

BADGE HOLDER RESPONSIBILITIES/VIOLATIONS MATRIX

CLASS I VIOLATIONS (Not all inclusive)	
Failure to respond to an audible alarm sounding at a door by securing the door and then contacting AIRCOM	1st Offense: Letter of Warning/Security Retraining 2nd Offense: Revocation of badge for 24 hours/Security Retraining 3rd Offense: Revocation of badge for 72 hours/Security Retraining 4th Offense: Permanent revocation of badge
Failure to secure any SIDA door or gate by leaving it open, propped, unsecured or unattended.	
Failure to challenge individuals who are not displaying authorized security badges. (The badge challenge should include verifying the picture and expiration date on the badge.)	
Failure to display badge at all times above the waist on the outermost garment while in SIDA	
Failure to be cooperative and immediately present security badge when challenged.	
Failure to obey directions of an RTAA employee with authority including an Airport Duty Manager, RTAA Police Officer, and RTAA Security Specialist.	
Failure to immediately report any and all security violations or suspicious activity to AIRCOM	
Failure to continuously monitor all persons for whom they are providing an escort	
Failure, if escorting, to transfer escort authority to another authorized badge holder who acknowledges and assumes responsibility for the escort	
CLASS II VIOLATIONS (Not all inclusive)	
Escorting an individual who holds an access badge that provides them access to the area in which escort is being conducted	1st Offense: Revocation of badge for 24 hours/Security Retraining 2nd Offense: Revocation of badge for 72 hours/Security Retraining
Failure to ensure that any doors or gates they open are securely closed behind them without allowing anyone else to enter. (Piggybacking)	
Failure to immediately report a lost or stolen badge to AIRCOM	
CLASS III VIOLATIONS (Not all inclusive)	
Bypassing TSA security checkpoint when traveling on a commercial airline flight (except for authorized air carrier employees)	1st Offense: Potential Permanent Revocation of Badge
Willful introduction of a prohibited item into a restricted area of the airport.	
Wilfully tampering with or attempting to bypass any security system, measure or procedure (including willfull avoidance of TSA Playbook or RTAA Security screening)	
Escorting anyone in a manner that bypasses the TSA checkpoint process when the person being escorted is traveling on a commercial flight (except for authorized air carrier employees)	