PORTLAND INTERNATIONAL AIRPORT

Airport Security Guide

REVISED 2015

PDX **H**elping
Airport
Workers
Know
Security

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Your Role - Working at Portland International Airport (PDX)

As an employee at Portland International Airport, you have an essential role in ensuring a safe and secure work environment in partnership with the Port of Portland and the Transportation Security Administration.

HAWKS (Helping Airport Workers Know Security) is an airport-wide program, similar to a neighborhood watch program. HAWKS creates a more secure environment for everyone at PDX by enlisting the support of all badgeholders as an extra layer of security in observing and reporting suspicious activity.

This booklet provides the information you need to become part of the airport community's HAWKS team and highlights your responsibilities. These responsibilities are also outlined in Chapter 3 of the **Portland International Airport Rules** at **www.portofportland.com/rules_ord_pol.aspx**.

Every employee at PDX is important to the HAWKS program, and we appreciate your participation. Please contact us at **pdxhawks@portofportland.com** or (503) 415-6489:

- To recognize employees for good security practices
- To ask security questions
- To request training or outreach

Thank you for your partnership in keeping PDX a safe and secure place to work and travel.

PDX Badgeholder Responsibilities

The Port and TSA require that PDX security badges only be used for legitimate business purposes, which support your job duties. As a badgeholder, you are responsible for the following security requirements:

Displaying Your Badge:

You are required to display your badge at all times above your waist on the outermost garment while in the Air Operations Area and the Secured Area.

- You may not display an expired badge; all expired badges must immediately be returned to the PDX Security Badging Office.
- PDX security badges are not transferable. Do not allow another person to use your badge.
- Badges must not be altered by covering up the photo, badge number, expiration date, employee name or company name.

Using Your Badge:

- You must submit to TSA screening when flying on a commercial airline flight. You are not allowed to bypass the TSA screening checkpoint when traveling.
- When you access any doors, vehicle gates or bag belts, you must ensure they are secured or closed.
- Do not allow anyone else to enter behind you. This is piggybacking, which is not allowed.
- When using an elevator to access the Sterile or Secured Areas, each badgeholder must swipe and receive a green light prior to exiting.

Challenging:

Challenging is vital because it identifies people who are somewhere they are not supposed to be.

If you see someone in the Secured Area or AOA that is not displaying a badge, you are required to challenge them.

- If they show you a badge, check that they match the picture on the badge and that it is not expired.
- If they do not have a valid badge, call the PDX Communications Center at (503) 460-4000.
- If you feel unsafe about challenging someone, call the PDX Communications Center and provide a detailed description of the person and the location.
- You must cooperate with anyone who challenges you by showing your badge.
- Remember that TSA regularly conducts badge tests.

Escorting:

You may escort an unbadged person into the Sterile, AOA or Secured Areas for legitimate business purposes, if your company allows. When you are escorting, you accept responsibility for that person's actions and possessions.

- You may escort a person who has a lost or stolen badge only after that person has reported the badge to the PDX Communications Center or PDX Security Badging Office.
- You cannot escort someone around the TSA security screening checkpoint who is traveling on a commercial airline flight.
- You may only transfer escort authority to another authorized PDX badgeholder if they acknowledge and assume responsibility for the escort.
- If you escort a vehicle, you must control its movement by keeping it directly behind your vehicle.
- You are prohibited from escorting someone in possession of a revoked, suspended or expired security badge.
- You may not escort someone who was disqualified from getting a security badge.

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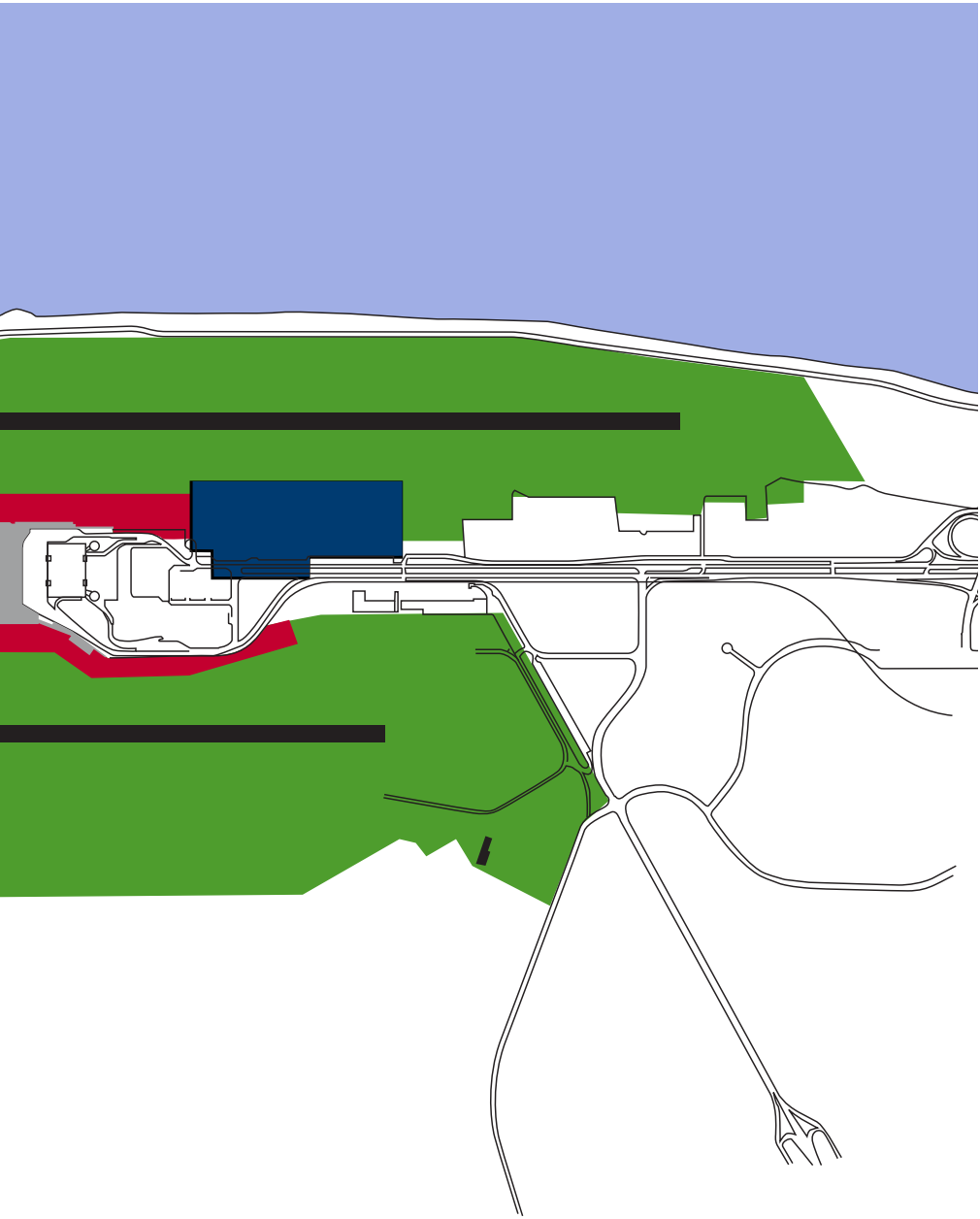
Air Operations Area (AOA)
Green Badge
Has escort authority in AOA only
Secured Area (SA)
Red Badge
Has escort authority
Sterile Area
Gray Badge
No escort authority
General Aviation (GA)
Blue Badge
Escort authority on GA ramp only



