



TENANT DIRECTIVE

BWI: 301.2
DATE: January 25, 1999
DISTRIBUTION: D

TITLE: PENALTIES FOR VIOLATIONS OF THE BWI AIRPORT SECURITY PROGRAM

I. REFERENCES:

- A. Code of Federal Regulations 14 CFR§107.
- B. Airport Security Program for Baltimore/Washington International Airport (BWI), dated August 17, 1998, with amendments.

II. DIRECTIVE STATEMENT:

- A. The Maryland Aviation Administration (MAA) may issue a BWI Identification Badge (BWI ID Badge) to those eligible persons who require unescorted access to the Security Identification Display Area (SIDA) at BWI.
- B. The BWI ID Badge must be continuously displayed at all times on the outermost garment and above the waist while in the SIDA.
- C. Persons who have been granted unescorted access to the BWI SIDA must comply with all requirements of the BWI Airport Security Program.
- D. The MAA will take positive measures to investigate and make corrections, if appropriate, for observed and reported violations of requirements of the BWI Airport Security Program.

III. PROCEDURES:

- A. The following measures may be taken when a violation of the Airport Security Program is observed and/or reported to the MAA.
 - 1. The Director of Operations/Airport Security Coordinator (ASC) or designated representative shall conduct an immediate investigation into the circumstances of the violation.

2. Person(s) not having the unescorted access to the SIDA will immediately be removed from the Airport SIDA and turned over to the custody of the Airport Police.
 3. Person(s) not having unescorted access to the SIDA and are in possession of a BWI ID Badge, will have the badge confiscated until such time as an investigation of the circumstances surrounding the violation can be completed.
- B. Specific penalties for each violation may be applied, and may vary depending on the nature, severity, location and impact of the violation as determined by the investigation. Mitigating or aggravating circumstances will be considered by the person conducting the investigation when determining a suitable penalty. Penalties that can be imposed for security violations include:
1. An oral admonishment of the offender and review of the violation with the employee's supervisor.
 2. Retake the SIDA training. Documentation of the action taken will be entered into the employee's BWI ID Badge record for a period of six months.
 3. Suspension of the employee's SIDA access and confiscation of the BWI ID badge for a minimum of one day. The number of days' suspension will be determined on a case-by-case basis by the ASC or Alternate.
 - a. The minimum penalty for improper entry into the SIDA will be a three-day suspension of the employee's BWI ID Badge.
 - b. A second violation within six months will require the employee to successfully repeat SIDA training with the BWI ID Badge remaining suspended until the SIDA training is completed successfully. A written request for SIDA access reinstatement from the employee's supervisor must be received by the ASC or Alternate prior to the suspension being lifted.

Progressive discipline will apply to penalties for repeated violations. However, the MAA can impose any level of penalty at any time, depending upon the severity of the violation. A suspension of an employee's access may also result in the employee not being able to perform his/her job duties and a concurrent suspension by his/her employer.

4. Permanent revocation of the employee's access can occur if the employee is involved in repeated violations or the ASC determines that a single violation is serious enough to warrant such action.
- C. Employees whose BWI ID Badges have been suspended are restricted as follows:
1. They are not authorized to be in the SIDA unescorted and cannot be escorted by another employee who has a valid BWI ID Badge.
 2. If found in the SIDA, they will be immediately removed and their BWI ID badge(s) permanently revoked.



Jay D. Huber
Director of Operations
BWI Airport

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