



# GOOD NEWS... BADGE NEWS

March-May 2024  
Volume 26, Issue 2

## Be an Informed Escort

### In this issue:

- ✦ Be an Informed Escort
- ✦ Prohibited Items
- ✦ Stay Alert!
- ✦ Dual Badges
- ✦ Return Your Badge
- ✦ Time for a Challenge
- ✦ Human Trafficking Training Course
- ✦ Did You Know?



If you have the Escort Authority designation on your badge, you are authorized to perform escorts into the security-sensitive areas of the Airport. Before escorting an individual, ask yourself if the person has either a temporary or an ongoing business need to be in the security-sensitive area of the Airport.

- If an individual is coming in to fix a broken hood vent at a restaurant, this would be considered a **temporary** business need.
- If an individual was hired as a cook for that same restaurant, it is likely that they will need to return to the location several times per week. This is an **ongoing** business need.
  - An individual with an ongoing business need may still be escorted on a short-term basis, but will need to start the badging process in a timely fashion.
  - Never continuously escort an individual to circumvent or delay the badging process.

### Reminders

- ✦ The escorted individual must have an operational business need to be in the security-sensitive area of the Airport.
- ✦ Each time an individual is escorted, they must be cleared through a name check before being escorted: <https://apps.metroairport.com/EscortNameCheck>
- ✦ Remember to maintain verbal and visual control of the individual at all times.
- ✦ The recommended, but not required escorting ratios are 3:1 (three people per one escort) and 2:1 (two vehicles per one vehicle escort).
- ✦ If an individual fails to follow Security rules and procedures, contact the ARC immediately.



**Security Office**  
Phone (734) 942-3606  
Fax (734) 942-3814  
Security@wcaa.us

31399 East Service Dr.  
Bldg. 610  
Detroit, MI 48242

**Office Hours:**  
Monday – Friday  
8:30am-4:00pm  
Wednesday open at 7am  
(Closed 12pm - 12:30pm daily)

**Closed on Upcoming Holidays:**  
March 29—Good Friday  
May 27—Memorial Day

**Airport Response Center**  
(ARC) available 24/7  
(734) 942-5304/5

All DTW Security forms,  
rules and procedures are  
available at:  
[www.MetroAirport.com](http://www.MetroAirport.com)

## Prohibited Items

### NOTICE



**NO FIREARMS  
OR WEAPONS  
ALLOWED ON  
THIS PROPERTY**

It is not uncommon for an individual to have a Concealed Pistol License (CPL) to keep themselves and their families safe. One of the most important rules of owning a firearm is to be aware of its location at all times. If you are employed at the Airport and own a firearm, this rule becomes twice as important. The carrying of weapons in the Terminals or restricted areas of the Airport is strictly prohibited, even by a person with a valid CPL.

Always check your pockets and any bags you may bring to work before leaving for the Airport. The consequences for bringing a prohibited item onto Airport property includes an Airport disqualification as well as permanent badge suspension. Don't jeopardize your employment...leave it at home!

Prohibited items include weapons, explosives, tasers, stun guns, incendiaries and other items that may seem harmless but could be used as weapons. A full list of prohibited items can be viewed on the TSA's website at [www.tsa.gov](http://www.tsa.gov).

# GOOD NEWS...*BADGE* NEWS CONT'D

## Stay Alert!

if you **SEE** something  
**SAY** something™

### REPORT SUSPICIOUS ACTIVITY to local authorities.

We often go through our days with a routine. Whether it's driving to work, running errands, or calling loved ones. It's not difficult to become distracted with these daily, repetitious behaviors. But as you go through your day, if you **see something** that doesn't seem quite right, **say something!** Protecting the Airport, passengers, and employees is a community effort and we must count on each other by staying alert and reporting suspicious activity to the Airport Response Center (ARC). By doing so, you can help protect one of the nation's largest airports. Even if you think that your observation is not important, it could be a piece of a much larger puzzle. Play an active role and remember -

**"If You See Something,  
Say Something!"**

Dial 911 or  
Call the Airport Response Center @  
734-942-5304



## Dual Badges

If you become employed at more than one company at DTW, you must still apply for access at the Credentials Office. Although you will only possess one badge, that badge will be specifically programmed for all of your employment needs. Also remember that if you leave one company, you must return to the Credentials Office to update the access on your badge. Failure to do so may result in the deactivation of all access on your card. Any movement to or from DTW employment must be reported to Badging for access control.

## Return Your Badge

All DTW Security ID Badges are the property of the Detroit Metropolitan Airport and must be surrendered upon change in employment status or upon demand of the Wayne County Airport Authority. This could be due to resignation, layoff, medical leave, retirement, termination, leave of absence, etc.



If you no longer require unescorted access at the Airport, return the badge to the Security Credentials Office. Failure to return your badge to the Credentials Office upon separation can result in a \$100 Failure to Return fee.

You may hand-deliver or mail the badge to the address on the back of the badge:

**Attn: Credentials, 31399 E. Service Drive, Bldg 610, Detroit MI 48242**

## Time for a Challenge



Would you know what to do if you saw someone on the AOA without a badge? You should! The correct thing to do is to **challenge** them.

Challenging is an inquiry as to whether an individual is authorized to be in a security sensitive area. It is the responsibility of **all** Airport employees to challenge anyone not displaying an Airport ID Badge or not displaying a DTW ID Badge when in these areas. Failure to do so is a badge violation and may result in an Administrative Penalty Fee and SIDA retraining.

### Challenging Procedure

- ✓ Stop the individual.
- ✓ Ask to see their DTW badge.
- ✓ Verify the photo on the badge matches the individual in front of you.
- ✓ If they are unable or unwilling to produce a valid badge (with the correct access color for the area), call the Airport Response Center immediately.
- ✓ Lastly, remind the person that their badge is to be displayed above their waist

## Human Trafficking Training Course



In November 2023, the Security Credentials Office rolled out an additional course for badge-holders to complete during their annual renewal. The new Human Trafficking Prevention Training is approximately 15-minutes in length and is in addition to the Security Refresher.

This training brings awareness to Airport employees to help spot the red flags and warning indicators of Human Trafficking.

**National Human Trafficking Hotline: 888-373-7888**

## Did You Know?



Did you know that the Security Credentials Office needs to have your most current information? Most correspondence to badge-holders is made via telephone or email. So if you move, change your phone number or email address, be sure to contact the Credentials Office to update your information. You can call the office at (734) 942-3606 or send an email to [Security@wcaa.us](mailto:Security@wcaa.us).