HOUSTON AIRPORT SYSTEM

OPERATING INSTRUCTIONS
TENANTS

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HOU: ☒
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SECURITY ACCESS CONTROL SYSTEM & ID BADGING

PURPOSE

1.1 To explain the rationale for use and control of the Houston Airport System (HAS) Identification Badge (ID Badge), keys, and Personal Identification Numbers (PIN's).

1.2 To establish procedures for tenants and others authorized by the HAS Public Safety & Technology (PS&T) Division to sponsor individuals for badging and access and additionally, for those so sponsored, to acquire HAS ID badges, keys, and Personal Identification Numbers from the Houston Airport System for access to the security areas defined by Transportation Security Administration (TSA), 49 CFR 1540 & 1542, FAR 139 and other secure, restricted or regulated areas.

1.3 To establish procedures and set charges for lost, misplaced or stolen ID Badges, keys, and compromised PIN's.

1.4 To establish procedures and set charges for routine duplication of keys, re-keying, and/or recoring those areas which provide direct access to any regulated and/or restricted access areas.

BACKGROUND

2.1 HAS has designated certain areas within its airports as regulated and/or restricted access areas, plus other areas that are by their nature, non-public access areas. These areas are restricted for two basic reasons:

a) Access to certain areas is restricted to enhance security and thereby better protect the traveling public and aviation industry assets. These areas are required to be regulated by Transportation Security Administration (TSA) 49 CFR 1540 & 1542 and/or other applicable laws, rules, regulations, Airport Security Plans or Security Programs;

b) Other areas which are restricted by the airport to facilitate or support business flow at the airport or across the airport system, which are restricted to ensure that only authorized personnel are able to gain access.

2.2 The basic methods used to control and monitor access to the above areas are mechanical or electronic locks which are restricted by HAS's Public Safety & Technology Division via an access control system.

APPLICABILITY

3.1 This Operating Instruction (O.I.) applies to any individual or entity who use, desire to use, or should be using, the HAS Public Safety and Technology Division I.D. Badging System and/or Access Control System at any one or more of the HAS airports or facilities. Changes made to the attachments of this OI will not affect the validity or main body of the OI document.

3.2 This O.I. and the O.I. entitled "Violations - Offenses - Charging Instrument - Due Process Provisions", as applicable per airport, also applies to airline crews, airline mechanics and others who are allowed access to regulated or restricted areas based upon identification or access media issued by their employers (included in the definition of "HAS authorized ID Badges") and who are not otherwise required to possess an HAS issued ID Badge shall be required to submit to and undergo the same sanctions as if they had an HAS issued ID Badge and failure to submit to and undergo such sanctions for violations shall make them a trespasser after warning and subject to being so charged under the Penal Code of the State of Texas.

3.3 This O.I. and the O.I. entitled "Violations - Offenses - Charging Instrument - Due Process Provisions", as applicable per airport, also applies to any individual who comes upon HAS owned, leased or controlled property for the purpose of providing any work, goods or services to HAS or any of its contractors, subcontractors, lessees, concessionaires, etc. and in so providing said work, goods or services enters into any area of such HAS owned, leased or controlled property that is other than an area that is normally open to the general public. Individuals described in this subparagraph shall not be required to obtain an HAS issued ID Badge, unless they conduct business upon HAS owned, leased or controlled property more frequently than three (3) times in a thirty (30) day period are hereby required to obtain an HAS issued ID Badge. The individuals described in this subparagraph shall be required to submit to and undergo the same sanctions as if they had an HAS issued ID Badge and failure to submit to and undergo such sanctions for violations shall make them a trespasser after warning and subject to being so charged under the Penal Code of the State of Texas.

RESPONSIBILITY

4.1 It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to ensure that those sponsored by them who obtain and use ID Badges, keys, and PIN's are fully aware of the regulations, penalties, and enforcement procedures contained in this Operating Instruction, as well as, all other applicable laws, rules and regulations, <u>before starting work in the areas or use of the privileges covered by this O.I., and all other applicable laws, policies, procedures, rules and regulations</u>. It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to produce to HAS, immediately upon request and without redaction of any kind, any documents of any kind that the tenant or entity is required by law, ordinance, policies, procedures, rule and/or regulations to maintain. It shall be the duty, obligation and responsibility of each tenant or other sponsoring entity to ensure that everyone sponsored by them is kept advised of all changes and revisions to the regulations, penalties, and enforcement procedures contained in this Operating Instruction and other applicable laws, policies, procedures, rules and/or regulations.

4.2 It shall be the responsibility, duty and obligation of each and every individual to whom an ID Badge is issued, as a condition precedent to being issued and retaining an ID Badge, to know the limitations of their access, to know the laws, ordinances, policies, procedures, rules and regulations governing access, safety and security at the HAS airports and to timely and faithfully carryout their duties and obligations to the same, including, but not limited to, obeying each and every law, policy, procedure, rule and regulation and to strictly avoid any violation(s) of the same and by acceptance and/or retention of an ID Badge they represent that they have complied with these responsibilities, duties and obligations.

4.3 Submission to screening and inspection.

No badged individual may enter a sterile area for the purpose of boarding an aircraft as a passenger without submitting to the screening and inspection of his or her person and accessible property in accordance with the

procedures being applied to control access to that area or aircraft.

DEFINITIONS

5.1 Wherever an "Attachment" or "Form" is referred to anywhere in this O.I., the Attachment or Form originally provided with this O.I. are provided for your convenience only as a general assistance and do not constitute a legal description. Whenever an "Attachment", "Form", or "Map" is referred to anywhere in this O.I., the "Attachment" or "Form" is the then current version of that document used by the HAS Public Safety & Technology Division. Attachments, forms and maps change from time to time, the then current version of attachments and forms can be obtained from the HAS Public Safety & Technology Division, Airport Security Coordinator (ASC) for ID Badging and the then current version of maps and other documents can be obtained from the Airport Security Manager (ASM).

5.2 The use of bolding, italics, underlining or other means of emphasizing a word or words is merely an aid to bring that portion to the reader's attention and does not denigrate the status or importance of any other word, words, sentences or paragraphs nor reduce their being mandatory in nature where appropriate.

5.3 Word and Phrase Definitions:

5.3.1 Airport Identification Badge (ID Badge): Any single identification media or combined identification media and access control media which is, and does always remain, the property of the Houston Airport System and is issued by HAS to provide identification, authorization, and access to regulated and/or restricted airport areas and other HAS facilities. An ID Badge is only valid at the HAS airport where the ID Badge was issued, although HAS reserves the right to go to a system wide badge without amendment of this O.I. Anytime the term "ID Badge" is used, it is referring to an ID Badge issued by HAS, PS&T ID Badging, unless otherwise specifically noted. The term shall also include any medallions, HID tags, etc. designated and authorized by HAS to be attached to the ID Badge.

