



# DFW SECURITY VIOLATION PROGRAM

## Table of Contents

Introduction .....	3
Responsibility .....	3
Definitions .....	3
Security Violation Notices .....	5
Authorized Signatory Violation .....	5
Security Violations .....	5
Class 1 Security Violations.....	6
Class 2 Security Violations.....	7
Class 3 Security Violations.....	9
Authorized Signatory Violations Class 1 .....	10
Authorized Signatory Violations Class 2 .....	10
Request for Appeal .....	11
Badge Suspension or Revocation.....	11
Badge Confiscation .....	11
References .....	12
Contacts .....	12

## Introduction

The Airport Security Violation Program is an awareness and enforcement program designed to promote the safety and security of the airport through the enforcement of DFW Rules and Regulations, the DFW Airport Security Program, and applicable sections of the Code of Federal Regulation. The Airport Security Violation Program does not limit or otherwise replace any other laws, rules, regulations, or enforcement actions.

## Responsibility

It is the responsibility of each tenant, sponsor, agency, Authorized Signatory, and/or organization that provides services at DFW Airport to ensure that their employees are fully trained and aware of all current security rules, regulations, policies, procedures, and programs.

It is also the responsibility of every DFW Airport badge holder to know the extent of their badge access, as well as all current security rules, regulations, policies, procedures, and programs at DFW Airport. It is an expectation of all badge holders to comply with the policies outlined in the security training provided by DFW Airport.

## Definitions

**ACCESS MEDIA** shall mean an airport issued identification media, keys, electronic gate openers, lock combinations that are used to gain access to the AOA, Sterile Area, Secured Area, or a Restricted Area.

**AIR OPERATIONS AREA or “AOA”** shall mean the area of the DFW Airport bounded by a fence to which access is otherwise restricted and which is primarily used or intended to be used for landing, taking-off, or surface maneuvering of aircraft. The AOA does not include those leasehold areas within or having direct access to the AOA which are subject to security requirements imposed on the lessee or tenant under appropriate federal regulations or agreement incorporated in a signed lease.

**AIRPORT SECURITY COORDINATOR (ASC)** shall mean Airport’s primary contact for security related activities and communications with the Transportation Security Administration (TSA) and airport tenants.

**AIRPORT SECURITY PROGRAM** shall mean the TSA approved airport operator’s manual governing security related activities, communications, and procedures.

**AOA PERMIT** shall mean an airport issued 1) decal with a valid expiration date that is issued to and affixed on a vehicle; or 2) a placard with a valid expiration date, that is issued to and displayed on a vehicle. The owner of the vehicle must satisfy requirements established by the airport.

**AUTOMATED ACCESS CONTROL SYSTEM (AACS)** shall mean the system used by DFW Airport to restrict entry into specific areas of the airport through the use of an Airport issued identification media.

**EMPLOYEE PORTAL** shall mean a secured area access point controlled by the DFW Board and restricted to use by authorized identification media holders.

**IDENTIFICATION MEDIA or “BADGE”** shall mean any credential, card, badge, or other media issued by the airport for identification purposes and used at the airport. This badge is the property of DFW Airport and must be immediately returned upon expiration, suspension, termination of employment, or upon request by DFW Department of Public Safety (DPS).

**IDENTIFICATION MEDIA HOLDER or “BADGE HOLDER”** shall mean an individual who has been issued a badge by the airport in accordance with the DFW Airport Security Program.

**NOTICE** shall mean oral or written communication but does not include audio-recorded messages.

**PERSONAL ESCORT** shall mean a badge holder who accompanies and monitors the activities of an individual who does not have unescorted access authority into or within a Sterile Area, Secured Area, Restricted Area, or SIDA.

**REGULATED AREA** shall mean areas that are regulated by the TSA to include AOA, Sterile Area, Secured Area, and SIDA.

**RESTRICTED AREA** shall mean any area locked or designated by the airport to either prohibit or limit entry or access to specifically authorized persons.

**REVOCAION** The final cancellation (not including temporary suspensions) by the DFW Airport, after exhausting the appeal process, of an individual's access media due to a violation of an aviation security requirement.

