



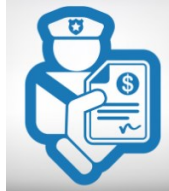
GOOD NEWS... BADGE NEWS

Sept - Nov 2023
Volume 25, Issue 4

Don't Get Caught with a Fine

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As a DTW badge-holder, you have responsibilities that go beyond your day-to-day job. You are responsible for ensuring that the Airport, its passengers, and your fellow employees and colleagues are both safe and secure. One way to do that is to stay alert in your surroundings to help minimize potential security violations. Security violations can carry penalties from monetary fines and security retraining up to permanent badge suspension. Penalties also increase with any subsequent security violation.

The three most common Administrative Penalties issued are due to open and unattended doors, piggybacking and escort violations. Here are a few tips on how to avoid these violations and penalties:

Open & Unattended Doors—When using your badge to swipe through a door, be sure to physically push or pull the door closed behind you. Simply “listening for” or “watching” the door close does not ensure that it is actually secure. Not all door alarms are audible so it’s up to you to confirm that it closed properly.

Piggybacking—It’s easy to get caught up in conversation with a coworker and continue walking through a door when it is opened. Remember that if they had to swipe their badge to get through the door, you must do the same. This applies to employee parking lots as well. Not everyone has the same door access or parking privileges on their badge. Never follow or let anyone follow you through an access point.

Escort Violations—The two most important rules for escorting an individual into a security sensitive area is to always do a name check on the individual you are escorting and to remain in visual and verbal control of them at all times. You must conduct the required name check each day before escorting the individual. Visit the Escort Name Check Portal at <https://apps.metroairport.com/EscortNameCheck>.

If you find yourself in a situation where a security violation may have occurred, contact the 24-hour Airport Response Center immediately at 734-942-5304.



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:
September 4—Labor Day
November 23–24—Thanksgiving

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

All DTW Security forms,
rules and procedures are
available at:
www.MetroAirport.com

Thank Gourd it's Fall



The summer months are coming to an end and cooler weather is on its way! Layering up while working outside is important, but so is displaying your badge in security sensitive areas of the Airport. Remember when putting on your jacket, coat or vest to brave the cold weather, always move your DTW badge to your outermost garment above your waist.

As leaves begin to fall, the wind also begins to pick up. If you work on the ramp, you probably know that a swaying badge can get in your way at times. There are other ways to display your badge, securely and properly, than using the typical neckband. The Security Credentials Office sells armbands that fit snugly over your coat sleeve or you may purchase a holder elsewhere, as long as the front of your badge is fully displayed and can be worn above the waist.



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



Return Your Badge

All Airport ID Badges and keys are the property of the Airport. You must return your badge and keys when you no longer require reoccurring access. This includes resignation, transfer, retirement, lay-off, medical leave, termination, leave of absence or when the construction project you are working on has been completed.

Failure to return your badge to the Credentials Office is a violation of the Airport Security Rules & Procedures and may result in a fine.



Ramp Driving Refresher Training



On September 1, 2023, the Wayne County Airport Authority will be introducing a new Ramp Driving Refresher Training. This training will be required upon renewal for those individuals who are authorized to drive on the ramp areas and have the ramp icon on their badge.

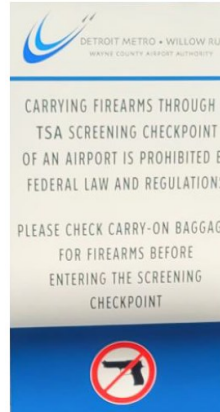
The purpose of this training is to test your knowledge on how to safely operate on the ramp and airfield. Training will take approximately 15 minutes and will be in addition to the annual Security Refresher Training (also 15 minutes in length).

Leave it at Home!

All individuals, their belongings and vehicle are subject to search upon entering Airport property. Even though you may possess a Concealed Pistol License (CPL) to keep yourself and your family safe, you must remember that weapons are strictly prohibited on Airport property. A list of prohibited items can be found on the TSA's website, www.tsa.gov.

The Airport has added additional signage (see photo) before the screening checkpoint to help remind passengers and employees to check their belongings. Be sure to check your pockets, backpacks, bags, purses, etc. before coming to work. The consequence for bringing a prohibited item onto Airport property includes Airport disqualification as well as permanent badge suspension.

Don't jeopardize your employment—**LEAVE IT AT HOME!**



Renewal Reminders



DTW badges are due to expire at the end of your birth month each year (see the date on the front of your badge). You may renew anytime during your birth month, or the month prior, by making an appointment on the Security Credentials [scheduler](#).

If your badge has the Movement icon (see right), you may **only** renew your badge during your birth month. An additional training is required for this type of renewal, so be prepared for a slightly longer appointment. You will still make your appointment using the scheduler, just be sure to click on the option "Badge Renewal & AMA/Movement".



Remember to bring your two pieces of identification and Badge Renewal Form with you to your appointment.

And....don't forget to smile for your updated badge photo :)

Did You Know?



Did you know that there are over 16,500 badged employees at Detroit Metro Airport and nearly 900 at Willow Run Airport?

That's enough people to fill every pavilion and lawn seat at Pine Knob AND the Detroit Opera House! If you stacked all of those badges on top of each other, it would be taller than a 4 story building!