5.3.2 Airport Manager: Is the individual designated as such by the Houston Airport System for each HAS Airport. The term "Airport Manager" shall include the individual designated by the Airport Manager or by the Deputy Director of Aviation for Airport Services as the Acting or Interim Airport Manager, when the Airport Manager is on leave (vacation, city business, sick leave, FMLA, etc.) or unable or unavailable to fulfill their normal duties. Each Airport Manager that is primarily responsible for an HAS facility that is not technically part of an airport proper is also the Airport Manager for matters stated herein that concern that facility.

5.3.3 Airport Security Coordinator (ASC): The Airport Security Coordinator is the individual that occupies the position as defined in 49 CFR 1542.3 and as designed in the Airport Security Program. The "Airport Security Coordinator", as used herein, is the Airport Security Manager. Each HAS Airport will have an Alternate Airport Security Coordinator designated to address regulatory responsibilities at their respective airport.

5.3.4 Airport Security Manager (ASM): Is the individual so designated in that position by the Deputy Director of Aviation for Public Safety & Technology. The term "Airport Security Manager" shall include the individual designated by the Airport Security Manager or by the Deputy Director of Aviation for Public Safety & Technology as the Acting or Interim Airport Security Manager, when the Airport Security Manager is on leave (vacation, city business, sick leave, FMLA, etc.) or unable or unavailable to fulfill their normal duties. Each Airport Security Manager that is primarily responsible for an HAS facility that is not technically part of an airport proper is also the Airport Security Manager for matters stated herein that concern that facility.

5.3.5 Air Operations Area (AOA): A portion of an airport, specified in the airport security program, in which security measures specified in Part 1540 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation

areas) that are not separated by adequate security systems, measures, or procedures. Portions of the AOA may concurrently have more restrictive and controlled designations. The AOA is more specifically delineated in attachments to the Airport's ASP.

5.3.6 Airport Security Plan (ASP): An airport's security program developed for and approved by the Transportation Security Administration under the provisions of 49 CFR Chapter XII Part 1542.101. The Airport Security Plan is commonly referred to as the Airport's Security Program.

5.3.8 Apron Areas/Ramps: Any area at an HAS airport where aircraft operate or park without being under direct control of the Air Traffic Control Tower, excluding corporate hanger areas, Fixed Base Operators (FBO) areas, and general aviation areas. Access to apron areas is regulated for security/safety reasons as defined in TSA 49 CFR 1540 & 1542, 1544 and 1546 and/or other applicable laws, rules and regulations.

5.3.9 Authorized ID Badge: Includes not only HAS issued ID Badges, but also, the ID Badges and Federally approved access media of airline crews, airline mechanics or others who are allowed access to regulated or restricted areas based upon identification or access media issued by their employers and who are not otherwise required to possess an HAS ID Badge.

5.3.10 Authorized Signatory Authority: The individual authorized or designated, and approved by an HAS ID Badging Office, to sponsor individuals and request airport identification media for them.

5.3.11 I.D. Badging & Access Control Office: The HAS Public Safety & Technology Division ID Badging & Access Control Office is primarily responsible for reviewing, approving, issuing, and accounting to TSA for, and/or governing authorized ID Badges, Keys, PIN's and other access media. This Office is also responsible for Criminal History Record Checks (CHRCs), other security background checks, designation, signing and entry of access privileges, programming and deprogramming ID Badges, PIN data, etc. into the HAS access control system. ID Badges, PIN's and other media are issued by the Badging & Access Control Office located at each of the HAS airports. In addition to each permanent Badging & Access Control Office at each HAS airport, the HAS PS&T Division, may, from time to time, specially and/or temporarily designate other locations. Hours of operation may vary depending on staffing and other considerations. Other names for this Office are the ID Badging & Access Control Office and/or ID Badging Office and/or Badging Office and/or other combinations thereof.

5.3.12 Company Offense: An offense that is chargeable against an organization, as opposed to, or in addition to, an individual. In a company offense, the sanction shall be performed by the highest ranking officer, project manager, station manager, superintendent, division manager, substantial owner or other management individual of a rank similar to the foregoing that is directly connected with the business, operation, or project of the charged organization for the Airport or HAS facility related to the business, operation or project.

5.3.14 Current Picture: A picture of the applicant that is clear enough and close in appearance so that a reasonable individual can readily conclude that the document with the picture and the individual presenting the document with the picture as being their own picture are one and the same individual.

5.3.15 Deputy Director: The term "Deputy Director of Aviation for Public Safety & Technology" or "Deputy Director of Aviation for Operations Services" or "Deputy Director" shall, when said Deputy Director is on leave (vacation, city business, sick leave, FMLA, etc.) or unable or unavailable to fulfill their normal duties, include the individual designated by said Deputy or by the Director of Aviation as the Acting or Interim of a specified Division.

5.3.16 Enforcement: Houston Airport System Public Safety & Technology Division is primarily responsible for enforcement of security related offenses described in this Operating Instruction and associated O.I.'s; the Houston Airport System Airport Services Division and Public Safety & Technology

Division are jointly responsible for the enforcement of security offenses under FAR 139 and CFR 1542. Airport Operations is primarily responsible for non-security related offenses as designated under FAR 139 and other non-security related offenses. However, Public Safety & Technology and Airport Operations may also enforce offenses not under their primary area. Additionally, Notices of Violations for violations of this O.I. and O.I.'s associated herewith may also be issued by other Divisions provided that they have entered into a Memorandum of Understanding with the Public Safety & Technology Division and Airport Operation, as to their respective primary offenses.

5.3.17 Escort: To accompany or monitor and physically/visually control the activities of an individual who does not have unescorted access authority into or within a TSA Regulated Area as defined in the ASP.

5.3.18 Faithfully: Without variance, completely, devotedly, dependably.

5.3.19 HAS Airports: All land and improvements which are owned, leased, controlled and/or operated by the City of Houston under the auspices of the Houston Airport System at, or in conjunction with and/or support of, any one or more of the City owned airports.

5.3.20 Houston Airport System: City of Houston department responsible for operation of the HAS Airports.

5.3. 21 I.D. Badge Application and/or Application: Includes, but is not limited to, the Security Clearance Request form and the Security Clearance Renewal Request form, and any other application, clearance or request forms promulgated and used by HAS I.D. Badging Offices for the purpose of badging or issuance of access media.

5.3.22 Immediately or Timely: Without delay, right there and then, time is of the essence, something to be accomplished before proceeding with other tasks, either business or personal.

5.3.23 Key Set Symbol: The code number stamped on a controlled key used for identification purposes.
5.3.24 Media: Includes ID Badges, keys, PIN numbers and other equipment and devices for identification and/or access.

5.3.25 Notice of Violation: Written notice on a form, or in a format, designated by HAS PS&T or Airport Operations, officially charging an individual or entity with a violation of Security, or non-security, laws, ordinances, policies, procedures, rules or regulations or any other laws, ordinances, policies, procedures, rules or regulations, including, but not limited to the Airport Security Program, Organization Policy & Procedures (OPPS), Airport Operating Procedures (A.O.P.), Airport Security Manual and/or Operating Instructions (O.I.).

5.3.26 PIN Code: Personal Identification Number, normally identifiable to just one individual, but which may, under some circumstances, be issued to more than one individual, but often identifiable to a specific group of similarly engaged individuals, needing access through a PIN restricted portal and normally used for access to Restricted Areas not covered by conventional locks or card readers.

