

Consortium Meeting Minutes – May 15, 2019

Welcome – Jake Hoehn, Airport Security Manager

- Jake welcomed and thanked everyone for coming.

Security Topics – Jake Hoehn, Airport Security Manager

- **Concourse Passes –**
 - Should not be requested in lieu of going through the badging process
 - Should not exceed 7 days (consecutive or non-consecutive)
 - Can't be requested for an individual with a lost/stolen/left at home badge or anyone who has started the badging process

They may be issued for Repair Techs, Executives, etc. but shouldn't for employees working at the airport (some exceptions may be needed).
- **MAC Issued Key Control –** Groups of people can't share MAC issued keys. If employees are currently doing this, individual keys must be [requested](#) immediately.
 - Only the individual who was issued the key may use it
 - Lost/Stolen key notification must happen immediately
 - Notify MAC Facilities and return MAC issued keys immediately of terminated employees
 - Keys must be treated just like and an MSP issued security badge
- **Real ID Requirements –** After **Oct. 1, 2020**, a [REAL ID](#), Enhanced driver's license or ID or passport will be required for those wanting to board domestic flights. Please help spread the word as we are expecting major issues with this for those who travel infrequently.
- **Knife Audits –** We are seeing more issues of non-compliance.
 - Master Knife Inventory must be sent to concessions and approved. All changes to inventory must be reported immediately.
 - Daily Shift Inventory Logs must be completed after each shift and signed off. Make sure all staff is aware of this.
 - All knives should be locked up or tethered.

Badging Hot Topics – Anne Thurston, Badging Supervisor

- **SIDA Training Changes –**
 - Self-paced computer based training
 - Located at the 6th Floor Learn Center directly above badging
 - Must bring acceptable photo ID
 - Arrive between 7:30 am – 1:30 pm Monday through Friday
 - Applicant will be issued their badge after successful completion; there is a limit as to how many times individuals can repeat the training in one sitting if they don't pass
 - Most applicants complete the training and assessment in 45 minutes
 - Appointments are required for [interpretive SIDA training](#)
- **Badge Pick-up -**
 - Located at the 6th Floor Learn Center directly above badging
 - Must bring acceptable photo ID
 - Available between 7:30 am – 2:00 pm Monday through Friday
- **Blue/Green Badge Changes –**
 - Blue Badges will now be issued in place of Green Badges; there is still no training needed
 - After individuals have been issued two successful six month badges an employee may be eligible for a one year badge
- **Leave of Absence (LOA) –** The badging office has to be notified of any Leave of Absence of 30 days or more. Notify the Badging Office 2 days before the employee plans to return to work to re-activate their badge.

- **Badge Do's & Don'ts**
 - DO notify Badging Office within 24 hours of terminations, retirements, separations
 - DO return deactivated badges (including expiration, termination, retirement) to Badging Office within 10 days of deactivation, even if badge holder intends to renew after 10 day window.
 - DON'T WAIT to return badge; failure to return badge within 10 days will result in a \$200 fine per badge
 - DO renew your badge within 30 days before or after your expiration date
 - DON'T allow an employee to work for your company if your company is not listed on the badge
 - DON'T allow an employee a grace period after termination to remove your company from their badge

Ordinance 117 Citation Changes – Sergeant Jeff Mademann

- [Ordinance 117](#) Citations have been reviewed and are now broken into 4 Sections:
 - Airport Security Areas – SECTION 1
 - Identification Badges – SECTION 2
 - Access Points – SECTION 3
 - Duties of Authorized Persons – SECTION 4
- Previously when officers responded to calls they would have a lifetime “lookback” for an individual’s history of violations. This has now been reduced to a 3 year “lookback” period.
 - Individuals need to have the same “SECTION #” violation type in the last 3 years for it to escalate to the next level offense. Example: If their 1st Offense is a SECTION 1 violation and in the next 3 years and they have a SECTION 2 violation they would not escalate to the 2nd Offense level unless it was the same SECTION.
 - Enforcement Guidelines (3 year look-back)
 - 1st Offense: Criminal warning, SIDA class, possible escort revocation
 - 2nd Offense: Criminal citation, SIDA class, possible escort revocation
 - 3rd Offense: Criminal citation, SIDA class, 30-day suspension, escort revocation
 - 4th Offense: Criminal citation, SIDA class, 2 yr. revocation, escort revocation

