Your authorized signatory will complete a Work Authorization Form to submit to the ASO. Once the Work Authorization Form is received by the ASO, the ASO in collaboration with you or your authorized signatory will schedule an appointment to complete the badging process and provide your two forms of ID. You will not be scheduled for any processing until a completed Work Authorization Form is received by the ASO. If you require a movement driving area endorsement, additional approval~~s~~ by TUS Airside OPS will be required in addition to providing proof of a valid driver’s license at your ASO appointment prior to any training.

**3. Q.** What is the process to obtain a first time ID media?

 **A.** Obtaining an ID media for the first time involves the following steps.

1. Your employer will facilitate completion of a Work Authorization Form and forward to the ASO.
2. Your employer may help facilitate the ID media application and ensure all information is correct.
3. Your employer will verify your two pieces of required ID.
4. An appointment to submit fingerprints and a photo will be made.
	1. If you required a movement or non-movement area driving endorsement, TUS Airside OPS must approve the authorization for any movement area driving and you will be required submit a 39-month Motor Vehicle Division Record (MVR) to the ASO with your driver’s license. Only after your background clearances are received will you be scheduled for any video training or training by Airside OPS. (The ASO will facilitate this).
5. Upon successful completion of the videos the ASO will complete the process and manufacture your badge and coordinate its issue to you with your signatory (new applicants only).
6. Certain aircraft maintenance personnel require a “Taxi” endorsement which is considered movement area endorsement.

**4.** **Q.** How soon can I renew my ID media?

 **A.** You may renew your ID media a maximum of 60 calendar days prior to the expiration date indicated on your ID media if it has a non-movement or no driving endorsement. If you have a movement area endorsement you must renew your ID in the calendar month it expires. Movement area endorsed ID media expire annually. Your movement area training with Airside Operations MUST occur during the month of your badge expiration.

**5. Q.** What are the forms of ID accepted?

 **A.** Forms of ID are US passport; Social Security card, valid state driver’s license or birth certificate. A current driver’s license and 39-month driving record is required to be presented if a request to drive on the AOA is made. Please consult applicable FAQs within the TUS Driving Rules and Regulations. If you were born outside the USA, you will be required to present other documents as directed by the ASO staff.

**6.** **Q.** What do I do if I lose my ID media and/or issued key?

 **A.** You must report the loss as soon as possible to the ASO during regular business hours and to the ACC outside of ASO regular business hours so the ID media can be deactivated and a police report can be taken for the ID media and/or key.

**7. Q.** Is there a fee to replace a lost ID media?

**A.** Yes. The ASO maintains current badging fees.

**8. Q.** Is there a maximum number of how many people I can escort?

**A.** NO, however, you must **always** maintain complete control over all persons being escorted.

**9. Q.** Does each person need to swipe their ID media when entering a Public Area?

**A.** No, but the person that swiped their ID media must ensure the door secures. Each person DOES have to swipe when entering the Secured Area or Sterile Area from the Secured Area.

**10. Q.** What do I do when a door alarms?

 **A.** When this occurs, follow the directions provide in our security training video. Never leave an alarming door unattended.

**11. Q.** What do I do if a door does not close properly or continues to alarm?

**A.** DO NOT leave the door – call the ACC, (520)-573-8182, and wait for a police officer.

**12. Q.** Can I loan my key and TUS ID media to anyone?

**A**. NO. Keys and ID media are not transferable.

**13. Q.** Can I escort someone that forgot their ID media if it’s the same access level as mine?

**A.** NO. Once someone has been issued a valid ID media, they cannot be escorted by an ID media holder with the same level of access.

**14. Q.** If I forgot my ID media, can I be issued a temporary ID media?

**A.** NO. Temporary ID media are only issued to outside-agency law enforcement personnel.

**15. Q.** Can I let another employee through a door if their ID media does not give them access?

**A.** NO. The employee without access must find another way to enter where their ID media is vetted.

**16. Q.** Does my ID media have to be displayed if I work at a restaurant on the concourse?

**A.** YES/NO. While it is not a Federal regulation to have it displayed, the TUS ASP requires an ID media to be displayed when in any SIDA/Secured area. Possession and reasonable display of your ID media is encouraged in the Sterile area.

**17. Q.** Are all employees allowed to bypass the Security Checkpoint when on duty?

**A.** NO. Only SIDA/All Area Access ID media holders can bypass**.**

**18. Q.** Can I bypass the Security Checkpoint if I am flying out?

 **A.** NO. You must go through the Security Checkpoint, show your boarding pass and be screened**.**

**19. Q.** If I am flying out, can I use my ID media as my boarding pass or identification at the Security Checkpoint?

 **A.** NO. You must have a boarding pass and a government issued ID.

**20. Q.** Can a person with an ID media escort someone without an ID media into the Sterile Area to eat or shop?

**A.** Yes. ONLY a SIDA ID media holder with escort privileges who does not have to go through screening can escort into the Sterile Area.

**21. Q.** If a jet bridge door is open, are you required to swipe your ID media to enter and exit the jet bridge door?

**A.** NO, it is not required. However due to airline regulations you may not be authorized to enter. Check with an airline agent assigned to the gate if access is needed. However, if the jet bridge door is open and not attended you should check the area and notify airport security before leaving the area.

**22. Q.** Do I have to show my ID media if I am challenged?

 **A**. YES. You are required to show your ID media.

**23. Q.** What do I do if I see someone on the airfield without an ID media?

**A.1.** Challenge them. Ask them for their ID media and remind them they must wear and display their ID media above the waist and on the outermost garment.

**A.2.** If theydo not have their ID media, escort them out of the airfield, maintain control of the person if safe to do so and call airport police and wait until an officer arrives.

**A.3.** If you feel uncomfortable - dial 9-1-1 while you keep visual contact with the individual or call the ACC at 520-573-8182 and advise them of the situation and ask that a police officer respond. Keep the ACC updated on your location and status, providing information they ask for in order to facilitate the response of a police officer.

**24. Q.** Will points be assessed if I fail to call for clearance of vehicles and/or persons at a Secured Area Gate when escorting a vehicle or individuals not a TUS security ID media holder?

**A.** YES. It is your responsibility to call for clearance and have the vehicle inspected and the person cleared.

**25. Q.** Can an employer retain an ID media while an employee is under some type of restriction that prevents them for performing their job?

**A.** NO. The employer must immediately notify the ACC or the ASO and surrender the ID media to a police officer or the ASO. The employee may not be escorted during this time.

**26. Q.** What do I do if my job requires me to drive on the airfield?

**A.** Your signatory must indicate the type of area needed, movement, taxi or non-movement, on the Work Authorization Form. Final authorization, training and evaluation for movement area (including taxi) applicants are the responsibility of TUS Airside Operations who will coordinate training and driving evaluations.

**27. Q.** What do I do after completing my driver’s training?

**A.** Airside Operations will approve, deny or continue your training and orientation based upon the level of authorization requested and advise the ASO. The ASO will place a driving authorization icon on you ID media when authorized by Airside Operations.

**28. Q.** Do I need to update my driver’s training?

**A.** YES. Movement area training is renewed annually, while non-movement is renewed every two-years. You may receive notification from your authorized signatory of an upcoming expiration. However, it is up to you to follow through for renewals before expirations.

**29. Q.** Will my security ID media issue be delayed due to getting my driver’s training endorsement?

 **A.** NO**.** However, if you let your security ID media expire, you may incur additional delays as you will have to be issued a badge as if it was your very first one.