5.3.27 Portal: Any opening through which an individual or object can enter into a place or exit from a place; a portal may be controlled or uncontrolled; a portal includes, but is not limited to, doors, windows, baggage conveyor doors, doorways, cutouts in walls and floors, gates, openings in fences, docks, driveways into and out of a building or area, conveyor openings, construction openings, etc.

5.3.28 Regulated Area: Areas that have a defined regulatory standard and are controlled by regulation, be it Federal, State or Municipal, that requires a grant of permission to enter and remain in from a Federal, State or Municipal individual or entity having greater rights of possession and control of the area than the individual seeking to enter or remain therein.

5.3.29 Remedial Training: Such training as may be required by HAS of any individual or entity receiving a Notice of Violation.

5.3.30 Restricted Area: Areas not otherwise classified and which requires a grant of permission to enter and remain in from either HAS or an individual or entity having greater rights of possession and control of the area than the individual seeking to enter or remain therein.

5.3.31 Secured Area: 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 Part 1544 or 1546 of 49 CFR Chapter XII enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures. The Secured Area is more specifically delineated in attachments to the Airport's ASP.

5.3.32 Security Identification Display Area (SIDA): A portion of an airport, specified in the airport security program, in which security measures specified in Part 1542 are carried out. The Secured Identification Display Area is more specifically delineated in attachments to the Airport's ASP.

5.3.33 Airport Security Awareness Training (ASA): Security training media, including, but not limited to, film, videotapes, webpages, CDs, and DVDs, required by TSA 49 CFR 1542 to be viewed by individuals who have been granted an HAS badge, whether receiving SIDA access or not, prior to exercising the privileges of their Airport ID Badges, keys, PIN's or other access media or IDs.

5.3.34 Security Threat Assessment (STA): means a check conducted by TSA of databases relevant to confirming (1) that an individual does not pose a security threat, (2) that an individual possesses lawful status in the United States, and (3) an individual's identity.

5.3.35 Sponsoring Authority: Includes the terms, sponsoring organization and sponsoring company. A Sponsoring Authority is the entity who has a direct or indirect business and/or contractual relationship with HAS and that HAS ID Badging has approved and authorized to be a sponsor for the purpose of ID Badging.

5.3.36 Station Manager: This term means the individual that is the individual that is the top individual in charge of the day to day overall operations of a company or organization at an HAS airport on the date of the issuance of an NOV. It is an affirmative defense that an individual receiving an NOV is not the individual meeting the foregoing definition, however, any individual claiming this affirmative defense must provide a sworn statement naming the correct individual in his/her company or organization that meets this definition.

5.3.37 Sterile Area: A portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of 49 CFR Chapter XII, through the screening of individuals and property.

5.3.38 Suspension: Suspension does not mean that violator cannot work, it means that the individual is suspended from being within the Sterile, SIDA, Secured SIDA or AOA owned, leased or controlled by HAS for any reason, save and except, being a bona fide passenger, not a flight crew or cabin crew member, etc., on a flight arriving, transiting or departing an HAS airport or appearing for an HAS required hearing.

5.3.39 Transportation Security Administration (TSA): Division of the U.S. Department of Homeland Security responsible for administering Airport and other transportation venue Security Programs.

5.3.40 Under-Badged: Not having ID Badging and access rights of the appropriate level for accessing, being in, and/or remaining in an area unescorted.

5.3.41 Violation: The failure to, in whole or in part, strictly perform in a faithful and timely manner any duty or obligation, whether or not the duty or obligation is to do or not to do a general or specific matter

imposed upon an HAS ID Badge holder by any federal, state or local, including Houston Airport System, law, ordinance, policy, procedure, rule or regulation.

All Other Words and Phrases, Not Specifically Defined in this Section or Otherwise, in this O.I. Shall Be Defined As Is Commonly Used and Understood at HAS Airports By the HAS Director of Aviation, in his/her sole discretion.

PROCEDURES

6.1 Identification Badge

The ID Badge operated access control system in use at HAS airports provides control of access to specific areas and maintains a record of which cards were used to gain access into those areas.

6.1.1 Philosophy of Issuing ID Badges Since the ID Badge, and the access control system as a whole, play a key role in HAS's security efforts, the issuance of these ID Badges shall be tightly controlled and limited in number to the smallest number of individuals possible and even then to the lowest level of access necessary to perform their duties.

6.1.1.1 Issuance of certain ID Badges will grant escort authority to the ID Badge holder in his/her authorized access area for non-badge holders and for badge holders who have a valid ID Badge on their person with a lesser or no access authorization.

6.1.1.2 Only those individuals in physical possession of their approved HAS photo ID/access badge may escort individual(s) who do not have unescorted access authority into the HAS Secured Area, SIDA, AOA or Sterile Area. Individuals issued but not in physical possession of their approved HAS security ID badge authorizing unescorted access authority may not, under any circumstances, escort or be escorted into any portion of the airports Secured Area, SIDA, AOA or Sterile Area.

6.1.1.3 Everyone working at the HAS Airports must have an ID Badge issued by an HAS ID Badging Office or be under escort, unless the individual or the class of employment of the individual is expressly waived in writing by the Deputy Director of Aviation for Public Safety & Technology, or his designee.

6.1.2 Eligibility

6.1.2.1 Any individual who has been certified by his/her sponsoring authorized organization as having a need for access and/or a need for airport identification and who has submitted to the Badging & Access Control Office a properly completed ID Badge application, and meets the criteria for language competency and required training and is not otherwise excluded or denied access pursuant to this O.I. or any other law, ordinance, policy, procedure, rule or regulation. Specifically, ID Badges will be issued only to individuals who can justify, to the satisfaction of the Airport Security Coordinator as defined in 49 CFR 1542.3 and as designed in the Airport Security Program or the Alternate Airport Security Coordinator, in their sole discretion, that the applicant for an ID Badge is legally eligible to be issued an ID Badge, that a valid and security wise acceptable recurring need exists for the specific individual to access to one or more regulated and/or restricted areas of the airport. If there is any doubt whether an ID Badge should be issued and/or access should be provided, the ID Badge will not be issued and access will be denied.

6.1.2.2 Attached hereto as Attachment A is a list of disqualifying crimes and conditions and anyone who has been convicted of any of the disqualifying crimes and/or conditions; or has been charged with any of the disqualifying crimes for which a individual could receive one or more years of confinement and has not reached final resolution of accusation in their favor, i.e., dismissal by a court of competent jurisdiction or acquitted by a judge or jury, is not eligible to receive, renew, change and/or maintain an ID Badge.

6.1.2.3 Security Threat Assessment (STA) is the result of a TSA Security Directive and requires that airport operators must not issue any type of identification media until the Transportation Security Administration (TSA) has completed a STA on the individual, and determined that the individual has a favorable result. The Houston Airport System requires all badge applicants to successfully pass the airport operators CHRC and the TSA STA to be eligible for a Security Badge or ID card.

