

DTW ESCORT PROCEDURES

What does the term “escort” mean at an Airport?

To escort means to continuously accompany, monitor, and control the activities of an individual who does not have unescorted access authority into, within, and out of security sensitive areas. Individuals being escorted, and their tools and equipment, must be under verbal and visual control of the escorting employee at all times.

What are the requirements?

You must verify that the individual(s) you are escorting have proper identification (exception-children under the age of 16). You must perform a ‘name check’ on the individual(s) you are escorting to verify that they have not been denied access at the Airport. Go to the website listed below and provide your badge number, the full legal name of the individual(s) you will be escorting and birthdate(s).

<https://apps.metroairport.com/EscortNameCheck>

Who is authorized to escort?

Only those individuals who have been granted escort authority and have their Airport ID Badge clearly identified as such are authorized to perform an escort into the Security Sensitive Area (SSA) of the Airport.



Who am I allowed to escort?

Escort procedures are for individuals that have official business/operational need to be in the Security Sensitive Area (SSA), but do not have an Airport Photo ID Badge. These individuals must be continuously escorted in all security sensitive areas by someone with an Airport Photo ID Badge who is authorized to perform such escorts. Never escort someone just because that person requests it.

How do I transfer responsibility for escorting to someone else?

You may only hand off an individual you are escorting if the following conditions are met:

- The individual knowingly accepts responsibility for the escort, and
- The individual has the escort authority designation on their Airport Photo ID Badge

What do I do if the individual being escorted is not following all security rules and regulations?

Contact the Airport Response Center (ARC) immediately if the escorted individual is either not following all security rules and regulations or if you lose sight of the escorted individual. If you feel uncomfortable about any situation, for any reason, contact the ARC.