

SIDA REFERENCE

- Each airport employee and tenant who has been issued a SIDA badge is responsible for properly challenging any individual who is not properly displaying a SIDA badge or approved badge. Any person who is not properly displaying or who cannot produce a valid Airport Identification badge must be immediately reported to Airport Police and/or Airport Operations.
- Employees will not allow unauthorized individuals or vehicles into the SIDA/Restricted Areas.
- Employees will not bypass any security system or provide access to the SIDA/Restricted Areas.
- Each employee and tenant must present his or her ID at each proximity card reader before accessing the SIDA (no piggybacking).
- All employees and tenants are required to disclose, within 24 hours, any convictions of the specific crimes listed in the Federal Regulations 1542.209 and 1544.229. Individuals are subject to civil penalty if they do not self-disclose such convictions. The authority is covered in Title 49, United States Code, Section 46301, and allows for \$1,000 civil penalty.
- Employees and tenants shall not escort without signed authorization.
- Employees and tenants will not allow another person to use their airport issued Security Identification Display Area (SIDA) / Access Media.
- The ID Badge must be worn and properly displayed at all times while in the Security Identification Display Area (SIDA) or any other designated area.
- Proper display of the SIDA badge will be on the outermost garment, at or above the waist. Outside of the SIDA, Airport Issued ID must be readily available and produced when challenged. Employees and tenants who have been issued a PUB ID badge may not work under escort.
- Employees and tenants will not tamper with or mutilate any SIDA ID Badge/Access Media in any manner. Lost/stolen Airport ID Badge / Access Media shall be reported immediately to your supervisor and Airport Operations.
- Employees and tenants must return the Airport issued ID Badge / Access Media to the airport should they quit, be terminated, transferred, laid off, or for any reason leave the Airport work force on or before the expiration date of the ID badge, or upon demand by Airport Management.