6.1.3 Areas and Privileges Requiring HAS ID Badges

6.1.3.1 As defined, the areas identified herein, are those areas restricted and/or regulated for security/safety reasons as defined by TSA 49 CFR 1540 & 1542, FAA 139 and/or by HAS policies, rules and regulations; therefore, it is required that individuals entering such regulated areas must have a valid HAS ID Badge authorizing the individual's access.. The HAS ID Badge must be displayed above the waist and below the neck on the outermost garment, with photo side visible during their operational/work period.

6.1.3.2 As to licensed Limousine Drivers, for the privilege of picking up any passengers at an HAS airport; therefore, it is required that individuals making such a pick-up must have a valid HAS ID Badge authorizing the individual to do so.

6.1.3.3 As to licensed Limousine Drivers, for the privilege of using any parking lot permitted to licensed Limo Drivers, and waiting and/or standing at an HAS airport it is required that individuals using such parking lot or waiting and/or standing must have a valid HAS ID Badge authorizing the individual to do so.

6.1.3.4 As to commercial ground transportation service drivers (shuttle, charter, taxi operators, etc…), other than Limousine Drivers, for the privilege of picking up any passengers at an HAS airport; therefore, it is required that individuals making such a pick-up must have a valid HAS ID Badge authorizing the individual to do so.

6.1.4 Exceptions to Areas Requiring HAS ID Badges

For personnel who are not based at the HAS Airport they need to work at, and don't have HAS ID Badges for that particular airport, such as federal safety inspectors, flight crewmembers, and airline mechanics, the following procedures apply:

6.1.4.1 Aviation Safety Inspectors (ASI's) 2-part FAA Form 110A is recognized as authorizing FAA ASI's unescorted access to those portions of the Secured Area or AOA necessary to the conduct of his/her assigned duties, subject to the following conditions:

- A 2-part card, FAA Form 110A, shall be prominently displayed by the Inspector at all times while in the Secured Area or AOA;
- The badge may not be used to bypass security screening;
- The badge shall not authorize entry into or movement within the Secured Area or AOA by vehicle;
- The badge is valid only when an inspector is on official business. The card, which does not afford escort privileges, is useable only as a security identification display area (SIDA), Secured Area, Sterile and/or AOA identification media; and,
- All Inspectors utilizing the 2-part card, FAA Form 110A for unescorted access within the Secured Area or AOA shall be subject to challenge and credentials verification by holders of HAS issued ID Badges.

6.1.4.2 Airline Flight Crews

Airline flight crews may be granted unescorted access within the Secured Area or AOA without an HAS issued ID Badge, for the airport they need to work at, only under the following conditions:

- Entry into the Secured Area or AOA is granted by their employer airline through Secured Area or AOA entry points controlled by that airline. In the event that one airline company provides ground handling service to another airline through a written agreement between them, the "handling" airline may agree to grant access to the "handled" airline's crew members;

- All flight crew members must display their employer company's Identification badge at all times while within the Secured Area or AOA;

- A flight crewmember is limited to proceeding directly to or from his/her aircraft for the purpose of performing pre-flight or post-flight inspections, and is to remain within the aircraft's "shadow" or “footprint” while performing these inspections. Upon completion of the inspection, the flight crewmember will board the aircraft or immediately exit the Secured Area or AOA through his/her company's restricted access point; and,

- Flight crew/cabin crewmembers must be in uniform and wear an air-carrier-issued ID on their outermost garment, above the waist and below the neck. The individual to whom it was issued must wear this ID. Escort authority is not extended to transient flight crew or cabin crewmembers that do not possess an HAS ID Badge for the specific airport at which they are working.

6.1.4.3 Non-Based Airline Aircraft Mechanics

Airline aircraft mechanics may be granted unescorted access within the Secured Area or AOA without an HAS issued ID Badge, for the specific airport they need to work at, only under the following conditions:

- Entry into the Secured Area or AOA is granted by their employer airline through Secured Area or AOA entry points restricted by that airline. In the event that one airline company provides ground handling service to another airline through a written agreement between them, the "handling" airline may agree to grant access to the "handled" airline's non-based airline aircraft mechanics;

- All non-based airline aircraft mechanics must display their employer company's identification badge at all times while within the Secured Area or AOA;

- A non-based airline aircraft mechanic is limited to proceeding directly to or from his/her aircraft for the purpose of performing his/her duties, and is to remain within the aircraft's "shadow" or “footprint” while performing these duties. Upon completion of his/her duties, the non-based airline aircraft mechanics will immediately exit the Secured Area or AOA through his/her company's restricted access point. Each tenant will affix an HAS-approved tag to the employer’s identification badge specifying the times that this approval is valid. In all cases, the approval will expire within 24 hours of issuance; and

- Non-based airline aircraft mechanics must be in uniform and wear an air-carrier-issued ID on their outermost garment, above the waist and below the neck. The individual to whom it was issued must wear this ID. Escort authority is not extended to non-based airline aircraft mechanics that do not possess an HAS ID Badge for the specific airport at which they are working.

6.1.5 ID Badge Display in SIDA and Sterile Areas

6.1.5.1 All individuals within the Security Identification Display Area (SIDA) and Sterile area of the airport shall be required to display a valid unexpired HAS ID Badge at all times on their person, above the waist and below the neck, on the outermost garment, with photo side visible.

6.1.5.2 The SIDA area includes, but is not limited to, all cargo areas, all terminal aircraft aprons and the service roads leading to these aprons from the respective security checkpoint to the terminal buildings.

6.1.6 ID Badge Display in Any Area Other Than SIDA Areas 6.1.6.1 All individuals entering the Secured Area, Sterile, AOA or a SIDA Area must wear and display on his/her outermost garment, above the waist and below the neck, on the outermost garment, with photo side visible their HAS approved photo ID/access badge. This requirement pertains to all HAS badge holders.

6.1.7 Challenge Procedures and Requirements

6.1.7.1 Any individual who has been issued an ID Badge **is required to and is responsible** for challenging any individual they observe who is not properly displaying an HAS issued ID Badge issued to the individual being challenged and/or is in an area that exceeds the level of their access. Additionally, such individual shall be immediately reported to The Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).

6.1.7.2 Any individual who has been issued an ID Badge **has a mandatory duty** to challenge any individual who, whether said individual has an ID Badge or not, that circumvents or attempts to circumvent, in any manner, including, but not limited to “tailgating” or “piggybacking”, any access control device. Additionally, such individual shall be immediately reported to The Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).

6.1.7.3 Each individual who has been issued an ID Badge **has a mandatory duty** to constantly be on the lookout for those that are not properly displaying their ID Badge, not displaying an ID Badge at all, and/or in an area that is not authorized by the level of their ID Badge and to immediately report the incident to the Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).

6.1.7.4 In the event that an individual with a duty to challenge reasonably believes their personal safety would be in jeopardy by making such a challenge, they shall still be obligated to immediately report the incident to the Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD) and monitor the individual until resolved by airport security.

