



# MSP Security Badge Holder Responsibilities



## RESTRICTIONS / REQUIREMENTS

- **When using your badge, you must be in the performance of your official job duties.**
- If your badge expires you will not be able to work until you get a new badge. If you need to be fingerprinted, you need to wait for your clearance before being issued a new badge; during this time you cannot be escorted, you cannot receive a concourse pass, **you CANNOT work.**
- **Never leave your badge in a vehicle**
- NEVER let someone else use your badge and NEVER use another person's badge.
- Notify the Badging Office within 10 days of name or address changes.
- NEVER use your badge to gain access to the airport to board a flight. **In other words, do not use it when going on a vacation.**
- NEVER seek entry to or exit from a sterile area except through designated entrances or exits.
- ALWAYS enter sterile areas by going through a checkpoint or card reader that has been installed to inspect or approve your access.
- NEVER falsify, forge, counterfeit, alter or tamper with any badge. **The overlay must not be removed.** If it peels off, please visit the Badging Office to have it replaced.
- NEVER tamper with or hamper the operation of any security device.
- "Tools of the Trade" (scissors, knives, box cutters and other sharp cutting instruments) must be secured and out of the reach of the public at all times.
- **If a violation has occurred, you will be subject to sanctions that may include; Hennepin County Citation, criminal charges and/or badge suspension/revocation.**

## BADGE RETURN

You must turn in your badge to the Badging Office or the Airport Police Department if...

- You quit your job
- You are transferred or reassigned
- You are terminated
- The Airport Police request your badge

**All MSP security badges are airport property. If your employer asks you to surrender your badge to the company, request a receipt.**

## LOST OR STOLEN BADGES

Notify the Badging Office immediately if your badge is lost or stolen. **Email us at [badging@mspmac.org](mailto:badging@mspmac.org) or call 612-467-0623.**

The employee is responsible for the cost of replacing the lost or stolen badge.

Fees for lost or stolen badges are:

First loss: \$100

Second loss: \$150

Third loss: 30-day badge suspension

If you locate your badge, return it to the Badging Office. If your badge is returned within 30 days of the expiration date on the badge you will be refunded for all the lost fees minus \$30 for the cost of the replacement badge. Refunds are mailed to the address on file in the Badging Office.

## STERILE AREA ACCESS RULES

If a card reader is installed at the door, hold your badge to the reader and enter your four-digit PIN number. If the reader is biometric, hold your badge up to the reader, then place the finger that was enrolled in the Badging Office on the glass.

If you accidentally set off an alarm... **YOU MUST STAND BY UNTIL A POLICE OFFICER ARRIVES.**

If you detect a problem or determine that a door is not working properly call 612-726-5577 for police response.

## BADGE COVER POLICY

Your MSP airport security identification badge must be kept in its MAC-issued plastic protector at all times. One will be provided with your badge at no cost. Extras may be purchased for \$1.00. If your badge stops working, return to the Badging Office or to the Police Department at T1 on the baggage claim level for assistance after hours. There will be no charge to replace badges that are undamaged and remain secured in the plastic badge protector. However, there will be a \$30 fee to replace badges that are no longer in the plastic badge protector.

## IF YOU WORK FOR MULTIPLE EMPLOYERS

You may not work for a company at the airport without having them displayed on your badge. An application signed by each company you work for must be brought to the Badging Office to obtain a new badge. You must also remove any companies you are no longer working for upon termination. An application signed by the company you plan to stay employed with must be brought to the Badging Office. If a violation occurs, you will be subject to sanctions that may include; Hennepin County Citation, criminal charges and/or badge suspension/revocation.

**AVOID LOSS OF ACCESS: Not being timely could result in access being turned off without notification.**

## NO PIGGYBACKING

**Piggybacking** is the practice of allowing someone to follow you through a security door.

Each badged person entering a secured area is required to gain access by use of their own valid security identification badge. You do not know whether the person behind you has access rights.

**IF YOU GO THROUGH A SECURITY DOOR, YOU ARE RESPONSIBLE FOR THE SECURITY OF THAT DOOR UNTIL IT IS SHUT AND SECURED BEHIND YOU.**

Signage has been installed as a reminder. **Violators will be cited.**

## POSSIBLE PENALTIES FOR AIRPORT SECURITY ORDINANCE VIOLATIONS

Administrative / In-House SECURITY CITATION	CRIMINAL CITATION	TSA CIVIL PENALTY
No criminal penalty. <i>Possible sanctions include:</i> <ul style="list-style-type: none"><li>• Warning letter</li><li>• Security class</li><li>• Security badge suspension</li><li>• Security badge revocation</li></ul>	All security ordinance violations are misdemeanors. You could receive a Hennepin County citation that could result in a fine of \$1000 and/or up to 90 days in jail.	The Transportation Security Administration can issue a civil penalty of up to \$13,333 against individuals for security violations.

**IF YOU ARE CONVICTED OF A DISQUALIFYING CRIMINAL OFFENSE,  
YOU MUST NOTIFY THE AIRPORT POLICE AT 612-467-0623 WITHIN 24 HOURS.  
IF AFTER HOURS, LEAVE A MESSAGE.**

Aviation Security Division • Minneapolis-St. Paul International Airport Police Department  
[www.myMSPconnect.com](http://www.myMSPconnect.com) for more information