



GOOD NEWS... BADGE NEWS

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Escorting Name Check Reminder

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In 2022, DTW eliminated visitor and one-day temporary passes. Since then, a streamlined process was put in place for completing **required** name checks when escorting an individual at the Airport. Name checks are no longer completed over the phone with the Airport Response Center, it is now done using the Escort Name Check Portal. Follow the steps below:



- ✦ Visit <http://apps.metroairport.com/EscortNameCheck>.
- ✦ Verify and enter the LEGAL name of the individual(s) you intend to escort, as indicated on their unexpired Government Photo ID.
- ✦ A cleared name-check is valid for one (1) day only. A new name check must be conducted and cleared for each consecutive day under escort.
- ✦ If the individual does not clear the name check, you will be directed to contact the Airport Response Center (ARC) at 734-942-5304.

Under no circumstances should you escort an individual who has not received a 'cleared' response from the portal.

REMINDERS:

- ✓ The individual(s) you are escorting must have an operational need to be escorted.
- ✓ You must keep verbal and visual control of the escorted individual at all times.
- ✓ You can find the complete Escorting Procedures on our website or by clicking [here](#).

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

Closed on Upcoming Holidays:
April 7—Good Friday
May 29—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

Jetway Door Operations



Everyone who has a DTW ID Badge **must** swipe at the card reader and be authorized before going through any access points. This includes doors open for boarding or deplaning. It is the gate agent's responsibility to ensure that everyone that enters the jetway is authorized by the Security Access Control System or is an authorized crew member. Remember, jetways lead to aircraft and the AOA and should only be entered by those with authorized access.

Employee Parking Areas

Authority to access employee parking lots must be authorized by your company. Designated parking areas are assigned based on operational need. Access is granted through your Airport ID Badge to those who are authorized. DO NOT allow anyone access into the restricted parking areas whose Airport ID Badge is not allowing them access. Employee parking areas are considered 'restricted areas', so NEVER allow anyone to piggyback behind you and do not piggyback behind anyone else...even if you know they have previously had access. Contact the Airport Response Center (ARC) immediately at 734-942-5304 if you experience any access problems or witness a piggybacking violation.



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



Challenging

All Airport employees are required to challenge those individuals not displaying an Airport ID Badge while in a Security Sensitive Area. Failure to properly challenge is a violation and may result in an Administrative Penalty Fee. Should the individual be unable or unwilling to produce a valid Airport ID Badge, contact the Airport Response Center (ARC) immediately.



Secure Those Doors...or Pay!

Badge-holders are responsible for making sure that doors and gates are properly secured before leaving an area to prevent unauthorized access. Use your hand to physically guide the door shut. This action will not only confirm that the door is secure, but it will also prevent piggybacking. Merely "listening" for the door to close or "looking back" at the door closing as you walk away is not enough as weather, air pressure, and other factors may prevent proper closure.



Open and unattended door violations are subject to administrative penalties of \$100 (or more) and security retraining. **Oversized baggage doors are no exception** to the potential fines and retraining that may be assessed if not closed properly.

Should you experience a maintenance or mechanical issue that prevents the door from closing, please contact the Airport Response Center (ARC) at 734-942-5304. The ARC will dispatch someone to your location and provide you with the appropriate instructions to prevent unauthorized access.

Leave It At Home



The carrying of prohibited items in the sterile or restricted areas of the Airport is strictly prohibited. This includes weapons, explosives, incendiaries and other items that are seemingly harmless but may be used as a weapon. The Airport Ordinances prohibit the carrying of a concealed pistol, even by a person with a valid concealed pistol license (CPL) issued by the State or any other State. You cannot have prohibited items when the TSA or employee screening process has begun or when entering into, or while in, any of the Security Sensitive Areas of the Airport.

Always check your pockets and any bags that you may be bringing in to work. The consequence for bringing a prohibited item onto Airport property includes an Airport disqualification as well as a permanent badge suspension. So please Don't jeopardize your employment. Just leave it at home!

Did You Know?



Did you know that the Security Credentials Badging webpage has tons of information on the Badging process?

Whether you are looking to make an appointment to renew your badge, needing to print a badge replacement form, or just looking for more information on the rules and regulations of being a badge-holder, you can do all of this by going to our website at www.metroairport.com and clicking 'DTW Airport ID Badges' at the bottom of the page or simply by clicking [this link](#).

If you can't seem to find what you're looking for, you can always contact the office at 734-942-3606.