

**WAYNE COUNTY AIRPORT AUTHORITY
DETROIT METROPOLITAN WAYNE COUNTY AIRPORT
ADMINISTRATIVE PENALTY PROCEDURE FOR SECURITY VIOLATIONS**

Effective Date: 8/25/08

In an effort to improve compliance with security rules and procedures, the Airport Authority will issue an administrative penalty to any individual(s) responsible for a security violation (see attached list). Pursuant to Section 22 of the WCAA Airport Ordinance, violators will be required to pay an administrative penalty (monetary fine) and undergo security retraining. Security violations that are more serious or flagrant in nature, or involve numerous infractions, may result in a 30 (thirty) day Airport ID Badge suspension (in addition to the administrative penalty and security retraining) or a permanent Airport ID Badge revocation.

With the implementation of the new Administrative Penalty Procedure on 8/25/08, previous security violations will not be taken into consideration; everyone will start with a clean slate.

ADMINISTRATIVE PENALTY

1. Security incident occurs.
 2. Individual is issued SIIN (Security Incident Investigation Notice).
 3. Security Incident Report or Police Report is reviewed by the WCAA Security Director (along with statement from individual, if provided).
 4. Violation notice letter is sent to the individual (and his/her employer), indicating the administrative penalty amount and requirement to complete security retraining.
 - 1st Offense \$100
 - 2nd Offense \$500
 - Subsequent Offense \$1,000 and 30 (Thirty) Day ID Badge Suspension or Permanent Badge revocation.
- Note: The penalty shall increase with any subsequent security violation.
5. Individual has 10 (ten) days to undergo retraining and either pay or appeal the administrative penalty.

IF APPEALED:

There will be a \$25 administrative fee for the appeal process. The individual must turn in the WCAA appeal form to the WCAA Credentials Office and pay the \$25 administrative fee.

IF NOT APPEALED:

Individual submits payment for the administrative penalty and undergoes security retraining.

Appeal Process for Administrative Penalties

- The Appeal Board will consist of five (5) individuals, three (3) of which will be appointed by the WCAA CEO and two (2) of which will be selected from the Airline Management Council. A Chairman shall be elected by the Board members at the beginning of each year.
- The Board will meet on the second Tuesday of each month, either prior to, or after, the ATA Security Meeting. The Chairman may call a meeting of the Board members outside of this schedule if he or she deems it necessary.
- The Board will review written documentation of the security incident and the individual's appeal form.

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- The individual will have no direct appeal to the Board unless, at its sole discretion, the Board requests further information directly from the individual.
- The Board may uphold the original penalty, adjust it, or dismiss it.
- The individual will be notified by letter of the decision of the Board. If a penalty determination is upheld, the individual will have 30 (thirty) days to pay the penalty. If the penalty is not paid within 30 (thirty) days, the individual's Airport ID Badge and/or parking privileges will be revoked until the penalty is paid.

30 DAY SUSPENSION OR PERMANENT REVOCATION

Security violations that are more serious or flagrant in nature (see attached list) or involve a 3rd or subsequent violation may result in up to a 30 (thirty) day Airport ID Badge suspension (in addition to the administrative penalty and security retraining) or a permanent revocation of unescorted access privileges. Thirty (30) day suspensions and permanent revocations may be appealed. The suspension/revocation and administrative penalty process will occur in the following manner:

1. Security incident occurs.
2. Individual is issued SIIN (Security Incident Investigation Notice).
3. Security Incident Report or Police Report is reviewed by the WCAA Security Director (along with statement from individual, if provided).
4. Violation notice for 30 (thirty) day suspension or permanent revocation is sent to the individual (and his/her employer), indicating the length of suspension or revocation and the administrative penalty.
5. Within 10 (ten) days, the individual must turn their Airport ID Badge in for the suspension/ revocation or if they intend to appeal, submit the appeal.

IF APPEALED:

There will be a \$25 administrative fee for the appeal process. The individual must turn in the WCAA appeal form to the WCAA Credentials Office and pay the \$25 administrative fee. An individual that is appealing a permanent revocation must surrender their Airport ID Badge during the appeal process.

IF NOT APPEALED:

For a 30 (thirty) day suspension - Individual serves the suspension, undergoes security retraining and submits payment for the penalty. The penalty must be paid and retraining completed prior to the return of the individual's Airport ID Badge. If the penalty is not paid within 10 (ten) days after the suspension is completed, the Airport ID Badge will be destroyed and the individual will be required to re-apply (after paying the penalty) for an Airport ID Badge.