6.1.8 Duty to Ensure Secured Portals

6.1.8.1 Individuals with a valid ID using an AOA or SIDA vehicle access gate, **whether they are entering or leaving the AOA or SIDA, must STOP AND WAIT** to assure the gate is fully closed and secured behind them before continuing on, save and except, whenever more than one (1) vehicle is exiting an area of more security to lesser security, every vehicle, except for the last vehicle in the exit line may proceed without stopping and waiting, and it shall be the duty of the driver of the last vehicle in the exit line to stop and wait to assure the gate is fully closed and secured behind them -- during the period of a line of vehicles exiting the drivers of all exiting vehicles shall ensure that no vehicle enters without the gate first closing and the driver of the incoming vehicle using their
access media to properly operate the gate indicating they are approved for entry. This duty is in effect even if the exiting drivers know the party seeking entry is authorized.

6.1.8.2 Individuals with a valid ID using any restricted door and/or other portal, no matter where located, **whether they are entering or leaving a restricted area must STOP AND WAIT** to assure the door and/or other restricted portal is closed and secured behind them before continuing on.

6.1.9 Use of ID Badge by Other than the Individual to Whom It Was Issued

6.1.9.1 **Use of the ID Badge by an individual, other than the individual to whom it was issued, is strictly prohibited under any and all circumstances**. Unauthorized use is grounds for immediate confiscation and revocation of the ID Badge and access rights, and additionally, is a violation of Transportation Security Administration 49 CFR 1542 and other laws, rules and regulations.
Anyone who does not match the ID Badge photograph or who presents an expired or otherwise invalid ID Badge shall be immediately reported to The Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD). The individual discovering the use of an expired or invalid ID Badge will immediately attempt to peacefully confiscate the ID Badge and escort the individual presenting such ID Badge out of any **restricted or regulated area and immediately return the ID Badge to the Badging & Access Control Office. If the individual with the invalid ID Badge refuses to comply and/or surrender the ID Badge, the individual discovering the same shall request immediate** assistance from The Public Safety & Technology Division Security Dispatch Office (281-230-1300 for IAH --- 713-845-6555 for HOU and EFD).

6.1.10 Individual Issued ID Badge, But Not In Possession of It

6.1.10.1 Anyone who has been issued an ID Badge, but **is not in physical possession of their Current issued ID Badge, may not enter, be in or remain within a regulated area**.

6.1.10.2 Anyone who has been issued an ID Badge, but **is not in physical possession of their current issued ID Badge, may not be escorted into or remain within any restricted or regulated area.**

6.1.10.3 **No one shall escort anyone who has been issued an ID Badge, but is not in physical possession** of their issued ID Badge, into or in any regulated area. **It is the responsibility of each individual escorting someone to ensure that the escorted party does not have a current ID Badge.**

6.1.11 Authorized Signature

6.1.11.1 The senior local official of an authorized sponsoring organization shall designate a limited Number of personnel who are authorized to sign the authorization portion of each ID Badge application on behalf of the authorized sponsoring organization. Individuals so designated must themselves successfully complete a fingerprint based Criminal History Records Check (CHRC) initiated by HAS

6.1.11.2 A copy of the signatures of individuals so authorized will be provided to the Airport Security Manager or his designee and kept on file in the appropriate HAS Public Safety & Technology Division Badging & Access Control Office for reference purposes. A specific form is provided for this purpose, Authorized Signature Authority Form, and only that form is acceptable.

6.1.11.3 ID Badge applications will only be processed after the applications are signed by an authorized signatory.

Other companies or organizations that desire to have regulated area access must demonstrate in writing to the satisfaction of the Airport Security Coordinator as defined in 49 CFR 1542.3 and as designed in the Airport Security Program or an Alternate Airport Security Coordinator, in their sole discretion, that the applicant for an ID Badge is legally eligible to be issued an ID Badge, that a valid and security-wise acceptable recurring need exists for the specific individual to access to one or more regulated and/or restricted areas of the airport. Badges will not be granted solely for the convenience of any individual, company or organization.

6.1.12 Insurance Requirements

6.1.12.1 All authorized sponsoring companies and organizations shall have and maintain sufficient insurance coverage in favor of the City of Houston to the required limits of their Airport Use Agreements, Contracts, Leases, or Ordinances, whichever is greater, and shall annually, or upon request, immediately and without protest, provide a valid true and correct original certificate of insurance to the ID Badging & Access Control Office on a form acceptable, in the sole discretion of, HAS Finance & Administration.

6.1.13 Request for ID Badges

6.1.13.1 At time of presentation of an application for issuance of an ID Badge, (i.e., the Security Clearance Request Form or the Security Clearance Renewal Request Form, as appropriate), and again at time of pick-up of ID Badge, the applicant must present positive valid identification documents (via two (2) acceptable documents as set forth below) written in the English language, with the bearer's photo and signature. The document will be electronically verified if possible. Section 6.1.13.2 and 6.1.13.3 below only need to be produced at time of presentation of application for original ID Badging, any change to ID Badging and/or Renewal of an ID Badge, unless the documents used by the Applicant meets the requirements of the documents set forth in Section 6.1.13.4 a and b below and the Applicant desires to use them for those purposes also. On all documents bearing a picture, the picture thereon must be a "Current Picture" as defined in this O.I.

6.1.13.2 Individuals not born in the United States of America, but who are claiming they are United States of America Citizens, must prove that they are currently United States of America Citizens by producing valid originals one of the following documents, in addition to the other herein acceptable documents:

To Prove United States of America Citizenship:

• United States passport (unexpired);
• Certificate of United States of America Citizenship, INS Form N-560 or N-561; or
• Certificate of Naturalization, INS Form N-550 or N-570.

6.1.13.3 Individuals who are not United States of America Citizens must produce valid originals of one or more of the following documents, in addition to the other herein acceptable documents, verifying foreign citizenship, and immigration status and employment authorization by presenting:

- Unexpired foreign passport that contains the following unexpired stamp: "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Valid until [DATE] Employment authorized," or has Form I-94 attached and that form bears the same name as the passport and contains an employment authorization stamp with an unexpired endorsement and the proposed employment does not conflict with any restrictions identified on Form I-94;
- Unexpired Alien Registration Receipt Card with photo, INS Form I-151 or I-551(does not require an Employment Authorization Document);
- Unexpired Employment Authorization Card, INS Form I-688A;

- Unexpired reentry permit, INS Form I-327;
- Unexpired Refugee Travel document, INS Form I-571; or
- Unexpired INS employment authorization document that contains a photograph, INS Form I-688B.

6.1.13.4 The following are acceptable documents:

Primary forms of Identification (current picture required):

- State issued Drivers License;
- ID card issued by Federal, State, or local government agency or entity provided it contains a photograph;
- Military Identification Card or draft record, dependent's ID card;
- Passport (unexpired)
- Government sponsored school ID card with photograph;
- Texas Concealed Handgun License; and/or
- Any documents from Section 6.1.13.2 or 6.1.13.3 that have a current picture of the applicant; **Secondary** forms of Identification used as **Supporting** documentation to the Primary form of Identification, if two forms of Primary identification are not produced.
- Social Security Card;
- Voters Registration Card;
- Certified Copy of Birth Certificate or Original with Official Seal;
- Naturalization Certificate;
- United States Government Issued VISA;
- Government Issued Social Services Identification Card;
- Temporary Drivers License or ID issued by a State Government;
- Photo ID Issued by Applicant's Employer in the Normal Course of the Employer's Business; and/or
- Any documents from Section 6.1.13.2 or 6.1.13.3.

