

Security Responsibility Agreement (cont'd)
Southside General Aviation
(Gold Media)

All employees issued a Gold ID media **WILL** adhere to the following **escorting** procedures:

- ID Media holders may be authorized by their company to provide escorts for non-ID Media holders who have a job related need to be escorted into a security area.
- The ID Media holder providing the escort must have continuous positive control of the person (s) being escorted. This includes being able to give guidance & maintaining visual contact at all times. The number of people being escorted must be kept to a minimum and comply with all escorting procedures.
- The individual providing the escort must immediately identify themselves when the person they are escorting is challenged for not displaying the ID Media.
- If an ID Media has been disabled (Terminated, Revoked, Suspended) by the DOA security office or their employer, they can not be escorted in security areas (unless otherwise approved by DOA).
- If an ID Media holder leaves their PBI ID at home or car, they can not be escorted in security areas (AOA). They will have to retrieve the ID to gain access to the security areas.
- Report any Security Violation to the Department of the Airports. (DOA) 561-471-7420.

Employees Initials

All employees issued a Gold ID media **WILL** adhere to the following **ID challenge** procedures:

- Conduct challenges in a non-threatening manner.
- **Challengers should NOT put themselves or others in danger.**
- If the individual being challenged does not have an ID media, or has an inappropriate ID media, try to escort them out of the AOA to a non sterile area.
- **Notify PBSO 561-471-7450/ DOA 561-471-7420**, have the person remain with you until PBSO / DOA arrives.
- If the person will not stay with you, **DO NOT physically detain them.** Report the situation immediately, and give PBSO / DOA the individual's descriptions and direction of travel.

When conducting a challenge, inspect the following:

1. Badge color
2. Re-validation sticker
3. Picture
4. Expiration date
5. Company name

Employees Initials

I have read the above security procedures and I understand that failure to comply with any of them may result in the immediate revocation of my identification media. Violators of DOA security procedures may be required to reattend the security training class and/or are subject to all penalties and fines that may be levied by the Transportation Security Administration (TSA). I understand that all security media, parking cards, and parking permits remain the property of DOA and must be surrendered upon demand or if employment is terminated.

Employee Signature

Company Name

Date



**Security Responsibility Agreement
Southside General Aviation
(Gold Media)**

All employees issued this media **WILL:**

- Use the media to access approved areas ONLY.
- Have the media displayed at all times.
- Report any Security Violation to the Department of the Airports. (DOA) 561-471-7420.
- Report the theft or loss of the media immediately to DOA 561-471-7420
- Renew your ID media prior to the ID expiration date.
- Pay replacement costs on lost, stolen, and/or damage media.
- Disclose to DOA within 24 hours if convicted of any disqualifying criminal offense.
- Escorts must be approved by your supervisor.
- If escorting someone in the AOA Area who has not been issued an airport media, you must continuously accompany the person while in the AOA area.
- ID Media may only be used for official airport business for the company it was issued for.

Employees Initials

All employees issued this media **WILL NOT:**

- Escort an employee that has been issued a PBIA ID media.
- **Employees issued an identification media to a specific area can't be escorted into that area; they must use their airport issued media.**
- Use the media outside of PBIA for any reason, including photo identification.
- Attempt to access any secured areas of PBIA, for which ID is not intended.
Ex: SIDA or Sterile Area.
- Use the media to attempt bypass of any security checkpoint.
- Allow anyone else to possess, use or display the media.
- Release any information that may compromise the PBIA security program.
- Escort anyone that is known to be disqualified from receiving

Employees Initials

TURN OVER

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