**SECURED AREA** means a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures. Some examples include; The AOA “ramp” and adjacent baggage processing.

**SECURITY IDENTIFICATION DISPLAY AREA (SIDA)** shall mean a portion of the airport, specified in the Airport Security Program, in which security measures specified in 49 CFR Part 1542 are in effect. The SIDA includes the Secured Area and AOA.

**SIDA BADGE** shall mean an identification media issued to an individual by DFW Airport that is evidence of authorization for unescorted access to the SIDA.

**SPONSORING AUTHORITY** shall mean a person authorized to approve a badge media application for an individual who requires unescorted access into Secured Areas or the SIDA.

**STERILE AREA** shall mean the portion of an airport terminal accessible to the travelling public that is controlled through the screening of persons and property and provides passengers access to boarding aircraft.

**STERILE AREA BADGE (NON-SIDA BADGE)** shall mean an identification media issued by DFW Airport to an individual permitting unescorted access in the Sterile Area.

**VEHICLE ESCORT** An individual with an appropriate airport driving endorsement operating a vehicle that is escorting an individual operating a vehicle that does not have an appropriate airport driving endorsement. Vehicle escorts cannot exceed five vehicles and a total of five individuals.

## Security Violation Notices

The Security Violation Notice is an administrative tool used to address Security Violations pursuant to Title 49 Code of Federal Regulations Part 1542, DFW Airport Security Program, and DFW Rules and Regulations. Security Violation Notices are issued by The Office of Aviation Security Compliance (AVSEC) The Department of Public Safety (DPS). Violators may be contacted by DPS. Violations are issued electronically to the violator's email provided to DFW Airport and their Authorized Signatory.

## Authorized Signatory Violation

If an Authorized Signatory commits a violation or does not properly carry out the duties specified in the Authorized Signatory training, it will result in immediate suspension of their badge and Authorized Signatory privileges, pending investigation and final disposition.

For additional information on Authorized Signatory Violations, refer to Page 10.

## Security Violations

1. All violations and penalties apply to the violator and all associated access media (i.e. DFW badges, keys, AOA permit decals, etc.) held by the violator. Any suspension or revocation will be applied to all access media issued to the violator.
2. No new badges will be issued during the suspension/revocation period.
3. Violators may not be escorted onto Secured Areas during the suspension/revocation period.
4. Failure to surrender badge(s) as requested by the ASC or designee will result in the deactivation of all badges associated with the violator, as well as possible criminal charges. Deactivated badge holders will be required to complete badge retraining for all badges after the end of the suspension period.
5. All violations that result in a suspension may be appealed and will be reviewed in accordance with Request for Appeal Section of this Policy.
6. The ASC or designee reserves the right to modify any violation or warning based on facts and circumstances of each case.

For additional information on Security Violations, refer to Page(s) 6 - 9.

## Class 1 Security Violations

VIOLATION		PENALTY
<b>SV 1-01</b>	<p><b>Bypassing Security Screening</b> Entering a Regulated Area without the required screening. This includes helping others enter or bringing items into these areas without inspection.</p>	<p><b><u>1<sup>ST</sup> Offense</u></b></p> <p>Will result in immediate suspension and revocation of the individual's DFW SIDA Badge permanently or as determined by the Airport Security Coordinator.</p> <p>Airport Security Coordinator or designee reserves the right to modify any violation after completing an investigation.</p> <p><b>*Note: Individual must appeal the revocation of their DFW Airport SIDA Badge. The appeal must be submitted in writing to the Airport Security Coordinator within 5 calendar days of receiving the Notice of violation.</b></p>
<b>SV 1-02</b>	<p><b>Falsifying Information on a Badge Application</b> Forging or entering false information on an application for an airport badge or Access Media.</p>	
<b>SV 1-03</b>	<p><b>Misuse of Access Media</b> Using Access Media in the commission of a crime.</p>	
<b>SV 1-04</b>	<p><b>Introducing or Possessing Dangerous Weapons, Explosives, or Ammunition</b> Possessing a weapon, components of a weapon, explosives, or ammunition in a Regulated Area or discovered during security screening when entering a Regulated Area.</p>	
<b>SV 1-05</b>	<p><b>Tampers with Security Devices</b> Forcing open, altering, or damaging any security device or other equipment designed to provide security at the airport without the approval of the ASC.</p>	
<b>SV 1-06</b>	<p><b>Employee in the Central Revocation Database (CRD)</b> If a person is found in the CRD they will be disqualified from possessing an airport badge at DFW Airport.</p>	
<b>SV 1-07</b>	<p><b>Displaying a Wrong or Altered Airport Badge</b> Displaying an airport badge of another person and/or a badge in which information has been purposely altered.</p>	
<b>SV 1-08</b>	<p><b>Bypassing Screening – Boarding a Plane</b> Attempting to use or using an AOA gate or employee portal to board a plane for travel. Unless authorized by the ASC.</p>	