6.1.13.5 For safety and security reasons unescorted access will not be authorized in a regulated or restricted area to individuals who cannot competently read and understand the English language.

6.1.13.6 Vehicle gate access will not be authorized to personnel not having a valid driver's license or having successfully completed an HAS airfield driver training course and not in current good standing with current HAS airfield Operating Instruction's.

6.1.13.7 All applications for airport ID Badges must be made on the appropriate forms furnished by The Houston Airport System.

6.1.13.8 The Security Clearance Request form is for individuals not previously badged by the Houston Airport System. The Security Clearance Renewal Request form is to be used for replacement of a previously issued badge. These forms are also known as ID Badge Applications.

6.1.13.9 Photocopies of completed ID Badge applications will not be accepted. All applications must be completely typed and/or printed legibly in blue or black ink. Applications will not be accepted if any preprinted material on the ID Badge application is marked through or otherwise an attempt to alter the wording and/or intent of the wording thereon has been made. As other technologies become available and practical to use, the ID Badging Office may accept the applications in other manners providing that the manner of acceptance is lawful and comply with any governing federal laws or regulations. An Amendment to this OI is not required to make this change and the same can be achieved by posting in the ID Badging Office.

6.1.13.10 **The sponsoring company or organization and the individual signing on behalf of the sponsoring company or organization, by his/her signature, is certifying that the representations made on the Security Clearance Request for and/or Security Clearance Renewal Request form are true and correct and that the individual has been made aware of and understands all laws, rules, regulations, policies, procedures and the consequences of violating the same.**

6.1.14 ID Badge Coding:

6.1.14.1 All necessary information which meets the requirements of Transportation Security Administration 49 CFR 1542 and Houston Airport System regulations will be placed on the ID Badge as follows and not otherwise:

- As per Attachment # B for IAH;
- As per Attachment # C for HOU; and
- As per Attachment # D for EFD

6.1.14.2 Badge design, colors, information, coding, etc. may be, from time to time, changed, modified, badges added, badges eliminated, in the sole discretion of the Deputy Director of Aviation for Public Safety & Technology, or his/her designee, without need for formal resubmission of this O.I. Such change will be complete upon posting in the appropriate Airport's ID Badging and Access Control Office and the appropriate Attachment immediately above being removed and the new one substituted in the official O.I. file maintained by HAS Airport Services.

6.1.14.3 Non-Badged individuals must always be under constant escort by an individual with HAS authorized escort authority who is able to maintain physical and visual control of the escort. Upon approval by the Airport Security Manager or designee, Non-Badged individuals who have submitted a badge application may be escorted into restricted or regulated areas while awaiting the results of their Criminal History Records Check (CHRC) and the Security Threat Assessment (STA). Escorts conducted during this badging phase must be closely monitored by the applicant's employer and is approved on a case by case basis for courtesy purposes only. Escort privileges may be revoked at any time prior to receipt of an airport badge. Under-Badged individuals, i.e., those whose access level is below that of the area where they wish to enter or remain, must always be under constant escort by an individual with HAS authorized escort authority who is able to maintain visual/physical control of the escort, when in an area for which they do not have sufficiently badged authority.

6.1.15 Original and Renewal ID Badge Fees:

6.1.15.2 Please Refer to Attachment A

6.1.16 Lost, Misplaced or Stolen ID Badge Procedures & Fees:

6.1.16.1 Lost misplaced or stolen ID Badges shall be immediately reported to the Badging & Access Control Office, if during the hours that the Badging & Access Control Office is open; if during the hours that the Badging & Access Control Office is not open, then an oral report shall be immediately made to the Public Safety & Technology Security Dispatch Center (281-230-1300 at IAH --- 713-845-6555 at HOU and EFD) so that the ID Badge can be immediately deactivated. Additionally, a formal report must be made to and a case number obtained from a law enforcement agency for Stolen ID Badge media;

6.1.16.2 The ID Badge will be replaced only after: Refer to Attachment A.

6.1.17 Accounting for ID Badges:

The sponsoring organization and the Houston Airport System are jointly responsible for control and accountability of ID Badges. However, the sponsoring organization has the primary duty to immediately notify the ID Badging & Access Control Office, both by phone and in writing (email) or in the event that the ID Badging & Access Control Office is closed, then to immediately report the same to the Public Safety & Technology Security
Dispatch Center (281-230-1300 for IAH -- 713-845-6555 for HOU and EFD), when individuals whom they have authorized have resigned, been terminated or are no longer associated with the authorizing organization. ID Badges of individuals no longer associated with the sponsoring organization **must be returned** to the ID Badging & Access Control Office or an Unaccounted-For Security Access Media Form must be completed and submitted to the Badging & Access Control Office within forty-eight (48) hours of such resignation, termination or ending of association.
The authorizing organization shall remain liable for any and all damages, including, but not limited to, regulatory fines and/or penalties, contractual, equitable, or claims in tort, and/or property damage and including reasonable attorneys fees, and/or allocable internal costs, related to the investigation and/or defense of such claims or fines and/or penalties, suffered by the Houston Airport System, accruing before such ID Badge(s) are delivered to the ID Badging & Access Control Office. If a sponsor fails to return a badge from a badge holder that is no longer employed by the sponsor, the sponsor may be charged a lost badge fee. A civil penalty may be imposed by the TSA as a result of the organizations failure to return badges.

6.2 Key Lock System

This section shall only apply to keys providing access to the AOA, SIDA, Sterile Areas and/or other high security areas. [All reference to IAH Key Control can be referenced in OI 08-02]

6.2.1 Acquisition of HOU Keys by Users of the Houston Airport System

6.2.1.1 Key Order Job Request Form is required to be filed with the ID Badging & Access Control Office for the appropriate airport to start the acquisition process.

6.2.1.2 Only those individuals with an authorized signature on file with the HAS Public Safety & Technology Division ID Badging & Access Control Office, at the airport where the key is to be utilized, will be accepted as the authorizing signature on the Key Order Job Request Form. Two signatures of individuals with authorized signature authority, one of which must be an authorized HAS management level employee from HAS PS&T Division, are required to authorize a master or submaster key and both the Airport Manager and the Airport Security Manager must sign to authorize a grand master.

6.2.1.3 The ID Badging & Access Control Office will verify signature, documentation and will process the form. Upon completion of processing the Badging & Access Control Office will forward the same to the HAS Key Shop at the appropriate airport and will enter the work order into the MMS.