*These are guidelines. Officers still have the right to use discretions and any deviations will be justified in the report.
 - A handout was given that has Ordinance 117 violations that specify what Section [#1-4] each one is and instances where escort revocation would occur [attached].
 - When necessary, SIDA re-training notifications will come via email to the individual and the company signer for violations.
 - Make sure the information in ProWatch is current. Changes must be submitted within 10 days.
 - We have approximately 19,000 employees and many are very responsible as we don’t really issue that many Ordinance 117 violations.
 - Field Gate violations are the most frequent ones and they normally happen at manned gates.
 - Investigations of door malfunctions or any other violations are investigated and cited when warranted.
 - We need employers to partner with us and TSA to keep the airport as safe as possible. One instance an employee had 7 violations within 3 months and the employer did not take action.

Q: Does Criminal citation mean a Misdemeanor charge?

A: The individual can work with the prosecuting attorney to make a plea. They could possibly end up with a no same or similar offense within a certain period of time and it wouldn’t go on their record and may have to pay a fine; but if they do get a same or similar within that time frame, both would go on their record. This is up to the attorney and courts to decide.

Q: It seems that we are a lot stricter here than other airports.

A: Yes and administrative sanctions have been reviewed at other airports, but their offenses have much stricter monetary fines than we do for offenses. We have a good compliance ratio

and it does not happen very often that the same person commits the same or similar offense more than once.

Q: An employee had a revocation in the last 3 months. Can they get their privileges back?

A: The new guidelines were put in place on April 4. We are not going to reinstate for past offenses; only those committed going forward.

Q: For Ramp Agents who leave doors unmanned, the first time it happens, it would be SIDA training and if they don't have another one in 3 years then it would not be a citation?

A: Typically yes. If the same individual had another instance within 3 years or another violation in that same SECTION, a citation could be issued.

Q: Can an employer have access to the police report of a violation?

A: Yes, you can submit a [Police Report Request](#) by completing the form or call Report Request Line at 612-725-6451.

Employee Situational Awareness – Detective Dylan Thomas

- Recently a subject came out of a training and committed a theft in front of 3 employees and none of them called or confronted the individual. You are our eyes and ears in the airport and we will investigate all reports of suspicious activity.

MSP Signer Portal Update – Melyssa Meuli, Regulatory Compliance Administrator

- Approximately 500 of the 1900 are enrolled and registered.
- Look for a generic email coming for registration (check junk email as well).
- In the coming months, there will be a new version with additional capabilities:
 - Online application
 - Badge audit (about a year away)
- MSPSignerPortal@mspmac.org for questions.

Rap Back Update – Melyssa Meuli, Regulatory Compliance Administrator

- The program has proven successful in notifying the APD of arrests for possible disqualifying crimes very quickly.
- If the APD receives a notification of a possible disqualifying crime, the employee's badge will be suspended and the company is notified.
- Due to privacy laws, the APD will not be able to provide details to the company about the possible crime committed, only that the badge has been suspended pending an investigation.
- Previously all badge holders had to be fingerprinted every two years. This is not the case anymore because of the Rap Back program.

Q: If an individual maintains an active badge, do they need to be fingerprinted again?

A: No.