Appeal Process for 30 (Thirty) Day Suspension or Permanent Badge Revocation

- The Appeal Board members and meeting date will be the same as noted previously.
- The Board will review the incident and the individual's appeal.
- The individual will have no direct appeal to the Board unless, at its sole discretion, the Board requests further information directly from the individual.
- The Board may uphold the original suspension and penalty, adjust it, or dismiss it.
- The individual will be notified by letter of the decision of the Board. If a suspension and penalty determination is upheld, the individual will have 10 (ten) business days to

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turn in the Airport ID Badge for the suspension and 30 (thirty) days to pay the penalty and undergo security retraining. If the penalty is not paid within the 30 (thirty) days after the notification, the individual's Airport ID Badge and/or parking privileges will be revoked until the penalty is paid. In the event of a permanent revocation, the Airport ID Badge will not be returned.

SECURITY VIOLATIONS WHICH MAY RESULT IN AN ADMINISTRATIVE PENALTY**

An individual(s):

1. is discovered inside the Security Identification Display Area (SIDA) or Sterile Area not displaying an Airport ID Badge.
2. fails to challenge an individual not properly displaying Airport ID Badge.
3. walks through a manned vehicle checkpoint or automatic vehicle gate.
4. discloses Security Sensitive Information (SSI) without authorization or approval from the Airport.
5. fails to return their Airport ID Badge upon separation or change of status with their company or when access is no longer required at the Airport.
6. activates an alarm in the Airport's security card access system and does not remain in the area until response personnel arrive.
7. is responsible for any violation of the Security Rules and Procedures or of the Airport's Security Program discovered by the TSA. The individual, as well as the individual's supervisor, may be subject to an administrative penalty.
8. tailgates another vehicle into a Security Sensitive Area.
9. piggybacks, or allows another individual with a valid Airport ID Badge to piggyback, through a door or gate controlled by the Airport's security card access system.
10. does not possess a valid Airport ID Badge while in a Security Sensitive Area.
11. damages access control or other security equipment and fails to report the damage or remain at the scene.
12. allows Security Sensitive Area access to an individual who has a valid Airport ID Badge, but isn't authorized access for a particular door or gate (access was denied by the security card access system).
13. refuses to display or present their Airport ID Badge when challenged.
14. fails to adhere to the "Authorized Signers" guidelines and requirements.
15. possesses an Airport ID Badge other than their own.
16. fails to maintain proper escort of a non-photo or sterile area access badged individual.
17. allows a co-worker to use their Airport ID Badge.
18. permits an individual not in possession of an Airport ID Badge into a Security Sensitive Area.
19. is found to be in possession of a prohibited item in a Security Sensitive Area.
20. fails to follow the direction of Airport personnel (Police, Fire, Security, Operations or contract guard).
21. leaves open and unattended a door or gate that allows access to a Security Sensitive Area.

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SECURITY VIOLATIONS WHICH MAY RESULT IN A 30 DAY BADGE SUSPENSION/ PERMANENT REVOCATION & ADMINISTRATIVE PENALTY**

An individual(s):

22. whose actions jeopardize public safety.
23. is involved in a confrontation with an individual who attempts to challenge him or her or an individual who is responding to a security incident.
24. whose actions involved repeated attempts to violate Airport security.
25. whose actions were flagrant in nature, or something that could be noticeable by the public.
26. attempts to conceal an unbadged individual in his/her vehicle.
27. allows another individual whose access authority has been revoked, to gain access to a Security Sensitive Area.
28. bypasses screening when departing on a flight, or allowing an individual departing on a flight, access to the Sterile Area unscreened.
29. brings luggage or other articles into the Sterile Area without being screened for themselves or another individual departing on a flight at the Airport.
30. loans his or her Airport ID Badge to an individual or allows an individual access to a Security Sensitive Area.
31. falsifies documentation to gain, or attempt to gain, access to a Security Sensitive Area.
32. is involved in a security incident which results in the individual being arrested.
33. provides false information to Airport personnel conducting an investigation.
34. is involved in a 2nd offense for the same or similar violation that they previously received a Airport ID Badge suspension or administrative penalty.
35. possesses an Airport ID Badge that has been altered in any way.
36. is found to be in possession of a firearm, dangerous weapon or explosive in a Security Sensitive Area.
37. Any offense the Security Director determines warrants a 30 (thirty) day Airport ID Badge suspension or permanent revocation of access privileges.

**This list is not all-inclusive and other security violations not specifically listed may be subject to administrative penalties, suspension or revocation. The WCAA Security Director may consider all actions of the individual, including the current Homeland Security Threat Level, in determining the appropriate penalty for security violations.

For the purposes of this document, a "Security Sensitive Area", includes, but is not limited to, any Air Operations Area (AOA), Secured Area, Sterile Area, (Security Identification Display Area (SIDA), Restricted Area, or Airport Employee Parking lot.

Individuals responsible for piggybacking violations at a particular access point will lose access privileges at that location for ninety (90) days. Return of access privileges will require a written request by the individual for access re-activation at the location.