

Airport Security and Safety Violations

GENERAL

The Transportation Security Administration and Federal Aviation Administration require that the airports have a policy for non-compliance with Federal Regulations or Airport Policies and Procedures. The Airport's Security and Driver training addresses violations and states that three or more types of security violations within two years may result in permanent revocation of an employee's ID media.

POLICIES AND PROCEDURES

The following consequences will be enforced when Airport Operations has determined that a violation of Federal Regulations and/or Airport Policy and Procedures has occurred. Ongoing records of violations are maintained in each employee's Airport file, after (2) years from the date of a violation the violation will be considered inactive and the violation process starts over.

- a. First Violation - The employees Airport ID Media and access privileges will be revoked for 24 hours. The ID Media will be confiscated by Airport Operations until required retraining has been successfully completed.
- b. Second Violation - The employees Airport ID Media and access privileges will be revoked up to thirty (30) days. The ID media will be confiscated by Airport Operations until the revocation period has elapsed and the required retraining has been successfully completed. The Airport Operations Manager will review the incident and determine the revocation period up to 30 days on a case by case basis.
- c. Third Violation - The employees Airport ID Media and access privileges will be permanently revoked. The ID Media will be confiscated by Airport Operations and proper receipts will be provided to the appropriate tenant's management. The employee will have up to seven (7) days to appeal the decision in writing to the Airport Operations Manager for review.

The Airport Operations Manager has the authority to deviate from this policy. In such cases the employees ID Media maybe revoked permanently or for a period of time determined by the Airport Operations Manager.

ATTACHMENTS

None