



LOUIS ARMSTRONG  
NEW ORLEANS  
INTERNATIONAL AIRPORT

# MSY SECURITY VIOLATION PROGRAM

Louis Armstrong New Orleans International Airport is committed to providing the airport community with a safe and secured workplace. This document describes the purpose and structure of the MSY Security Enforcement Program. It is designed to educate and train companies and their employees about the safety and security rules of MSY. Through a violation program that is structured to hold security and safety violators accountable for safety and security related offenses. All agencies, air carriers, companies or individuals with access to any restricted area of MSY are accountable to the standards of the violation program.

The program is an awareness and enforcement security program. The program will determine corrective actions and penalties for violations and infractions. This document describes the violation system, penalties, and hearing process.

The rules and regulations are defined in the Transportation Security Administration (TSA) Regulations; MSY Airport Security Program and the MSY Rules and Regulations. The program does not limit, supersede, or replace any other laws, rules or regulations.

### **Who will be held accountable to the Standards of the Security Enforcement Program?**

All individuals with access to any restricted area of MSY are accountable to the Rules and Regulations outlined in the program.

## **Security Violations Procedures**

Any violation of a severe nature, as determined by the Director of Aviation or his designated representative, resulting in property damages and/or bodily injury may warrant immediate suspension of access privileges. The Director of Aviation or his designated representative shall hold airport administrative review, before any permanent suspension is taken against any violator.

### **1. Infractions and Violation Notice**

- **Notice of Violation**

The Notice of Violation will be issued by MSY Airport Security Department for security violations as defined in the Airport Rules and Regulations and Airport Security Program.

- **Notice of Safety Infractions**

Notice of Safety Infractions will be issued by MSY Airport Operations for violations involving ground movement and safety of aircraft, vehicle, aircraft fueling, fuel storage, and handling occurring within the Airport Operations Area (AOA).

### **2. Notification and Citation Return Requirements**

Within 72 hours of issuance of a “Notice,” the supervisor of the notice/citation recipient must return the signed notice to the Airport Security Department identifying the corrective action taken. Failure to do so will result in deactivation of the notice recipient’s security identification badge.

### 3. Violation

Violations will be assessed for each infraction listed on a notice. These violations will be cumulative and will become part of the notice recipient's record, without regard to the employing organization. The violation associated with each type of notice is categorized into the following groups.

**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.**

Airfield Operations Area Safety Infractions

Safety and Security Violations

Airfield Driving Area Violations

### Penalties

Violation Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	ASC Discretion
Driving Violation or Safety Infraction	Corrective Training Class	Driver Reinstatement fee	3 Day Suspension	
Safety & Security Violation	Corrective Training Class	3 Day Suspension	7 Day Suspension	Loss of unescorted Access for up to 6 Months
Escort Violation	Corrective Training Class	Loss of Escort Privileges for 6 Months	Loss of Escort Privileges for 12 Months	Loss of Escort Privileges Permanent
Circumventing System	MSY ID Badge Revoked			
Concessionaire Knife Audit	Corrective Training Class	3 Day Suspension	7 Day Suspension	MSY ID Badge Revoked
Prohibited Items found during AWS (Firearms & Explosives)	MSY ID Badge Revoked			
Prohibited Items found during AWS (Knives)	Corrective Training Class	3 Day Suspension	7 Day Suspension	MSY ID Badge Revoked

### 4. Procedures for Corrective Training – Training Department

A notice to recipient with a violation is required to attend a SIDA approved Corrective Training program. All training must be completed within 10 days from the date of receipt. Proof of attendance must be forwarded to the Airport Security Department.

An individual will be directed to re-attend MSY SIDA/Driver training and successfully re-take the FULL SIDA/Driver examination regardless of the number of violations. Additionally, individuals will be directed to complete additional training as may be deemed, in the discretion of the Airports Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Airport Rules and Regulations.