## Class 2 Security Violations

VIOLATION		PENALTY
<b>SV 2-01</b>	<b>Unattended Prohibited Items in the Sterile Area</b> Failing to secure a prohibited item in the Sterile Area.	<p><b><u>1<sup>st</sup> Violation</u></b></p> <ul style="list-style-type: none"> <li>14-day badge suspension</li> <li>Reinstatement fees</li> <li>SIDA Training</li> </ul> <p><b><u>2<sup>nd</sup> Violation (after 12 months)</u></b></p> <ul style="list-style-type: none"> <li>30-day suspension</li> <li>Reinstatement fees</li> <li>SIDA Training</li> </ul> <p><b><u>3<sup>rd</sup> Violation (or 2<sup>nd</sup> within 12 months)</u></b></p> <p>Will result in immediate suspension and revocation of the individual's DFW SIDA Badge permanently or as determined by the Airport Security Coordinator.</p> <p><b>*Note: The Airport Security Coordinator may use discretion and modify the way badge holders are disciplined taking into account the severity and circumstances of each case*</b></p>
<b>SV 2-02</b>	<b>Emergency Exits</b> Opening an emergency exit from the Sterile to non-Sterile area when there is not an emergency.	
<b>SV 2-03</b>	<b>Unauthorized AOA Entry</b> Entering the AOA by foot or any other conveyance without proper authorization.	
<b>SV 2-04</b>	<b>Obedience to Security Signage</b> Committing any act forbidden by, or fails to perform any act required, and has had notice of the requirement by such security signage.	
<b>SV 2-05</b>	<b>Failure to Authenticate SIDA Badge</b> Entering the Sterile area, Secured Area, or SIDA and does not authenticate their SIDA badge access.	
<b>SV 2-06</b>	<b>Refusal to Show Badge When Challenged</b> Refusing to show their badge when challenged.	
<b>SV 2-07</b>	<b>Prohibited Items</b> Attempting or introducing into the Sterile Area/SIDA: <ul style="list-style-type: none"> <li>Any item on the TSA prohibited item list</li> <li>Any item prohibited by a TSA Security Directive</li> <li>Any item deemed prohibited by DFW Airport ASC</li> <li>Stores any prohibited on any TSA prohibited item list</li> </ul> <p style="margin-left: 40px;">*Except those items (such as drinkable liquids) approved by the ASC.</p>	
<b>SV 2-08</b>	<b>Unsecured AOA Access Point</b> Leaving an AOA gate or barrier open without transferring responsibility to another badge holder.	
<b>SV 2-09</b>	<b>Escort Privileges</b> Escorting without the appropriate escort privileges on their SIDA Badge.	