6.2.1.4 As to the keys under its jurisdiction, the HAS ID Badging & Access Control Office will notify the requestor and deliver the keys when they are ready. **EACH AND EVERY KEY THAT ALLOWS ACCESS, EITHER DIRECTLY OR INDIRECTLY TO THE AOA, SIDA, THE STERILE AREA, THE REGULATED AREA OR ANY**
OTHER AREA AS FROM TIME TO TIME MAY BE DESIGNATED IN WRITING BY THE AIRPORT SECURITY MANAGER, MUST BE CLAIMED AND SIGNED FOR BY THE INDIVIDUAL TO WHOM THE KEY WILL BE ISSUED – NO EXCEPTIONS!

6.2.1.5 No individual or HAS Key Shop shall deliver or transfer any key to anyone whatsoever, who has not strictly followed each and every one of the above requirements. Delivering or transferring a master, sub-master or grand master without strict compliance with the above requirements shall be an offense of such a degree of severity as to allow Immediate

Temporary Suspension of their ID Badge without prior warning or counseling. Delivering or transferring a key other than a master, sub-master or grand master without strict compliance with the above requirements shall be an offense resulting in a transfer from and removal of access to the key shops, if the individual making the delivery or transferring is assigned therein and such transfer from and removal of access to the key shops shall be permanent.

6.2.2 Charges for Key Duplication and Re-Keying, Re-Coring Tenant Areas

6.2.2.1 The tenant may request additional keys for their area at the then current HAS charge per key.

6.2.2.2 The tenant may request an area to be re-keyed or re-cored for many different reasons, the most common being compromise of security due to personnel changes or loss of a key. The tenant will assume all costs associated with this request at the then current HAS charge per key and/or per core.

6.2.3 Lost or Stolen Keys for Access to Tenant Areas

6.2.3.1 In the event of a lost or stolen key, the tenant will complete an ID Badging Media Loss, Misplacement or Theft Form and return it to ID Badging & Access Control Office located at the appropriate airport.

6.2.3.2 The tenant's compromised areas will be re-keyed/re-cored at the tenant's request and the above charges (Section 6.2.2.2) will apply.

6.2.4 Lost or Stolen Keys

6.2.4.1 Whenever any key is lost or stolen, the individual to whom the key is issued must immediately fill out an ID Badging Media Loss, Misplacement or Theft Form at the ID Badging & Access Control Office at the appropriate airport. In the event that the ID Badging & Access Control Office is closed at the time of the discovery of the loss or theft preliminary notification shall be immediately made via telephone to the Public Safety & Technology Security Dispatch Office for the appropriate airport. IAH (281-230-1300) HOU (713-845-6555) EFD (713-845-6555).

6.2.4.2 Since more than one tenant may be utilizing the affected door, the tenant responsible for the compromise will be billed for all keys and cores required to reestablish security. Charges for this immediate and expeditious service (after-hours and/or emergencies) will be at the then current HAS charges or the actual cost of material and labor, whichever is greater.

6.2.4.3 Any **unauthorized** locking or exclusion device of any kind placed on a Houston Airport System door, gate, or equipment will be removed at the owner's expense and without warning. Any re-keying/re-coring needed will be charged at the then going rates charged by Houston Airport System, plus, a surcharge of $500.00.

6.2.4.4 Each restricted, regulated or sterile area key will be numbered consecutively and will be issued to the user by number and key set symbol.

6.2.4.5 Keys and cores issued by HAS are and remain the property of the City of Houston and must be surrendered immediately upon demand by Houston Airport System.

6.3 Personnel Identification Number (PIN) Pad Locks

All boarding gate doors, jet way doors, AOA operations doors, and security checkpoint doors not covered by a keying mechanism will be secured with a locking device requiring the use of an ID Badge and card reader or entry of a PIN code to gain access.

6.3.1 Employees requiring access to these doors will be so indicated in the Security Clearance Request Form or Security Clearance Renewal Request Form under "Applicant's Assigned Area."

6.3.2 PIN codes will be given out at the Badging & Access Control Office at the time of ID Badge issue. PIN codes will only be changed on a basis as established by the ID Badging & Access Control Office, in its sole discretion. Individuals requiring PIN codes after the issuance of their ID Badge must complete another Security Clearance Request Form prior to receiving the same.

6.3.3 Anytime a PIN code has been compromised, both the holder of the code and the sponsoring authority shall immediately notify the Badging & Access Control Office in person or, in the event that the Badging & Access Control Office is not then open, the Security Dispatch Center at the appropriate airport shall be notified. IAH (281-230-1300) HOU & EFD (713) 845-6555.

6.3.4 The writing of any PIN code, either in plain language or in code in a manner so that the writing could be viewed by the general public or by an individual who should not have the PIN code, may, in the sole discretion of the Airport Security Manager result in the removal of the PIN pad device and the replacement thereof with an HAS controlled ID Badge activated device, alarmed to PS&T Division Security Dispatch Center, at the sole cost and expense of the tenant and/or airline which is the primary user of the portal secured by the PIN pad device.

6.4 Enforcement

Violations of any of the duties and/or obligations set forth herein and in the O.I. entitled “Violations - Offenses - Charging Instrument - Due Process Provisions” and any other applicable law, ordinance, policy, procedure, rule and/or regulation shall charged via a Notice of Violation (NOV) and the procedures set forth in the O.I. entitled “Violations - Offenses - Charging Instrument – Due Process Provisions” shall apply.

6.4.1 The offenses and sanctions are not exclusive, but are cumulative to any other applicable law, ordinance, policy, procedure, rule and/or regulation.

6.5 Miscellaneous Clauses

6.5.1 In the event that anything herein conflicts with any Federal law, rule or regulation and/or any Airport Security Program, including, but not limited to Security Directives and Emergency Amendments, then such Federal law, rule or regulation and/or Airport Security Program, shall prevail.

6.5.2 This O.I. is not exclusive on the issues set forth herein, but is cumulative of any and all other O.I.'s, and federal, state or local laws, ordinances, policies, rules and regulations.

6.5.3 Having an HAS ID Badge and/or access privileges is not a right, but is a privilege, and individuals so having such ID Badge and/or privileges rights are only entitled to the same for so long as they meet all qualifications, including, but not limited to, being employed with an authorized sponsor and not having been found to have committed a violation or violations which can result in the suspension of termination of the ID Badge and/or access rights.

6.5.4 This O.I. supersedes any prior O.I. (s) as to any subject matter addressed herein.

6.5.5 In the event that any agency, department, or division named herein shall change its name or its duties be assigned to another agency, department or division, such new name or the name of the successor / replacement agency, department or division shall be substituted in place of any such agency, department or division presently named herein and no amendment to this O.I. shall be required.

6.5.6 In the event that any specifically enumerated law, ordinance, rule or regulation set forth herein shall be renumbered, modified or replaced, then the new number and/or law, ordinance, rule or regulation that, in the sole discretion, of the Deputy Director of Aviation for Public Safety & Technology, deems to be appropriate for replacement of the present law, ordinance, rule or

regulation shall be substituted in place thereof and no amendment to this O.I. shall be required, however, the replacement law, ordinance, rule or regulation so designated shall be posted in the ID Badging Office and shall be obtainable there from.