Violation or Infraction	Airfield Operations Approved Training Program
Driving Violation	Driver Training Class offered by Airport Training Department
Security Violation	Airport Security Training Class offered by Airport Training Department

## 5. Failure to attend Mandated Training - Additional Penalties

Failure to attend and complete the Corrective Training within the prescribed ten (10) day period will result in immediate revocation of the privilege for which the notice was issued (Drivers, Escort (Icon), or Security Access).

## 6. Notice

A recipient of a notice to suspend or terminate a badge privilege must contact the Airport Badge Office (504-303-7760) within 5 days of the date the notice was issued. Failure to respond will result in suspension of the privilege for one (1) year.

## 7. Hearing Process

A recipient of a notice to suspend or terminate a badge privilege may request a hearing to contest the suspension or termination of the privilege. This request must be made within five (5) days of the date the notice was issued. Persons appealing their violation are encouraged to bring all supporting documentation and witnesses that are applicable to their violation. A hearing for an appeal date will be determined upon request.

## VIOLATION GUIDELINES

### • Security Violations

- Mutilated Airport issued ID badge (laminare separating).
- Not displaying Airport issued ID badge (ID in possession).
- Smoking out of designated areas on the airfield (AOA).
- No company ID number on vehicle (or shop number).
- Improper signs on vehicle - Vehicle must meet sign requirements (Signs must be of commercial design on both sides of the vehicle, Company logos must be a minimum of 18-inches in diameter with a minimum letter height of 3-inches).

- Allowing unauthorized access to AOA via tenant controlled gate.
- Failure to challenge or report persons without Airport issued ID.
- Failure to control and monitor escorted persons or vehicles.
- Forcing or propping open doors/gates to the AOA and leaving unattended.
- Airport issued ID badge not in possession.
- Display or use of an invalid ID badge (Lost, Stolen, Deactivated, Expired).
- Failure to challenge persons not properly displaying an Airport approved/issued ID badge.
- Early departure from an access point (door/gate) before it is locked or secured. Improper stop and wait procedures.
- False 911-duress code or false fire alarm at a card reader controlled access point.
- Vehicles driving on SIDA/AOA without proper displaying a logo or company name on both sides of the vehicle in a location opposite the front seat.
- Failure to remain with an individual or vehicle when escorting.
- Failure to maintain proper escort.
- Persons on the SIDA/AOA without Airport Identification badge.
- Tampering with or abuse of access card readers or door locking mechanism.
- Failure to secure Jetway/Fire door unlocked and unattended (leaving a Security Door in timed override and leaving the area unattended).
- Using Airport issued ID badge for unauthorized/intended use.
- Failure to report/respond and or secure Restricted Access Doors/alarms.
- Airport ID badge holder has unauthorized access to secured area.
- Conviction/commission of any crime on AOA regardless of classification.
- Piggybacking - Allowing unauthorized, unbadged person(s) and or vehicles through access point.
- Door held open too long.
- All gates or access points must be closed by the user immediately after passage. Any unsecured access point observed open should immediately be reported to Airport Police and a violation will be issued.
- Violation of Authorized Signatory responsibilities (Any willful or gross negligence of authorized signatory responsibilities. Examples - application falsification, forgery, and negligent acts pertaining to audits and recordkeeping.

## • **Severe Violations**

Any security violation of a severe nature, as determined by the Director of Aviation, will warrant immediate suspension of the individual's unescorted access privilege and or may be permanently revoked.

Examples of severe violations are:

1. Falsifying information on the badge application. This is ground for permanent revocation.
2. Circumventing security equipment or facilities or deliberately compromising security.
3. Defacing or vandalizing security systems/devices or Airport Issued ID badge that was reported as lost or stolen.
4. Gaining unauthorized entry through an access point to the AOA by following an individual or vehicle (tailgating).
5. Piggybacking - allowing unauthorized, unbadged person(s) and or vehicles through access point.
6. Using Airport issued ID badge to bypass screening when departing MSY on an outbound flight. (Grounds for permanent revocation).
7. Using Airport issued ID badge to allow another individual to bypass screening when departing MSY on an outbound flight. (Grounds for permanent revocation).
8. Failing to report a lost or stolen badge.
9. Failure to report security incident.
10. Failure to have all concession logs up to date and accurately completed.
11. Failure to present items during concessions audit.
12. Failing to wait for a security door or gate to close.
13. Lending his or her badge to another person (both parties).
14. Borrowing the badge of another person.
15. Threatening other employees.
16. Employee in possession of knife, firearm, and explosive or other dangerous weapons or any item prohibited by TSA in the sterile/SIDA or AOA. (Grounds for permanent revocation).

