

METROPOLITAN AIRPORT AUTHORITY

OF ROCK ISLAND COUNTY, ILLINOIS



QUAD CITY INTERNATIONAL AIRPORT
P.O. BOX 9009
MOLINE, IL 61265-9009
309-764-9621 TEL
309-757-1515 FAX

Airport Security and Safety Violations

GENERAL

The Transportation Security Administration and Federal Aviation Administration require that 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 four or more types of security violations within 12 months may result in permanent revocation of an employee's ID media.

POLICIES AND PROCEDURES

The following consequences will be enforced when Public Safety 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. 12 months after the date of the first violation, the violation will be considered inactive and the process starts over.

First Violation: The employee will be required to retrain within 10 days of notice. The ID Media will be confiscated by Public Safety if the retraining is not completed.

Second Violation: The employee will be required to retrain within 10 days of notice and will be assessed a \$50 fine. The ID Media will be confiscated by Public Safety if the retraining is not completed and/or the fine is not paid.

Third Violation: The employee will be required to retrain within 10 days of notice and will be assessed a \$100 fine. The ID Media will be confiscated by Public Safety if the retraining is not completed and/or the fine is not paid.

Fourth Violation: The employee's Airport ID Media will be confiscated by Public Safety and access privileges will be permanently revoked.

Individuals cited for Airport Security Program violations will be granted ten (10) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. The request of appeal must include a complete statement of the basis of appeal, as well as any and all supporting material. The Public Safety Manager and Director of Operations and Maintenance will review the appeal and make a determination of action to be taken. An appeal hearing will be scheduled within ten (10) business days following receipt of the appeal statement.

If no appeal is received, permanent penalties will be assessed based upon the offense cited. If the employee does not agree with the outcome, they will have five (5) days to appeal the violation to the Executive Director. The Executive Director has ultimate discretion to revoke, suspend, or determine any other suitable suspension.

The Public Safety Manager, Director of Operations and Maintenance, and the Executive Director has the authority to deviate from this policy. In such cases, the employee's ID Media maybe revoked permanently or for a period of time determined by the parties listed above.

Violations of the following Airport Rules and Regulations may be cause for penalties. Violations of the Airport Security Plan (ASP) and/or Transportation Security Administration (TSA) Title 49 of the Code of Federal Regulations (CFR), Parts 1540 and 1542 not listed below do incur penalties and employees may be cited for such violations. A violation deemed severe by the Airport Security Coordinator (ASC) or designee is cause for permanent revocation of the offender's ID badge. A citation and a letter from the ASC to the offender, along with a copy to the offender's employer, applies to all offenses.

Examples of violations:

1. Airport Identification Badge Display

Each un-escorted person in a Restricted Access Area must continuously display an un-expired (valid) authorized Airport Identification Badge on the outermost garment above waist level, to be visible at all times. Any person in a Restricted Access Area without an Airport Identification Badge must be escorted as described in the Rules and Regulations.

2. TSA Security Screening / Bypassing

Airport Identification Badges may not be used to bypass, or escort others, in a manner that bypasses TSA security screening checkpoints in order to board an aircraft as a passenger in violation of 49 CFR 1540.105 or 49 CFR 1540.107. Once passenger screening at a TSA screening checkpoint has been conducted, badge holders and their accessible property may not leave the sterile area prior to boarding an aircraft.

3. Use of Another Person's Airport Identification Badge / Improper Use of Airport Identification Badge

The use of an Airport Identification Badge by anyone other than the person originally issued to is strictly prohibited. Airport Identification Badge holders employed by multiple employers must wear the proper company Airport Identification Badge when representing each company. Multiple Airport Identification Badges are not interchangeable.

4. Providing an Airport Identification Badge to Another Person

It is strictly prohibited to lend or share an Airport Identification Badge to another individual for any purpose.

5. Unauthorized Use of Airport Issued Keys

It is strictly prohibited to lend, share or duplicate an Airport issued key to any individual.

6. Airport Identification Badge Challenge Requirement

All persons authorized and issued an Airport Identification Badge, have the responsibility to challenge individuals without clearly visible Airport Identification Badges in the AOA/Sterile/Secure/SIDA areas, unless the individuals are clearly under escort.

7. Airport Identification Badge Challenge Procedure

The person performing the challenge must approach and require the person they are challenging to present their Airport Identification Badge. If an Airport Identification Badge is presented, the challenger will ensure it is valid for the area, belongs to the person in possession, and has not expired. If the challenger has reason to fear for personal safety or is otherwise uncomfortable in making a challenge, they must immediately take action to report the incident to the appropriate authority.