_____
FRANK M. HALEY
DEPUTY DIRECTOR OF AVIATION
PUBLIC SAFETY AND TECHNOLOGY

_____
THOMAS BARTLETT
DEPUTY DIRECTOR OF AVIATION
AIRPORT SERVICES

ATTACHMENT "A"
LIST OF DISQUALIFYING CRIMES AND CONDITIONS

Not all disqualifying crimes may be specifically named in this list as the names of crimes often vary from jurisdiction to jurisdiction; therefore, other crimes, including but not limited to, fitting in the same family as one or more of the listed crimes shall also be disqualifying.

Disqualifying criminal crimes: An individual has a disqualifying criminal crime if the individual has been convicted, or found not guilty of by reason of insanity, of any of the disqualifying crimes listed in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The offense (s) must have been committed or tried as an adult.

A "Deferred Adjudication" is, pursuant to federal guidelines, counted as a conviction.

A "felony" is any crime for which a sentence of confinement for a period of one year or longer could have been imposed, no matter what the confining facility is classified as. The level and name of the crime is based upon the crime charged, until dismissal or conviction and at that time it is based upon the crime for which the individual is punished.

Violations of the Uniform Code of Military Justice when considering the definition of a felony, and as otherwise used in interpreting this document, is based upon the sentence that could have been imposed under the UCMJ.

The Disqualifying Crimes are the following:

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violations;

2. Interference with air navigation and flight, including, but not limited, to landing and taking off;

3. Improper transportation of a hazardous material or object;

4. Aircraft piracy;

5. Interference with flight crew members or flight attendants;

6. Commission of certain crimes aboard aircraft in flight;

7. Carrying a weapon or explosive aboard an aircraft;

8. Conveying false information or threats;

9. Aircraft piracy outside the special aircraft jurisdiction of the United States;

10. Lighting violations involving transporting controlled substances;

11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements;

12. Destruction of an aircraft or aircraft facility;

13. Destruction or intentional damage to an airport;

14. Murder.

15. Assault with intent to murder.

16. Espionage.

17. Sedition.

18. Kidnapping or hostage taking.

19. Treason.

20. Rape or aggravated sexual abuse.

21. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.

22. Extortion.

23. Armed or felony unarmed robbery.

24. Distribution of, or intent to distribute, a controlled substance.

25. Felony Arson

26. Felony involving a threat

27. Felony involving the following:
    i. Willful destruction of property;
    ii. Importation or manufacture of a controlled substance;
    iii. Burglary;
    iv. Theft;
    v. Dishonesty, fraud, or misrepresentation;
    vi. Possession or distribution of stolen property;
    vii. Aggravated assault;
    viii. Bribery; or
    ix. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year

28. Violence at any airport(s)

29. Conspiracy or attempt to commit any of the criminal acts in this paragraph:

<u>Disqualifying Conditions</u>

1. A disqualifying condition may result from an aggregate pattern of criminal intent or activity as evidenced by arrest records or convictions, irrespective of the type of the criminal offense(s) alleged or time period as determined by the Airport Security Manager.

2. It shall also be a disqualifying condition if an individual seeking ID Badging has had their ID Badging/Access Rights or anything similar thereto, terminated at any airport within the 10 year period prior to seeking badging at an HAS Airport.
   The term “Airport” as used herein shall mean any airport in the world.

3. It shall also be a disqualifying condition to present false or counterfeit documents or make any mis-representation at or to an HAS ID Badging & Access Control Office.

4. It shall be the discretion of the Houston Airport System and its Representatives to deny any Individual ID Badge if, as evidenced by their arrest record (s), the individual’s exacerbated

criminal conduct threatens the safety and security of the airport.

5. An applicant and/or Badge Holder shall have a continuing obligation to disclose to the Airport Security Manager or their Designee within 24 hours if he/she is arrested and/or convicted of any Disqualifying criminal offense(s), or a DWI/DUI occurs.

6. The Houston Airport System requires all badge applicants to successfully pass the airport operators CHRC and the TSA STA to be eligible for a Security Badge or ID card.

Original and Renewal ID Badge Fees:

1. ID Badge fees and monthly parking fees will normally be billed to the company of the employee being badged. A new first time issue ID Badge fee of $45.00. The fee for the replacement of an expired, damaged or worn ID Badge is the same as a new ID Badge, i.e., $16.00.

2. The ID Badge will be replaced only after:
   a) The individual to whom it was issued files a written report on the ID Badging Media Loss, Misplacement or Theft Form, and a detailed explanation of the circumstances leading to the loss, misplacement or theft with the ID Badging & Access Control Office. Dependent upon the circumstances the individual may be issued as NOV.

   b) In addition to the ID Badging Media Loss form, a police report must also be filed for stolen ID Badge media.

   c) The replacement fee for lost or stolen ID Badges within a 365 day period is:

      - 1st Loss / Misplacement/Theft $100.00
      - 2nd Loss / Misplacement/Theft $150.00
      - 3rd Loss / Misplacement/Theft $200.00

      The replacement fee must be paid by the applicant (not the sponsoring company) before a replacement ID Badge is issued – **there will not be any invoicing for payment at a later date**.

   d) If the lost, misplaced or stolen ID Badge is returned to the Badging & Access Control Office prior to the expiration date displayed on the badge then 90% of the replacement fee shall be refunded. A refund form may be obtained at the ID Badging & Access Control Office.

ATTACHMENT "B"
ID BADGE / ACCESS MEDIA DESCRIPTION
For IAH

a. The expiration date given in month-day-year 4/13/04 or month-year format APR 04.

b. The cardholder's photograph.

c. The cardholder's name.

d. A unique identification number.

e. The cardholder's title, position or job classification.

f. The cardholder's employer. If the cardholder is employed by more than one entity on the airport, a separate ID Badge must be authorized by each employer and issued.

g. The airport's 3-letter identifier, i.e., IAH.

Non-Badged individuals must always be under constant escort by an individual with a Red or Yellow Badge. Under-Badged individuals must always be under constant escort by an individual with a Red or Yellow Badge, when in an area for which they do not have sufficiently badged authority.

ATTACHMENT "C"
ID BADGE / ACCESS MEDIA DESCRIPTION
For HOU

a The expiration date given in month-day-year 4/13/04

b The cardholder's photograph.

c The cardholder's name.

d A unique identification number

e The cardholder's title, position or job classification

f The cardholder's employer. If the cardholder is employed by more than one entity on the airport, a separate ID Badge must be authorized by each employer and issued.

g The airport's 3-letter identifier, i.e., HOU.

Non-Badged individuals must always be under constant escort by an individual with a Red or Yellow Badge that bears the word "ESCORT". Under-Badged individuals must always be under constant escort by an individual with a Red or Yellow Badge, when in an area for which they do not have sufficiently badged authority.

ATTACHMENT "D"
ID BADGE / ACCESS MEDIA DESCRIPTION
For EFD

a. The expiration date given in month-day-year 4/13/04 or month-year format APR 04.

b. The cardholder's photograph.

c. The cardholder's name.

d. The cardholder's employer. If the cardholder is employed by more than one entity on the airport, a separate ID Badge must be authorized by each employer and issued.

e. The airport's 3-letter identifier, i.e., EFD.

f. The Houston Airport System logo.