



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

Number: R&R 05-01

Authority: This Rule and Regulation (Rule) is promulgated pursuant to Phoenix City Code Chapter 4, Article I, Sections 4-2 and 4-22.

Rule and Regulation: **PHX-Issued Personnel Identification Media Requirements, Application, and Process**

Definitions

1. *Airport* means all the land, buildings, and facilities comprising Phoenix Sky Harbor International Airport (PHX), as now existing or as the same may hereafter be expanded and developed, unless otherwise designated.
2. *Airport-Issued Personnel Identification Media (Identification Media)* means a badge or permit required of any employed person to perform duties on the Restricted Area, Sterile Area, Public Areas within the Airport, or other areas as designated by the Aviation Director.
3. *Identification Credential Media Badge (Public Area Badge)* means an Airport-Issued Personnel Identification Media that allows access only to Public Areas.
4. *NOV* means a notification issued by Operations or Public Safety & Security (PSSD) personnel that addresses non-compliance with a security or safety Airport rule or regulation.
5. *Public Area* means any portion of the Airport that is not classified as 'Sterile' or 'Restricted.'
6. *Restricted Area* means the Airport's secured area and security identification display area, so designated by signs, which include aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas within the boundaries of the perimeter fence and buildings.



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

7. *Security Identification Display Area Badge (SIDA Badge)* means an Airport-Issued Personnel Identification Media that allows access to Restricted and/or Sterile Areas.

8. *Sterile Area* -means a portion of the Airport defined in the Airport Security Program that provides passengers access to boarding aircraft and to which the access generally is controlled by the Transportation Security Administration (TSA), or by an aircraft operator under 49 CFR Part 1544 or a foreign air carrier under 49 CFR Part 1546, through the screening of persons and property.

Purpose

Airport-Issued Personnel Identification Media is required of any person who performs duties in the Restricted Area, Sterile Area, and Public Areas within the Airport as designated by the Aviation Director. Airport-Issued Personnel Identification Media refers to either SIDA Badges or Public Area Badges, as more clearly defined below.

A. SIDA Badge

1. Application process for a SIDA Badge, allowing access to the Sterile and/or Restricted Areas:

All individuals applying for a SIDA Badge must provide the following to the PHX Security & Badging Office:

- a. Documentation that confirms their identity in accordance with Federal regulations.
 - b. Documentation that confirms their employment eligibility to work in the United States in accordance with Federal regulations.
 - c. Their signed approval to initiate and submit to a fingerprint-based Criminal History Records Check (CHRC).
2. An individual, while awaiting completion of the SIDA Badge issuing process, will:
 - a. Be issued a temporary badge while awaiting their security clearance approval. The temporary badge is valid for 30 calendar days from the date the fingerprints are collected, unless sooner terminated as described below. The temporary badge must always be worn, as described in Section 3(a) below, while accessing the Sterile and/or Restricted Areas.
 - b. Be escorted in the Restricted and/or Sterile Areas at all times by an individual who has been issued a SIDA Badge and escorting privileges.



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

- c. Enter the Sterile Area only through the TSA's security checkpoint and submit to secondary screening.
 - d. Agree to the protocol required while being under escort as outlined in the Airport Rule and Regulations entitled "05-13 Escorting in the PHX Restricted Area" and/or "05-12 Escorting in the PHX Sterile Area."
 - e. Not be permitted to operate a vehicle requiring an Airfield Driver's Permit.
3. An individual, when issued a SIDA badge, will:
- a. Always wear and properly display un-obscured, above the waist and on the outermost garments, the SIDA Badge while in the Restricted and/or Sterile Areas or where the wearing of the SIDA Badge is a requirement by Federal law and/or the Aviation Director, as designated by signs.
 - b. Immediately report any stolen or lost SIDA Badge to the PHX Security & Badging Office (602-273-2036), or if closed, the Airport Command Center (602-273-3311).
 - c. Return the SIDA Badge immediately upon any of the following occurrences:
 - i. at the request of the Airport Director, or their designee;
 - ii. termination of the need for the SIDA Badge;
 - iii. expiration of the SIDA Badge; or
 - iv. damage to the SIDA Badge.
4. While in the Restricted and/or Sterile Areas, the individual agrees to physically surrender their SIDA Badge for inspection upon the request of TSA, Phoenix Police Airport Bureau, Operations, Public Safety & Security, and/or Airport security personnel.
5. If an individual is denied a SIDA Badge, they are no longer permitted to be escorted in the Restricted and/or Sterile Areas of the Airport, and their temporary badge must be returned immediately to the PHX Security & Badging Office.
6. While in the Restricted and/or Sterile Areas, the individual agrees to show their SIDA Badge upon the request of any person who has been issued and is wearing their SIDA Badge.



