

APPENDIX C



Your Responsibilities

In the

# **AIRPORT SECURITY PLAN**

## MEMPHIS INTERNATIONAL AIRPORT SECURITY RULES AND REQUIREMENTS

It is your responsibility to read, understand and comply with the following security rules and requirements and know the fines and penalties for non-compliance. By requesting and receiving a Memphis International Airport (Airport) ID/Access Badge (Badge), you have agreed to accept significant and important responsibilities and obligations related to the security of the Airport and the use of your Badge. The potential for serious security violations and even great harm exists anytime an individual issued a Badge fails to use the Badge as required or fails to take appropriate action when confronted with a potential security risk or violation.

In the event you commit a security violation, even if it is your first offense, you may have your Badge temporarily suspended or permanently revoked and you may be subject to disciplinary action by your employer, up to and including termination. Bypassing security checkpoint screening to board an airplane as described below, and/or duplicating, reproducing, or altering a Badge, or using a fake Badge, are all examples of security violations that may result in permanent revocation of your Badge.

If you violate a security rule or regulation, you will receive a Notice of Violation (NOV) which will state the location and type of offense committed. A copy of your NOV will be provided to your supervisor. As soon as practical after you are issued a NOV, you will be allowed the opportunity to discuss your NOV with an Airport Police Supervisor, Operations Duty Manager, and, if available, your supervisor. This discussion is your opportunity to present any information which may influence the decision of the Authority to affirm or overturn your NOV.

If your NOV is affirmed, the penalties can range from a written warning up to permanent revocation, depending on the grade of the infraction. Penalty Grades are I, II, and III. The penalties are listed below. In all cases, however, your Badge may be permanently revoked and/or you may be terminated for your first offense, depending upon the particular facts and circumstances surrounding the offense.

If you are unclear about a particular regulation and/or responsibility, it is your obligation to visit the Airport ID Office to get clarification. Failure to understand these rules and requirements will not excuse or lessen the penalties for non-compliance.

### **A. BADGE USAGE AND ACCESS:**

Your Badge is for official use only while on duty at the Airport. You may only use a Badge as specified in these rules and requirements. Any other use of a Badge is strictly prohibited, with the exception of access to your approved employee parking lot.

You may not allow your Badge to be used by another person for any reason, nor may you use another person's Badge under any circumstances. You may not follow another person who is using his or her Badge through an access point into a secure area, and you may not allow someone to follow you through an access point into a secure area. You may not force open a secured door, gate, or entrance instead of using your Badge as required to gain access.

Your Badge must be clearly visible at all times and worn above your waist and below your neck on your outermost garment while in a secure area. Only unexpired Badges are valid and may be used for security purposes. You are responsible for renewing your Badge prior to the date of expiration that is printed on your Badge.

You may not duplicate, reproduce, or alter a Badge or use a fake Badge. Having knowledge of another person engaging in this conduct and not reporting this information to the Airport Police/Communications Center as soon as possible is the same as doing it yourself. This is an especially serious security violation and may result in permanent revocation of your Badge.

You may not use your Badge to gain access to a secure area to board an aircraft. You must submit to screening of your person and baggage at a TSA manned security screening checkpoint in the same manner as any other passenger, unless you are a uniformed airline employee working a flight departing out of Memphis International Airport. Not following this rule is an especially serious security violation and may result in permanent revocation of your Badge.

### **B. ADDITIONAL AFFIRMATIVE SECURITY DUTIES:**

You are responsible for the security of any door, gate or other access point you open until it is completely closed and properly secured, regardless of whether there are security personnel or others near you.

If a door, gate, turnstile, or other security alarm goes off in your presence or where you can hear the alarm, you must respond to the alarm by immediately going to the alarming location and calling Airport Police/Communications Center at (901) 922-8298. You may not leave the area until the alarm is resolved and/or you are instructed to leave by Airport Police.

