



America's Friendliest Airport™

City of Phoenix Aviation Department Rules and Regulations

Number: 05-01

Authority This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article I. 4-2

Rule and Regulation **Phoenix Sky Harbor International (PHX) Airport issued personnel identification media requirements, application, and process.**

PHX Airport issued personnel identification media is required of any person who performs duties in the restricted area, sterile area, and certain public areas within the airport property or other areas as designated by the Aviation Director.

A. Security Identification Display Area (SIDA) media badge

1. Application Process for a SIDA media badge, allowing access to the sterile or restricted areas:

All individuals applying for SIDA media must provide to the Aviation Department:

- 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 media badge issuing process will:
 - a. Be escorted in the restricted and sterile areas at all times by an individual who has been approved for unescorted access and escorting privileges.
 - b. Enter the sterile area only through the TSA's security checkpoint and submit to secondary screening.
 - c. Agree to the protocol required while being under escort as outlined in the Rule and Regulation entitled "Escorting in the Restricted and Sterile areas."
 - d. 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 outer most garments, the SIDA media while in the restricted and sterile areas or where the wearing of the identification is a requirement by Federal law and/or the Aviation Director, as designated by signs.
 - b. Immediately report stolen or lost airport personnel identification media to the Aviation Department, or if closed, the Airport Communications Center (602-273-3300).
 - c. Return airport personnel identification media immediately upon any of the following occurrences:
 - i. at the request of the Airport Director, or his/her designee;
 - ii. termination of the need for the media;
 - iii. expiration of the identification media; or
 - iv. damage to either the identification or access media.
4. If an individual is denied SIDA media, they are no longer permitted to be escorted in the restricted or sterile area of the airport.
5. While in the restricted and/or sterile area, the individual agrees to physically surrender their media for inspection upon the request of TSA, Police, or airport security personnel.
6. While in the restricted and/or sterile area, the individual agrees to show their media upon the request of any person approved for unescorted access and wearing their current media.
7. If the individual notifies the Badging Office of a lost or stolen media, the media holder:
 - a. While still employed by the company approving the media, the media holder:
 - i. Will be levied a monetary fine for a replacement media that must be paid in accordance with amount stipulated in Phoenix City Code.
 - ii. May return their lost media, and if it is unexpired, 100% of the levied lost badge fee will be returned.
 - b. After being terminated or no longer requiring the media, the media holder:
 - i. Must return the media to the Badging Office.
 - ii. If the media is not returned to the Badging Office, will be subject to item #8 below.
8. If the individual fails to return their media upon termination of employment, or completion of the task requiring the airport identification media, further applications for identification media will be denied until all prior media issued to the individual have been returned, have expired, or been accounted for by the Badging Office.

B. Identification Credential Media badge for public areas

1. Application Process for an identification credential media badge, allowing access to the public areas:

All individuals applying for airport personnel identification media must provide to the Aviation Department:

- d. Documentation that confirms their identity in accordance with Federal regulations.
 - e. Documentation that confirms their employment eligibility to work in the United States in accordance with Federal regulations.
 - f. Their signed approval to initiate and submission to, a fingerprint-based Criminal History Records Check (CHRC).
2. An individual, when issued airport personnel identification media for a identification credential media badge will:
 - a. Always carry their identification credential while performing business related duties on the airport or as required by the Aviation Director, as designated by written application agreement.
 - b. Immediately report stolen or lost airport personnel identification media to the Aviation Department, or if closed, the Airport Communications Center (602-273-3300).
 - c. Return airport personnel identification media immediately upon any of the following occurrences:
 - i. at the request of the Airport Director, or his/her designee;
 - ii. termination of the need for the media;
 - iii. expiration of the identification media; or
 - iv. damage to either the identification or access media.
3. If the individual reports a lost or stolen media, the media holder:
 - d. While still employed by the company approving the media, the media holder:
 - i. Will be levied a monetary fine for a replacement media that must be paid in accordance with amount stipulated in Phoenix City Code.
 - ii. May return their unexpired lost media, and 100% of the levied lost badge fee will be returned.
 - e. After being terminated or no longer requiring the media, the media holder:
 - i. Must return the media to the Badging Office.
 - ii. If the media is not returned to the Badging Office, will be subject to item #4 below.
4. If the individual fails to return their media upon termination of employment, or completion of the task requiring the airport identification media, further applications for identification media will be

denied until all prior media issued to the individual have been returned, expired, or been accounted for by the Badging Office.

Enforcement:

If an airport personnel identification media holder fails to abide by this rule and regulation, he/she is subject to the following:

- a. At the direction of the Aviation Director or their designee, the media must be surrendered immediately to Airport Operations,
- b. A Notice of Violation (NOV) will be issued and the identification media holder will be required to attend a hearing with their supervisor where the Hearing Officer will determine whether the privilege of the media shall be suspended or revoked.

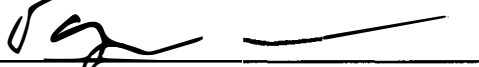
Roles and Responsibilities

1. The Aviation Department has authorized the Operations Division to conduct inspections and enforce violations of the rules and regulations for Sky Harbor International Airport. All violators shall be subject to citation and/or NOV.
2. The Airport Security Coordinator (ASC) or designee is responsible for the City's compliance with the Airport Security Program as set forth in 49 CFR 1542.

References and Definitions

1. Federal Regulations 49 CFR 1540 and 1542, and 14 CFR Part 139 as pertains to the safety and security of the airport.
2. Badging Process - A series of procedures that the Badging Office must complete prior to the granting of any media to an applicant.
3. City of Phoenix Code Chapter IV. City codes relative to Aviation.
4. Airport Issued Identification media – A badge or permit required of any person employed to perform duties on the restricted area, sterile area, public areas within the airport property or other areas designated by the Aviation Director.
5. Notice of Violation: (NOV) A citation issued by Airside Operations, or Landside Operations personnel that addresses non-compliance with a security or safety rule or regulation.
6. Public Area - Any portion of the airport that is not classed as 'sterile' or 'restricted.'
7. Restricted Area - The portion of the airport that includes aircraft movement areas, aircraft parking area, loading ramps, safety areas, and any adjacent areas within the boundaries of the perimeter fence and buildings.
8. Sterile Area - A portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of individual and property.

The forgoing rule and regulation is hereby adopted and promulgate this 11
day of February, 2010.



Danny Murphy
Aviation Director



Nancy Kesteloot
Acting City Attorney