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

7. If the individual notifies the PHX Security & Badging Office of a lost or stolen SIDA Badge, the SIDA Badge holder:
 - a. While still employed by the company requesting the SIDA Badge:
 - i. Will be levied a monetary fine (lost badge fee) for a replacement SIDA Badge that must be paid in accordance with amount stipulated in Phoenix City Code Section 4-22, as may be amended. The lost badge fee will be refunded upon return of the lost or stolen SIDA Badge, provided the badge is unexpired at the time it is returned to the PHX Security & Badging Office.
 - b. After being terminated or no longer requiring the SIDA Badge:
 - i. Must return the SIDA Badge to the PHX Security & Badging Office.
 - ii. Will be subject to Paragraph 8 below if the SIDA Badge is not returned to the PHX Security & Badging Office.

8. If the individual fails to return their SIDA Badge upon termination of employment, or completion of the task requiring the SIDA Badge, further applications for a SIDA Badge will be denied until all prior SIDA Badges issued to the individual have been returned, have expired, the individual pays the lost badge fee, or the SIDA Badge has been accounted for by the PHX Security & Badging Office.

B. Identification Credential Media Badge for Public Areas (Public Area Badge):

Application process for an Identification Credential Media Badge, allowing access to Public Areas:

All individuals applying for a Public Area Badge must provide the following to the PHX Security & Badging Office:

- a. Documentation that confirms their identity in accordance with Federal regulations.
 - b. Documentation that confirms their employment eligibility to work in the United States in accordance with Federal regulations.
 - c. Their signed approval to initiate and submit to fingerprint-based CHRC.
-
1. An individual, when issued a Public Area Badge, will:
 - a. Always carry their Public Area Badge while performing business related duties on the Airport or as required by the Aviation Director.
 - b. Immediately report any stolen or lost Public Area Badge to the PHX Security & Badging Office (602-273-2036), or if closed, Airport Command Center (602-273-3311).
 - c. Return the Public Area Badge upon any of the following occurrences:



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

- i. at the request of the Airport Director, or their designee;
 - ii. termination of the need for the Public Area Badge;
 - iii. expiration of the Public Area Badge; or
 - iv. damage to the Public Area Badge.
- 2. If the individual notifies the PHX Security & Badging Office of a lost or stolen Public Area Badge, the Public Area Badge holder:
 - a. While still employed by the company requesting the Public Area Badge:
 - i. Will be levied a monetary fine (lost badge fee) for a replacement Public Area Badge that must be paid in accordance with the amount stipulated in Phoenix City Code Section 4-22, as may be amended.
 - ii. The lost badge fee will be refunded upon return of the lost or stolen Public Area Badge, provided the badge is unexpired at the time it is returned to the PHX Security & Badging Office.
 - b. After being terminated or no longer requiring the Public Area Badge:
 - i. Must return the Public Area Badge to the PHX Security & Badging Office.
 - ii. Will be subject to Paragraph 3 below if the Public Area Badge is not returned to the PHX Security & Badging Office.
- 3. If the individual fails to return their Public Area Badge upon termination of employment, or completion of the task requiring the Public Area Badge, further applications for a Public Area Badge will be denied until all prior Public Area Badges issued to the individual have been returned, have expired, the individual pays the lost badge fee, or the Public Area Badge has been accounted for by the PHX Security & Badging Office.

Enforcement

If an Identification Media holder fails to abide by this Rule, they are subject to the following:

- a. At the direction of the Aviation Director or their designee, the relevant Identification Media must be surrendered immediately to the PHX Security & Badging Office or their designee.

A NOV will be issued in accordance with Airport Rule and Regulation 03-07, Notice of Violation.



PHOENIX DEER VALLEY AIRPORT



PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport™



PHOENIX GOODYEAR AIRPORT

City of Phoenix Aviation Department Rules & Regulations

Roles and Responsibilities

1. The Aviation Department has authorized TSA, PSSD, Operations, Airport security, and Phoenix Police Airport Bureau personnel to conduct inspections and enforce violations of the Airport rules and regulations for PHX. All violators shall be subject to citation and/or NOV.
2. The Airport Security Coordinator or designee is responsible for the Aviation Department's compliance with the Airport Security Program as set forth in 49 CFR 1542.

The foregoing Rule and Regulation is hereby adopted and promulgated this
13th day, of July, 2026.

Chad R. Makovsky, A.A.E.
Aviation Director

Carolina Potts
Assistant Chief Counsel