

**WAYNE COUNTY AIRPORT AUTHORITY
DETROIT METROPOLITAN WAYNE COUNTY AIRPORT
ADMINISTRATIVE PENALTY PROCEDURE FOR SECURITY VIOLATIONS**

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To improve compliance with security rules and procedures, the Wayne County Airport Authority reserves the right to issue an administrative penalty to any individual(s) or company having a contractual or business relationship with the Airport who is responsible for a security violation (see attached list). Pursuant to Section 22 of the WCAA Airport Ordinance and the Security Rules and Procedures, violators will be required to pay an administrative penalty (monetary fine) and undergo security retraining. Security violations that are more serious or flagrant in nature, or involve numerous infractions, may result in a 30 (thirty) day Airport ID Badge suspension (in addition to the administrative penalty and security retraining) or a permanent Airport ID Badge revocation. For the purposes of this document, a "Security Sensitive Area", includes, but is not limited to, any Air Operations Area (AOA), Secured Area, Sterile Area, (Security Identification Display Area (SIDA), Restricted Area, or Airport Employee Parking Areas.

Individuals responsible for security violations at an access point may lose access privileges at that location. Return of access privileges will require a written request by the individual for access re-activation at the location. In addition, escort violations may lose their escort privileges for a specified time or permanently depending on the severity of the incident.

ADMINISTRATIVE PENALTY

1. Security incident occurs.
2. Individual or entity is issued an electronic Security Incident Investigation Notice (e-SIIN).
3. Security Incident Report and/or Police Report are reviewed by the WCAA Security Director/Chief or designee (along with statement from the individual, if provided).
4. Violation notice is emailed to the individual's employer and the individual, indicating the administrative penalty amount and requirement to complete security retraining. The penalty shall increase with any subsequent security violation.
 - 1st Offense \$100 with retraining
 - 2nd Offense \$250 with retraining
 - 3rd Offense \$500 with retraining
 - 4th and Subsequent Offense \$1,000 and 30 (Thirty) Day ID Badge Suspension or Permanent Badge revocation with retraining.
 - A company or organization who is responsible for a Security violation will be assessed a fine and subsequent offenses will be increased to a level at the CEO or designee(s) discretion dependent on the severity or multiple offenses.
5. Individuals have 10 (ten) business days to undergo retraining and either pay or appeal the administrative penalty.

Appeal Process for Administrative Penalties

- There is a \$25 administrative fee for the appeal process. The individual must turn in the WCAA appeal form to the WCAA Credentials Office and pay the \$25 administrative fee. All retraining requirements must be met at that time.
- The Appeal Board will consist of five (5) individuals, three (3) of which selected from WCAA leadership and two (2) of which will be selected from the Airline leadership or working on behalf of the Airline and all will be appointed and approved by the WCAA CEO. The appeal board will be overseen by the Airport Security Director or designee and will serve as the Chairman of the board for questions, comments, and recommendations.

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- The Board will meet on the second Tuesday of each month. The Chairman may call a meeting of the Board members outside of this schedule if he or she deems it necessary.
- The Board will review written documentation of the security incident and the individual's appeal form and statement.
- The individual will have no direct appeal to the Board unless, at its sole discretion, the Board requests further information directly from the individual.
- The Board may uphold the original penalty, adjust it, or dismiss it.
- The individual will be notified by letter or email of the decision of the Board. If a penalty determination is upheld, the individual or entity will have 10 (ten) business days to pay the penalty. If the penalty is not paid by the due date, the individual's Airport ID Badge and/or parking privileges will be revoked until the penalty is paid.

30 DAY SUSPENSION OR PERMANENT REVOCATION

Security violations that are more serious or flagrant in nature (see attached list) or involve a 4th or subsequent violation may result in up to a 30 (thirty) day Airport ID Badge suspension (in addition to the administrative penalty and security retraining) or a permanent revocation of unescorted access privileges. Thirty (30) day suspensions and permanent revocations may be appealed. The suspension/revocation and administrative penalty process will occur in the following manner:

1. Security incident occurs.
2. Individual(s) is issued an electronic Security Incident Investigation Notice (e-SIIN).
3. Security Incident Report and/or Police Report are reviewed by the WCAA Security Director/Chief (along with a statement from the individual, if provided).
4. Violation notice for 30 (thirty) day suspension or permanent revocation is sent to the individual's employer and the individual, indicating the length of suspension or revocation and the administrative penalty.
5. Within 10 (ten) business days, the individual must turn their Airport ID Badge in for the suspension/revocation or if they intend to appeal, submit the appeal.
6. The penalty must be served or paid and retraining completed prior to the return of the individual's Airport ID Badge.
7. At the completion of the suspension, the individual's employer must submit a reinstatement request prior to the return of the badge.
8. If the penalty is not paid within 10 (ten) business days after the suspension is completed, the individual's Airport ID Badge and/or parking privileges will be revoked until the penalty is paid and the individual will be required to re-apply for an Airport ID Badge.

Appeal Process for 30 (Thirty) Day Suspension or Permanent Badge Revocation

- There is a \$25 administrative fee for the appeal process. The individual must turn in the WCAA appeal form to the WCAA Credentials Office and pay the \$25 administrative fee. An individual that is appealing a permanent revocation must surrender their Airport ID Badge during the appeal process.
- The Appeal Board members and meeting date will be the same as noted previously.
- The Board will review the incident and the individual's appeal.
- The individual will have no direct appeal to the Board unless, at its sole discretion, the Board requests further information directly from the individual.
- The Board may uphold the original suspension and penalty, adjust it, or dismiss it.