Next MSP Consortium Meeting: July 17, 2019

Ordinance 117

Airport Security Areas - SECTION 1

- 117.2.1 Designated Entrances and Exits - **SECTION 1**
- 117.2.10 Clear Zone Maintained - **SECTION 1**
- 117.2.2 Access by Authorized Personal - **SECTION 1** – Revoke Escort
- 117.2.3 Airport Security Inspection - **SECTION 1**
- 117.2.4 Failure to Maintain Escort - **SECTION 1**– Revoke Escort
- 117.2.5 Piggybacking - **SECTION 1**– Revoke Escort
- 117.2.6 Vehicle Access - **SECTION 1**
- 117.2.7 Driving into Security Area behind another (Tailgating) - **SECTION 1**– Revoke Escort
- 117.2.8 Must Adhere to Security Directions - **SECTION 1**– Revoke Escort
- 117.2.9 (A, B, C) Tampering (Security Device, Aircraft, Critical Infrastructure) - **SECTION 1**– Revoke Escort
- 117.2.10 Clear Zone Maintained - **SECTION 1**
- 117.2.11 Concourse Pass - **SECTION 1**
- 117.5.1 Adherence to Security Ordinance - **SECTION 1**– Revoke Escort
- 117.5.3 Appoint Security Contact - **SECTION 1**
- 117.5.4 Aircraft Security - **SECTION 1**
- 117.5.5 Securing of TSA-Prohibited Items (Only items required for direct performance of job duties) - **SECTION 1**

Identification Badges - SECTION 2

- 117.3.1 Failure to Display Badge - **SECTION 2**
- 117.3.2 Altering of Badge - **SECTION 2**– Revoke Escort
- 117.3.3 Using Badge of another - **SECTION 2**– Revoke Escort
- 117.3.4 Allowing Another to Use Badge - **SECTION 2**– Revoke Escort
- 117.3.5 Expired Badge - **SECTION 2**
- 117.3.6 Use Badge Only in Performance of Job Duties - **SECTION 2**– Revoke Escort
- 117.3.7 Notify Change of name/address/phone number within 10 days - **SECTION 2**
- 117.3.8 Disqualifying Crimes - **SECTION 2**
- 117.3.9 Badge Return (Badges are MAC Property) - **SECTION 2**
- 117.3.10 False Information - **SECTION 2**– Revoke Escort
- 117.3.11 Auth. Signer Must Verify Eligibility and Identity of Applicant - **SECTION 2**

Access Points - SECTION 3

- 117.4.4 Security of Access Points (No person shall leave open, prop or unsecure door/gate/access point) - **SECTION 3**
- 117.4.5 Timed Doors (No person shall hold, prop, cause door/gate/access point to alarm) - **SECTION 3**
- 117.5.2 Preventing Unauthorized Access - **SECTION 3**– Revoke Escort

Duties of Authorized Persons - SECTION 4

- 117.4.1 Custody of keys/other access - **SECTION 4**
- 117.4.2 Prohibited Disclosure of Security Codes - **SECTION 4**
- 117.4.3 Challenge and Reporting of non- Authorized Persons - **SECTION 4**
- 117.4.6 Failure to Report Violation - **SECTION 4**
- 117.6.1 Bypassing Screening Area - **SECTION 4**– Revoke Escort
- 117.6.2 Statements/Conduct against Aviation Safety/Security - **SECTION 4**– Revoke Escort
- 117.6.3 Interference with Flight Operations - **SECTION 4**– Revoke Escort
- 117.6.4 Unattended Bags/box/container - **SECTION 4**
- 117.6.5 Presenting Prohibited Item at Security Screening Area - **SECTION 4**
- 117.6.6 Unlawful Entry of Hangers or Other Buildings - **SECTION 4**– Revoke Escort
- 117.6.7 False ID - **SECTION 4**– Revoke Escort
- 117.6.8 Parking or Unattended Vehicles in the Runway Safety Zone - **SECTION 4**
- 117.6.9 Harassment/Intimidation/Assault/Interference with Screening Personal - **SECTION 4**– Revoke Escort
- 117.6.10 Testing a Security Screening Area - **SECTION 4**
- 117.6.11 TSA Prohibited Items - **SECTION 4**