Security Violations

Security violations are serious. The Aviation Security Department will conduct investigations on all security violations. Once a finding is made by the Airport Security Coordinator, a Decision Letter will be sent to the badgeholder's manager that outlines the actions that need to be taken.

The Airport Security Coordinator reserves the right to exercise reasonable discretion in determining the outcome of the violation. Each incident is evaluated based upon the severity of the violation, previous incidents with the same badgeholder, previous incidents with the same company, length of time the employee has been badged and other circumstances.

Along with enforcement actions required by the Port, the TSA may also impose civil penalties on badgeholders who violate security procedures.

Enforcement Actions

First Offense may result in any of the following actions:

- Retraining
- Badge Suspension of 1-6 days
- Company Action Plan
- Badge Revocation

Second Offense may result in any of the following actions:

- Retraining
- Badge Suspension of 7-14 days
- Company Action Plan
- Badge Revocation

Third Offense may result in any of the following actions:

- Badge Suspension of 15-30 days
- Company Action Plan
- Badge Revocation

Appeal Process

Individuals who have received a security violation have the right to appeal the decision. The written appeal must include justification to support the appeal, be signed and dated by the badgeholder, and be submitted within 10 days of the date of the Decision Letter.

Mail appeals to:
Chief of Public Safety & Security
Port of Portland
7200 NE Airport Way
Portland, OR 97218

Reporting:

- Report any suspicious activity or security violations immediately to the PDX Communications Center by calling (503) 460-4000.
- If you hear an audible alarm/chime sounding at any security doors, you are responsible for securing the door and contacting the PDX Communications Center by calling (503) 460-4000.
- Badgeholders and companies are required to report lost, stolen or terminated employee badges immediately to the PDX Security Badging Office at (503) 460-4500 Monday-Friday between 8 a.m. and 4 p.m., or to the PDX Communications Center at (503) 460-4000 outside of those hours.
- You must wear and store your badge so it does not get lost or stolen. If you lose possession of your badge, call the PDX Communications Center at (503) 460-4000.
- PDX badges are property of the Port and must be returned when no longer needed.

PDX Aviation Security Department Recommends the Following “Best Practices”:

- A 10-foot clear zone should be established on both sides of the airfield security fence to avoid creating a climbing platform. Your company may be asked to move vehicles or items stored or stacked within 10 feet of the security fence.
- Secured Area badgeholders providing escorts into the Sterile Area should enter through the TSA screening checkpoint and identify themselves to the TSA. “Tools of the Trade” will be screened by the TSA when needed for a specific job function.
- If you provide a vehicle escort into the AOA, you should first exit the AOA and wait for the gate to close. Once the gate has closed, swipe your badge at the card reader and then escort the vehicle into the AOA.

Important Reminders:

- In the Sterile Area, all prohibited items (tools, sharp objects, blades, liquids, gels and aerosols) must be attended at all times by a badgeholder, locked in a lock box, or secured behind a mall-wall.
- Badgeholders are required to notify the airport operator within 24 hours of any conviction of a disqualifying crime listed in CFR 1542.209. This must be reported to the on-call Airport Security Coordinator by calling the PDX Communications Center at (503) 460-4000.
- There are fees for lost badges and limits on the number of replacement badges you can obtain. See Appendix C of Portland International Airport Rules, **www.portofportland.com/rules_ord_pol.aspx**.

IMPORTANT PHONE NUMBERS

PDX Communications Center
Emergency . . . . . (503) 460-4000

PDX Communications Center
Non-Emergency . . . . . (503) 460-4747

PDX Security Badging Office . . . . . (503) 460-4500

PDX Security Training Office. . . . . (503) 460-4537

PDX Security Operations . . . . . (503) 415-6489

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Possibility. In every direction.®

Additional copies or information concerning this guide may be obtained by contacting PDX Security Operations at: **pdxhawks@portofportland.com**

AVA15-070/4.15