8. Restricted Access Area

Each Airport Identification Badge holder entering the Restricted Access Area through any door or gate, must use only the Airport Identification Badge issued specifically to them. The badge media reader must indicate that access is allowed by showing a "green light" prior to entering. Only one (1) unescorted badge holder may access the Restricted Access Area through any door or gate approved by the ASC. Each badge holder accessing the Restricted Access Area must ensure that no other unescorted individuals access the respective area while the door or gate is open. "Piggybacking" occurs when a badge holder fails to ensure that a door or a gate closes behind the badge holder, and an unescorted person gains access without presenting a valid Airport Identification Badge.

9. Access Control System Audible Alarms

When an audible alarm sounds at a door controlled by an access control device that a badge holder has opened, the person responsible should immediately close the door, ensure that it is secured, and contact the Airport Public Safety Department by phone.

10. Forcing Open Security Doors or Gates

All persons are prohibited from forcing open a door or gate providing access to the Restricted Access Area.

11. Failure to Follow Stop and Wait Procedures at Vehicle Gates, Pedestrian Gates, or Secured Doors

Opening a gate/door to a restricted and/or secured area, ID holder must not leave the area without securing the gate/door. This includes any vehicle gate which may or may not be staffed by a gate guard.

12. Leaving Security Door in “Timed Override” Unattended or Attended

All persons are required to reset a door when in alarming.

13. Forcing a Door

Pushing a secured door or gate open instead of using an ID badge.

14. Piggybacking

Piggybacking occurs when *someone follows through* an access point without using one's own ID badge (unless under proper escort). If a person *knowingly allows someone through* an access point without the other person using his/her own ID badge, both persons will be cited for piggybacking. If a person follows someone through an access point without using one's own ID and without the other persons knowledge, the *individual following is cited for Piggybacking* and the other person is cited for *Failure to Follow Stop and Wait Procedures*.

15. Reporting Malfunctions

Any Airport Identification Badge holder who has attempted to use his/her Airport Identification Badge to open an access controlled point but finds a malfunction of the alarm or the locking mechanism to reduce or negate control, must report the malfunction to the Airport Public Safety Department immediately by phone. Any Airport Identification Badge holder in the vicinity of an access control point emitting an audible alarm shall check the vicinity for unauthorized personnel. After completing the inspection, the person must attempt to secure the door and immediately notify the Airport security department.

16. AOA Gates

Only one vehicle may enter an access control point onto the AOA per driver badge unless the badge holder gaining access is escorting other vehicles. The driver must have a valid badge indicating they are authorized to drive on the AOA. The badge holder who opens the vehicle gate to enter must ensure the gate is completely closed prior to driving away. If exiting from an AOA point with other vehicles, the badge holder driving the last unescorted vehicle is responsible to ensure the gate closes and is secure before driving away.

17. Pedestrian Access

Pedestrians may access the AOA only through Pedestrian Gates and only if they have authorized access. Pedestrians are not allowed to access the AOA through any vehicle gate without prior authorization from the ASC or Public Safety.

18. Security Keys

Keys that control high-security locks are controlled and tracked. Loss of a security key may result in the re-keying of numerous door/locks to ensure the compliance with regulation, as well as the integrity of security at the Airport. Costs for re-keying associated to lost keys may be billed to responsible party(s).

19. Violation of Airport Escort Procedures

A Citation will be issued to the person escorting, known as the escortee. Escorting someone into a restricted and/or secured area and not following the procedures related to proper identification (“E” badge), vehicle signs, and the requirement to remain with the individual/vehicle being escorted.

20. Air Operation Area

Any entity leasing, occupying, or using space (including all tenants, subtenants, permittees, service providers, invitees and/or operators) in an area of the Airport that has direct access to the Air Operation Area (such as cargo buildings, hangars, etc.) shall comply with all applicable requirements of the ASP and Part 1500 Title 49, Code of Federal Regulations. Failure to do so shall be a violation of the Airport Rules and Regulations.

Any questions, comments, or concerns. Please contact me.



Jeffrey M. Swan | Public Safety Manager, Airport Security Coordinator

Metropolitan Airport Authority | Quad City International Airport - MLI

2200 69th Avenue | PO Box 9009 | Moline, IL 61265

Email: jswan@qcairport.com

Office: 309.757.1739 | Fax: 309.757.1740 | www.qcairport.com

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