

## **PART 20 AIRPORT SECURITY RULES AND REGULATIONS**

This Part 20 is adopted by the Chief Executive Officer of the Department of Aviation, pursuant to the authority under Article II, Part 11 of the Charter of the City and County of Denver, Chapter 5 of the Denver Revised Municipal Code, and Title 41, Art. 4, Colorado Revised Statutes, in support of DEN's ASP and to ensure safety and security the traveling public consistent with the TSA's Regulations, including Title 49 Code of Federal Regulations Part 1540, 1542, 1544 *et seq.*, and other applicable federal laws.

### **20.01 Participant Status**

**20.01-1** Each air carrier, licensee, tenant, vendor, contractor, or CCD department and/or division requiring access to the Secured Area, Sterile Area, and/or any other Controlled Areas shall become a "Participant" in the ASP, and remain in good standing in order to retain Airport Security privileges.

**20.01-2** All new Participants shall submit an Airport ID Badge Termination and Recovery Plan as specified during a New Participant Meeting. No Participant shall be eligible for Airport ID badges or Airport Security keys prior to submittal and approval of a Plan.

**20.01-3** Participants shall complete regulatory audits at the request of Airport Security. Failure to complete an audit successfully shall result in progressive enforcement action against the Participant.

#### **20.01-4 Participant Violations**

- (a) The Senior Vice President of Aviation - Airport Operations and his or her staff may initiate an enforcement action investigation if a Participant fails to comply with this Part 20.
- (b) Upon initiation of an enforcement action investigation, Airport Security will send a letter outlining alleged noncompliance to the Participant's designated Authorized Signatories via email and/or U.S. Mail. The Participant will have twenty (20) days to provide a written response to the alleged violation. Information provided by the Participant will be duly considered as part of the enforcement action investigation. If no response is provided, the investigation will conclude without the benefit of Participant feedback.
- (c) Upon conclusion of the investigation, a final determination of enforcement action will be sent to the Participant's Authorized Signatories and/or designated management representative via email and/or U.S. Mail, specifying the enforcement action imposed by Airport Security and the actions required by the Participant to address the enforcement action. The Participant must take appropriate action as outlined in the final determination within forty-five (45) days.
- (d) Failure to comply with the terms of a final determination of enforcement action within the timeframe may result in the immediate suspension of all Participant activities at Denver International Airport.
- (e) If a Participant fails to comply with the rules and regulations of this Part,

Airport Security, serving on behalf of CCD, reserves the right to levy monetary fines in accordance with Denver Revised Municipal Code Section 1.13. Airport Security also reserves the right to deny, suspend, revoke, or limit the scope of a Participant's Airport ID badges and/or Airport Security Keys. Airport Security's enforcement action shall be based on reasonable grounds and give due consideration to the nature of the noncompliance. Every instance of noncompliance is considered independently, and no enforcement action by Airport Security shall establish precedent for any other.

- (f) If a monetary fine is levied, or Airport ID badges of a Participant are denied, suspended, revoked, or limited in scope, as a condition of the final determination of enforcement action, the Participant may, within fifteen (15) days, request an administrative hearing by contacting the Director of Security in writing. The Director of Security or designee shall serve as the Appeals Officer. The Appeals Hearing shall be conducted as expeditiously as possible, and in accordance with any rules adopted by the Appeals Officer for such proceedings. All testimony and evidence shall be submitted under oath or affirmation. In all matters, the petitioner shall have the burden of proof to show by a preponderance of the evidence the correctness of his or her position. The Appeals Officer shall thereafter make a final written determination as to the action being appealed.

**20.01-5** Participants are solely liable for instances of organizational noncompliance with this Part, and do not share joint or several liability with their designated Authorized Signatories.

## **20.02 Participant Sponsorship**

Any licensee, vendor, service provider, or contractor requiring access to the Secured Area, Sterile Area, and/or any other Controlled Areas must be sponsored by CCD Department or Division, an air carrier, licensee, tenant, and/or contractor. The sponsorship establishes the licensee, vendor, service provider, or contractor has a legitimate business need for unescorted access to the Secured, Sterile, and/or any other Controlled Areas of DEN. A company sponsoring a Participant will immediately notify Airport Security when that sponsorship is terminated.