The individual will be notified by letter or email of the decision of the Board. If a suspension and penalty determination is upheld, the individual will have 10 (ten) days to turn in the Airport ID Badge for the suspension and 10 (ten) business days to pay the penalty and undergo security

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retraining once the suspension has been completed. If the penalty is not paid by the due date, the individual's Airport ID Badge and/or parking privileges will be revoked until the penalty is paid. In the event of a permanent revocation, the Airport ID Badge will not be returned.

SECURITY VIOLATIONS WHICH MAY RESULT IN AN ADMINISTRATIVE PENALTY**

An individual(s):

1. is discovered inside a Security Sensitive Area without a badge or not displaying an Airport ID Badge.
2. fails to challenge an individual not properly displaying Airport ID Badge.
3. refuses to display or present their Airport ID Badge when challenged.
4. walks through a manned vehicle checkpoint or automatic vehicle gate.
5. discloses Security Sensitive Information (SSI) without authorization or approval from the Airport.
6. fails to return their Airport ID Badge upon separation or change of status with their company or when access is no longer required at the Airport.
7. activates an alarm in the Airport's security system and does not remain in the area until response personnel arrive.
8. is responsible for any violation of the Security Rules and Procedures or of the Airport's Security Program discovered by the Airport or the TSA.
9. tailgates another vehicle into a Security Sensitive Area.
10. piggybacks, or allows another individual with a valid Airport ID Badge to piggyback, through a door or gate controlled by the Airport's security card access system.
11. Damages, relocates or effects the access control, CCTV or other security systems or equipment and fails to report the damage, remain at the scene or get prior approval from Security.
12. allows Security Sensitive Area access to an individual who has a valid Airport ID Badge but isn't authorized for access to a particular door or gate (access was denied by the security system).
13. fails to adhere to the "Authorized Signers" or "Tenant Security" guidelines and requirements
14. possesses an Airport ID Badge other than their own to undermine or circumvent security procedures or fails to turn in a found Airport ID Badge.
15. fails to maintain proper escort of a non-badged or sterile area access badged individual or fails to conduct a name check prior to escorting an individual.
16. Using an Airport ID Badge while off duty or for non-work-related activities including presenting your work Badge at screening while flying as a passenger.
17. permits an unescorted individual not in possession of an Airport ID Badge into a Security Sensitive Area.
18. is found to be in possession of a prohibited item in a Security Sensitive Area.
19. leaves open and unattended a door or gate that allows access to a Security Sensitive Area.
20. parks a vehicle or places equipment within six (6) feet of the AOA fence.
21. fails to properly secure vehicles on the AOA.
22. uses an image, video or information from the Airport's security systems (CCTV, access control, etc.) for personal use or without authorization from the Security Department.

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SECURITY VIOLATIONS WHICH MAY RESULT IN A 30 DAY BADGE SUSPENSION/ PERMANENT REVOCATION & ADMINISTRATIVE PENALTY**

An individual(s):

23. whose actions jeopardize public safety.
24. is involved in a confrontation with an individual who attempts to challenge him or her or an individual who is responding to a security incident.
25. whose actions involved repeated attempts to violate Airport security.
26. whose actions were flagrant in nature, or something that could be noticeable by the public including leaving prohibited items unattended and open to the public.
27. Bypasses, eludes and/or evade (or attempts) any portion or process of the security systems.
28. attempts to conceal an unbadged individual in his/her vehicle.
29. allows another individual whose access authority has been revoked, to gain access to a Security Sensitive Area.
30. bypasses screening (TSA or employee), or allowing an individual departing on a flight, access to the Sterile Area unscreened.
31. brings luggage or other articles into the Sterile Area without being screened for themselves or another individual.
32. fails to remain within the Sterile Area after submitting to TSA screening for a flight.
33. loans his or her Airport ID Badge to an individual or allows an individual access to a Security Sensitive Area.
34. falsifies documentation to gain, or attempt to gain, access to a Security Sensitive Area.
35. is involved in a security incident which results in the individual being arrested.
36. provides false information to Airport personnel conducting an investigation.
37. is involved in a 2nd offense for the same or similar violation that they previously received an Airport ID Badge suspension or administrative penalty.
38. possesses any Airport access media that has been duplicated or altered in any way.
39. is found to be in possession of a firearm, dangerous weapon or explosive in a Security Sensitive Area.
40. fails to notify the Airport of any possible disqualifying criminal charges against him or her.
41. fails to follow the direction of Airport personnel (Police, Fire, Security, Operations or contract guard).
42. fails to follow the direction of screening personnel (TSA, Airport or Airline).
43. Interferes with or impacts emergency response or distracts emergency responders during emergency operations.
44. Any offense the Security Director/Chief determines warrants a 30 (thirty) day Airport ID Badge suspension or permanent revocation of access privileges.

**This list is not all-inclusive and other security violations not specifically listed may be subject to administrative penalties, suspension or revocation. The WCAA Security Director/Chief may consider all actions of the individual, including the current Homeland Security Threat Level, in determining the appropriate penalty for security violations. The Airport reserves the right to issue an administrative penalty to any entity having a contractual or business relationship with the Wayne County Airport Authority who violates a Federal, local, or is in non-compliance of the Airport Security Program.