



## City of Phoenix Aviation Department Rules and Regulations

Number: 03-06

### Authority

This Rule and regulation is promulgated pursuant to City Code Chapter IV. Article II. 4-2.

### Rule and Regulations

#### Enforcement Program for Security Rules and Regulations

This rule establishes the Aviation Department policy on the disciplinary action to be taken when airport employees and companies or firms violate the security rules and regulations at Phoenix Sky Harbor International Airport. This policy makes persons and firms accountable for complying with airport rules and regulations pertaining to security.

#### Individual

Any security violation of a severe nature, as determined by the Deputy Aviation Director of Operations, will warrant immediate suspension of the individual's unescorted access privilege.

#### Examples of severe violations are:

1. Falsifying information on the badge application. This is grounds for permanent revocation.
2. Circumventing security equipment or facilities or deliberately compromising security.
3. Failing to report a lost or stolen badge.
4. Failing to wait for a security door or gate to close.
5. Lending his or her badge to another person.
6. Borrowing the badge of another person.
7. Threatening other employees regarding challenge procedures or other security procedures.

Three (3) Notices of Violation issued for security infractions in a 24 month period will warrant suspension of the individual's unescorted access privilege. Suspension will be for up to 180 days. Upon request, the option of a hearing or a meeting with Aviation Director or his designated representative will be scheduled before access privileges are suspended.

### Company/Firm

Notices of Violation will be issued to a company or firm when an infraction occurs that is the responsibility of the organization or when a specific security violation cannot be attributed to an individual but it is obvious someone in the organization committed it. Examples of the infractions include but are not limited to the following:

1. Doors or gates propped open and left unattended.
2. Cargo bays open and unattended.
3. Failing to notify the City when an employee with access privileges is terminated and the security badge is not collected.
4. Failing to notify the City when the access privilege of an individual is restricted for disciplinary reasons.
5. Failing to notify the City when an employee's badge is lost, stolen or otherwise unaccounted for.
6. Failing to return security badges or keys.
7. Falsifying or improperly completing employment/background checks.

In addition, companies and firms receiving repeated Notices of Violation are subject to having access privileges withdrawn. Before access privileges are withdrawn from a company or firm, the Aviation Director or his representative, will schedule a meeting with the firm to discuss the issues. The Aviation Director or his representative will base the decision on a number of factors. Among them are whether or not it is essential for the organization to have access to restricted areas, the number of violation, the number of employees in the organization, past discussions with the organization and the ability or lack thereof to correct the problem.

### **Roles and Responsibilities**

The Aviation Department has authorized the Operations Division and the Phoenix Police Department to conduct inspections and enforce violations regarding airport security. All violations are subject to citation and/or Notice of Violation.

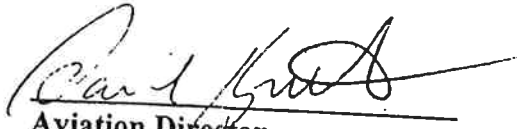
**Individuals** are required to continuously display on their upper torso their airport issued security badge when in the SIDA. Individuals must perform the challenge procedure whenever they encounter an individual in the SIDA without a valid ID badge. Individuals must ensure any gate or door they use to enter or exit the SIDA closes and secures before they leave the immediate area. Individuals are required to immediately report any security problems or suspicious activity to the airport Communications Center at 273-3311.

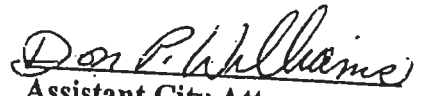
**References**

**and Definitions**

Security class handouts and security badge handout.

The foregoing Rule and regulation is hereby adopted and promulgated this 1<sup>st</sup>  
day, of March, 1999.

  
Aviation Director

  
Assistant City Attorney