## **20.03 Authorized Signatory Responsibilities**

**20.03-1** Each Participant shall designate an Authorized Signatory to facilitate the Participant's compliance with the ASP and act as the point of contact between the Participant and Airport Security. The Authorized Signatory shall be designated in writing to Airport Security by the Participant.

**20.03-2** All Authorized Signatory signatures submitted to Airport Security must match the Authorized Signatory signature on file.

**20.03-3** The Authorized Signatory is the primary point of contact for Airport Security, and is responsible for the authorization of all Fingerprinting and Badging Applications, applicant identity verification, active and inactive Airport ID badges, vehicle permits, access changes, access control reporting, driving privileges, violation notices, active badge certification reports, and security key user agreements. The Authorized Signatory is also responsible for maintaining current contact information for the company as well as any other business relating to Airport Security.

**20.03-4** Each individual designated by a Participant as an Authorized Signatory must successfully complete the following requirements in order to initially qualify, and to maintain qualification, as an Authorized Signatory:

- (a) Attend an initial Authorized Signatory training class and annual recurrent Authorized Signatory training.
- (b) Maintain an active Airport ID badge.
- (c) Submit and maintain an active Authorized Signatory Designation form.

**20.03-5** Every Authorized Signatory is required to know the policies and procedures as they apply to their company:

- (a) Denver Municipal Airport System Rules and Regulations
- (b) Personnel Identification Systems
- (c) Systems Background Check
- (d) Procedures Airport ID Badge Training
- (e) Active Badge Certification Report
- (f) Vehicle Permit Procedures
- (g) Driver Authorization Training
- (h) Security Key Procedures
- (i) Audit Procedures
- (j) Violation Notice Response
- (k) Cipher Code Procedures
- (l) Sponsorships Requirements, if applicable

An Authorized Signatory who fails to follow these procedures may have his or her Authorized Signatory privileges and/or Airport ID badge revoked or suspended.

**20.03-6** Authorized Signatory Responsibilities for Fingerprinting and Badging Applications

- (a) The application must be submitted by the Authorized Signatory after the employee has completed the employee sections and signed the application. The Authorized Signatory's signature must be dated no more than thirty (30) calendar days prior to the date that the application is presented to Airport Security. All Authorized Signatory signatures must be authentic. Stamped or photocopied signatures will not be accepted. If a Fingerprinting and Badging Application is signed by an Authorized Signatory before the employee sections have been completed, or if an application is lost and is not reported to Airport Security, the Authorized Signatory may be subject to monetary penalties and/or have his or her Authorized Signatory privileges and/or Airport ID badge revoked or suspended.
- (b) A valid Authorized Signatory must complete the Fingerprint Certification for Air Carrier Employees entirely before it is presented to Airport Security. Incomplete Certifications will not be accepted and the Authorized Signatory may have his or her Authorized Signatory privileges and/or Airport ID badge revoked or suspended for submitting incomplete forms.

## **20.04 Entry into Secured Area and Sterile Area**

Only individuals who are properly badged or escorted in accordance with the provisions of this Part 20 and applicable federal, state and city laws and regulations shall enter the Secured Area or Sterile Area as necessary in the conduct of flights, inspections or in the course of other official duties.

#### **20.04-1 Approved Identification Media for the Secured Area**

Individuals with unescorted access authority entering the Secured Area shall display Airport approved identification at all times. In addition to an appropriate Airport ID badge issued by Airport Security and described in this Part, the following are approved identification for unescorted access authority while in the Secured Area:

- (a) FAA Flight Standards Inspector Identification (110A).
- (b) Aircraft Operator and Foreign Air Carrier personnel identification media (company-issued picture identification badge), worn by uniformed flight crews.
- (c) FAA Airmen Certificate (Pilot's License) along with a picture identification, (e.g., a driver's license), in the possession of a general aviation pilot in the immediate vicinity of his or her aircraft or enroute between aircraft parking and the General Aviation Ramp or Cargo Terminal.
- (d) Official TSA credentials.
- (e) Federal Law Enforcement Officer (LEO) credentials.
- (f) Identification meeting the requirements contained in the Airport Emergency Plan, for Emergency Response Personnel who are responding to an emergency.