If you see or know of a person in the restricted area not properly displaying his or her Badge, you are required to request that the person allow you to examine his or her Badge. Check the color, picture, and expiration date of the Badge. If you have any concerns or suspicions, ask the person to remain in your presence while you call the Airport Police/Communications Center for further instruction. Do not attempt to physically restrain the person. Do try to keep the person under visual observation if possible, but only if this can be done safely.

### **C. ESCORT OF INDIVIDUALS:**

For a duty-related need and/or for official business reasons only, individuals with a Badge containing a black box with a green E may escort a person or persons in the secure area only if each escorted person does not have a Badge; has not been denied a Badge; has not had their Badge confiscated or revoked; and is not in the process of obtaining an Airport-issued ID Badge. It is your duty to ask these questions to determine eligibility before escorting any individual without a Badge into a secure area. If you escort one or more individuals, you must remain with the person or persons at all times while in the secure area. Note that you are held completely responsible for the actions of those you escort as well as your own. You can escort as many individuals as you can reasonably control.

### **D. ESCORT OF VEHICLES:**

For a duty-related need and/or for official business reasons only, individuals with a Badge containing a black box with a green E and a Class 2 or 3 driver's license may escort a vehicle and driver in the secure area. The escorted driver must have a valid state driver's license. The escorted vehicle must have current registration and insurance, signs meeting the criteria identified below, and a security cone received from the gate guard.

### **E. VEHICLE SIGNS:**

Vehicles must have signs on both sides of the vehicle at least 12 inches square with letters at least four inches in height. The vehicle must also have a MEM AOA sticker.

### **F. PENALTIES:**

**Violation - Grade I** (Based on total # of violations within the last 12 months):

- 1<sup>st</sup> – Written Warning
  - 2<sup>nd</sup>– 5-Day (120-hour) ID Badge Suspension
  - 3<sup>rd</sup> – 10-Day ID Badge Suspension
- (Suspension periods begin at the time of the citation.)

**Violation - Grade II** (According to total # of violations within the last 12 months):

- 1<sup>st</sup> – 5-Day (120-hour) ID Badge -Suspension
  - 2<sup>nd</sup> – 10-Day ID Badge Suspension
  - 3<sup>rd</sup> – 30-Day ID Badge Suspension
- (Suspension periods begin at the time of the citation.)

**Violation - Grade III:**

- Mandatory hearing with the MSCAA Director of Operations and Public Safety
- Minimum: 60-day ID Badge Suspension • Maximum: Permanent ID Badge Revocation

You may reclaim your badge by contacting the Airport Police at (901) 922-8298 and providing a copy of the NOV and proof of required training completion after your badge revocation period has ended.

G. TYPES OF VIOLATIONS:

**Grade I** shall include but not be limited to:

**Safety**

- Speeding
- Improper parking
- Not wearing high visibility clothing
- Unsafe operation of vehicle
- Passing aircraft at an unsafe distance
- Failure to properly report fuel/hazmat spill
- Other\_\_\_\_\_

**Security**

- Door ajar violation
- Improper display of identification badge
- Improper use of identification badge
- Failure to properly challenge
- Other\_\_\_\_\_

**Grade II** shall include but not be limited to:

**Safety**

- Smoking prohibited violation
- Failure to give way to an aircraft
- Movement area violation (incursion/incident)
- No valid state license/no AOA operators permit
- Other\_\_\_\_\_ (normally willful or grossly negligent)

**Security**

- Secure area access violation
- Failure to report an access violation
- Other\_\_\_\_\_

**Grade III** shall include but not be limited to:

**Security**

- Attempt to board an aircraft as a passenger without submitting to TSA screening
- Duplicating, reproducing, or altering a Badge
- Using a fake Badge

H. IMPORTANT PHONE NUMBERS:

Airport Emergencies .....(901) 922-8333  
Airport ID/Access Badge Office .....(901) 922-8005  
Airport Police/Communication Center .....(901) 922-8298  
Airport Security Coordinator .....(901) 922-8004  
Airport Operations .....(901) 922-8117