<p><b>SV 2-10</b></p>	<p><b>Failure to Maintain Proper Escort</b> Escorting a person into any Sterile Area, Restricted Area, or SIDA and fails to maintain continued visual and audible contact with the person being escorted.</p>	<p><b><u>1st Violation</u></b></p> <ul style="list-style-type: none"> <li>• 14-day badge suspension</li> <li>• Reinstatement fees</li> <li>• SIDA Training</li> </ul> <p><b><u>2nd Violation (after 12 months)</u></b></p> <ul style="list-style-type: none"> <li>• 30-day suspension</li> <li>• Reinstatement fees</li> <li>• SIDA Training</li> </ul> <p><b><u>3rd Violation (or 2nd within 12 months)</u></b></p> <p>Will result in immediate suspension and revocation of the individual's DFW SIDA Badge permanently or as determined by the Airport Security Coordinator.</p> <p><b>*Note: The Airport Security Coordinator may use discretion and modify the way badge holders are disciplined taking into account the severity and circumstances of each case*</b></p>
<p><b>SV 2-11</b></p>	<p><b>Failure to Maintain Proper Escort Ratio</b> Failure to maintain the proper escort ratio. (5:1)</p>	
<p><b>SV 2-12</b></p>	<p><b>Obtains an Unauthorized Escort</b> Attempting to obtain or obtaining an escort into the Regulated Area and they have an expired, suspended, revoked, are considered ineligible for an Airport ID Badge, or using Government issued ID when they have a current SIDA Badge.</p>	
<p><b>SV 2-13</b></p>	<p><b>Badge Misuse</b> Using an airport badge without a business purpose or while off-duty.</p>	
<p><b>SV 2-14</b></p>	<p><b>Failure to Disclose Lost or Stolen Prohibited Item</b> Failing to immediately report any lost or stolen prohibited item on their Approved Master Inventory List.</p>	
<p><b>SV 2-15</b></p>	<p><b>Interfere in Security Screening</b> Interfering or disrupting the security screening process.</p>	
<p><b>SV 2-16</b></p>	<p><b>Misconduct</b> Failing to follow instructions given by a DPS officer or DPS security contractor, acting in an official capacity, during security screening procedures.</p>	
<p><b>SV 2-17</b></p>	<p><b>Badge Retention</b> Failing to return a badge when requested, possessing a badge not issued to them, or failing to maintain proper possession of their own badge.</p>	
<p><b>SV 2-18</b></p>	<p><b>Failure to Remain at an Active Audible Alarm</b> Causing an audible alarm at any Access Control Door and failing to remain at the scene until DPS responses.</p>	



## Class 3 Security Violations

VIOLATION		PENALTY
<b>SV 3-01</b>	<p><b>Failure to Challenge</b> Failing to challenge or report anyone in the SIDA who does not have a valid SIDA badge or authorized escort.</p>	<p><b><u>1<sup>st</sup> Violation</u></b></p> <ul style="list-style-type: none"> <li>7-day badge suspension</li> <li>Reinstatement fees</li> <li>SIDA Training</li> </ul> <p><b><u>2<sup>nd</sup> Violation (after 12 months)</u></b></p> <ul style="list-style-type: none"> <li>14-day suspension</li> <li>Reinstatement fees</li> <li>SIDA Training</li> </ul> <p><b><u>3<sup>rd</sup> Violation (or 2<sup>nd</sup> within 12 months)</u></b></p> <p>Will result in immediate suspension and revocation of the individual's DFW SIDA Badge permanently or as determined by the Airport Security Coordinator.</p> <p><b>*Note: The Airport Security Coordinator may use discretion and modify the way badge holders are disciplined taking into account the severity and circumstances of each case*</b></p>
<b>SV 3-02</b>	<p><b>Failure to Prevent Unauthorized Access</b> Failing to secure any door or gate that provides access to a regulated area.</p>	
<b>SV 3-03</b>	<p><b>Failure to Report Security Incident</b> Failing to report a condition that compromises the security of the SIDA or Sterile Area.</p>	
<b>SV 3-04</b>	<p><b>Failure to Report Lost or Stolen Access Media</b> Failing to immediately notify DFW DPS of lost or stolen access media.</p>	
<b>SV 3-05</b>	<p><b>Inaccurate Concession Logs</b> Failing to have all concession logs up to date and accurately completed.</p>	
<b>SV 3-06</b>	<p><b>Failure to Present Items During Concessions Audit</b> Failing to present all documented items on their inventory list during an audit or possess undocumented items.</p>	
<b>SV 3-07</b>	<p><b>Improper Escort</b> Escorting any person into the Sterile or Central Terminal Area who has not entered the SIDA through a staffed AOA gate or passenger screening checkpoint.</p>	
<b>SV 3-08</b>	<p><b>Failure to Display Airport Badge Properly</b> Failing to display an airport badge on the outermost garment above the waist and below the neck while in the Sterile Area or in the SIDA.</p>	