## **FAILURE TO COLLECT AIRPORT SECURITY BADGES**

The Authorized Signer shall **IMMEDIATELY** notify the Airport Badge Office whenever an employee, contractor or vendor having a valid MSY ID badge is terminated by deactivating the employee badge on the MSY Portal website. The employer (**Authorized Signer**) will collect the employee's MSY ID badge and key(s) issued and returned them to the Airport Badge Office Room #341 within 10 business days. A **\$200.00** fee will be charged to your company for each badge or key not reported or returned within 10 business days upon termination.

## **Sterile Area Property Screening**

**No Person shall transport any Property into a Sterile Area or onto an Aircraft at the Airport unless such Property has first been screened by the TSA, or a Person authorized by the TSA to conduct such screening, except with the prior authorization by the TSA.**

## **Compliance with Federal Transportation Security Regulations**

All persons shall comply with federal Transportation Security regulations, standards, directives, orders, and other published guidance, including but not limited to 49 CFR 1540 and 49 CFR 1542, as they may be amended from time to time, and with any provisions of the MSY Airport TSA approved Airport Security Program or TSA Security Directives of which they have explicitly been made aware (collectively, "TSR"). The violation of a TSR, as determined by TSA or a court of competent jurisdiction, shall constitute a violation of this section.

## **Firearms and Dangerous Weapons**

Firearms and Explosives: No person (except federal or state law enforcement officers, United States Postal Service, United Customs and Border Patrol and Air carrier (Pilots), Members of the Armed Forces of the United States, and the Louisiana National Guard on official duty, who are authorized and licensed to carry firearms and explosives) shall carry any firearms or explosives on the airport. All persons other than those in the excepted classes shall, while on the airport, surrender all such objects in their possession to the Airport Police Supervisor.

## **Dangerous Weapons and Prohibited Items**

- A. No person (except federal or state law enforcement officers, United States Postal Service, United Customs and Border Patrol and Air carrier (Pilots), Members of the Armed Forces of the United States, and the Louisiana National Guard on official duty), unless authorized by the Authority, shall carry in a sterile area of the airport a knife or other dangerous weapon or any item or material prohibited by Transportation Security Administration Regulations (including but not limited to 14 CFR part 1542) or any TSA Security Directives, to be carried upon an aircraft.
- B. No person shall possess, either on the individual's person or on or in his/her accessible property within a sterile or restricted area of the Airport, a dangerous weapon or an item prohibited by TSA regulations, standard, order or directive to be carried on aircraft.

## **Unescorted Access to SIDA Privileges**

Any person who files a request for Unescorted Access Privileges to any Security Identification Display Area or for the issuance or renewal of any Identification badge, which would allow unescorted access to any Restricted Area of the airport, and whose request is denied shall be ineligible for unescorted access privileges for a period of two years following issuance of such denial, except at the discretion of the Director or Airport Officials.

## **Reporting of Threat Information, Incidents or Suspicious Activity**

All ID Badge holders at MSY Airport shall promptly report to the Airport Police by calling AVCOM (504-303-7700) all threat information, or information regarding incidents or suspicious activities at or related to an Airport, immediately upon learning of such information.

Incidents, suspicious activities and threat information may include, but are not limited to, any incidents of interference with a flight crew, all bomb threats, specific and non-specific, any information relating to the possible surveillance of an Aircraft or the Airport facility, and any communication received by an Air Carrier or tenant, their employees or any MSY ID badge holder that could indicate a potential threat to civil aviation or to persons or property at MSY Airport.

**New Orleans Aviation Board  
Airport Security Department**