### Authorized Signatory (AS) Violations Class 1

	VIOLATION	PENALTY
<b>ASV 1-01</b>	Does not terminate an employee in IDMS within 24 hours of termination.	<ul style="list-style-type: none"> <li>• Permanent AS Privileges Suspension</li> <li>• 30-day badge suspension</li> <li>• Reinstatement fees</li> <li>• SIDA Training</li> </ul> <p><b>*Note: The Airport Security Coordinator may use discretion and modify the way badge holders are disciplined taking into account the severity and circumstances of each case*</b></p>
<b>ASV 1-02</b>	Sharing IDMS login with anyone else or use another's AS log in.	

### Authorized Signatory (AS) Violations Class 2

	VIOLATION	PENALTY
<b>ASV 2-01</b>	Not completing Access Media audits by the established deadline.	<ul style="list-style-type: none"> <li>• Permanent AS Privileges Suspension</li> </ul> <p><b>*Note: The Airport Security Coordinator may use discretion and modify the way badge holders are disciplined taking into account the severity and circumstances of each case*</b></p>
<b>ASV 2-02</b>	Not completing Access Media audits accurately.	
<b>ASV 2-03</b>	Not completing Authorized Signatory training annually.	
<b>ASV 2-04</b>	Not returning all inactivate badges to Access DFW by the established timeframe listed in DFW's <i>Schedule of Charges</i> .	
<b>ASV 2-05</b>	Violating any provision of the Airport Security Program, Authorized Signatory Manual/Training or by act or omission compromises the safety and security of the airport.	

## Request for Appeal

Any individual who receives a suspension or revocation may request an appeal in writing or in person.

- The request must be submitted to the ASC or designee via email; [securitycompliance@dfwairport.com](mailto:securitycompliance@dfwairport.com) as specified in the Security Violation Notice, on or before the appeal date listed in the Security Violation Notice.
- If the appeal is not received on or before the date specified in the Security Violation Notice, the violation will be determined based on the facts and circumstances of each case.
- The appeal will be reviewed by the ASC, or a designee:
  - For violations resulting in a revocation of access, a decision will be rendered within 14 calendar days from the date request for an appeal is received.
  - For violations receiving a 30-day access media suspension or greater, a decision will be rendered within 10 calendar days from the date request for an appeal is received.
  - For violations receiving less than a 30-day access media suspension, a decision will be rendered within 5 calendar days from the date request for an appeal is received.

## Badge Suspension or Revocation

When a Notice of Badge Suspension or Revocation is warranted, the notice will be sent to the badge holder's email provided to DFW Airport and their Authorized Signatory. The individual must surrender their badge(s) to a Supervisor in the Access DFW Office. Failure to surrender all badges and/or access media (if directed) by the established deadline will result in the deactivation of all access media associated with the badge holder. Deactivated badge holders will be required to pass security retraining as well as pay a reinstatement fee after the end of the suspension period.

## Badge Confiscation

All access media issued by DFW Airport remain the property of DFW Airport. The DFW Department of Public Safety reserves the right to immediately confiscate, deactivate, and/or restrict a badge holder's DFW Airport issued badge(s) in cases of egregious safety or security violations.

## References

This program references the DFW Airport Security Program, Authorized Signatory Training, Tool Management Plan - Construction Security Procedures, and DFW SIDA Training. In an event of a conflict between this policy and Dallas Fort Worth International Airport Code of Rules and Regulations, Chapter 9, the language in the Code of Rules and Regulations will control.

## Contacts

For questions and additional information about the Security Violation Program, please visit <https://www.dfwairport.com/business/opportunities/accessdfw/>

Contact DFW Aviation Security Compliance (AVSEC) or Access DFW at the following contacts:

- a. AVSEC Compliance | [securitycompliance@dfwairport.com](mailto:securitycompliance@dfwairport.com)
- b. Access DFW | 972-973-5100 | [accessdfw@dfwairport.com](mailto:accessdfw@dfwairport.com)