#### **20.04-2 Approved Identification for the Sterile Area**

Individuals with unescorted access authority entering the Sterile Area shall display Airport approved identification at all times. In addition to an appropriate Airport ID badge issued by Airport Security and described in this Part, the following are Airport approved identification for unescorted access authority while in the Sterile Area:

- (a) FAA Flight Standards Inspector identification (110A).
- (b) Aircraft Operator and Foreign Air Carrier personnel identification media (company-issued picture identification badge), as approved by the TSA.
- (c) Official TSA and FAA credentials.
- (d) Federal Law Enforcement Officer (LEO) credentials.
- (e) State and Local Law Enforcement Officer (LEO) credentials.

#### **20.04-3 Approved Identification for Controlled Areas**

Individuals who have no Airport ID badge must be accompanied by an Airport ID

badgewidth while in any Controlled Area.

#### **20.04-4 Airport Identification Badges and Access Areas**

All individuals employed at the Airport with Secured Area and/or Sterile access, or working anywhere else on airport property as determined by the Director of Security or designee, must obtain a DEN Airport ID badge. Airport ID badges will be issued by Airport Security, and shall be and remain the property of CCD. The Airport ID badge must be surrendered on demand to Airport Operations personnel, Denver Police Department (DPD) officers, and/or Contract Security guards. An individual employed by more than one company, or changing employers, must obtain an Airport ID badge for each company.

Badge color indicates general areas of authorization and the ability to escort, based on an individual's job function. Badge color does not determine access control privileges; rather, company and job title will determine what access control profile is created for individual employees. Certain icons may be affixed to Airport ID badges indicating additional authorization (e.g., airfield driving privileges, Federal Inspection Services access), in direct correlation with the employee's job function. Classes of Airport ID badges issued by Airport Security include:

- (a) Secured and Sterile Area Airport ID badges: Authorized for unescorted access authority in both the Secured and Sterile Areas. Badge color indicates whether or not the badgeholder has escort privileges.
- (b) Sterile Area Airport ID badge: Authorized for unescorted access authority in the Sterile Area.
- (c) Public Area Airport ID badge: Authorized for unescorted access within Controlled Areas only.
- (d) Sterile Area Visitor ID badge: Authorized based on pre-approved "demonstrated need" ONLY, and issued by Airport Security personnel or contract security guard personnel in the Airport Office Building reception area. Requires the presentation of a valid, government-issued photo ID at issue, and that such ID be carried by the badgeholder at all times while wearing the badge. The badge must be worn at all times while in the Sterile Area. Requires that the badgeholder enter the Sterile Area through a TSA certified screening checkpoint. Expires daily, and the number of separate issuances is limited.

#### **20.04-5 Application for an Airport ID Badge**

The following is required for the issuance of an Airport ID badge.

- (a) The individual must complete and sign an application form approved by Airport Security. Two valid forms of identification must be presented with the application, one of which must be government issued photo identification. The second form of identification must verify proof of citizenship (i.e., state-issued birth certificate or legal residency with work authorization). All information regarding the individual's name, age, gender, and other vital statistics on both forms identification must be consistent and verifiable. If the individual will have airfield or tunnel driving privileges, a valid driver license must be presented.

- (b) An Authorized Signatory of the individual's employer must submit the application.
- (c) If the individual's employer is an air carrier, certification of fingerprinting must also be provided by the employer.
- (d) The individual must view a security training film, and, if airfield or tunnel driving privileges is being requested, a driver training film, and pass the corresponding test(s) to assure understanding of the applicable Denver Municipal Airport System Rules and Regulations.

**20.04-6 Criminal History Record Check (CHRC) & Security Threat Assessments (STA)**

Any person requesting an Airport ID badge must be fingerprinted and pass a CHRC and STA.

- (a) For Title 49 CFR Part 1542 (Airport Operator or Airport Operator sponsored) employees , or any CFR 1544 or CFR 1546 employee where DEN performs the CHRC adjudication, requesting unescorted access authority to the Secure and/or Sterile areas, passing a CHRC means the employee shall not have been convicted of, given a deferred sentence, found not guilty by reason of insanity or have been arrested and be awaiting judicial proceedings for any crimes listed in Title 49 CFR 1542.209, or any felony, during the ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority.
- (b) For Title 49 CFR Part 1544 or Part 1546 (Aircraft Operators) employees, passing a CHRC means the employee shall not have been convicted of, given a deferred sentence, found not guilty by reason of insanity or have been arrested and be awaiting judicial proceedings for any crimes listed in Title 49 CFR 1544.229 during the ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority.
- (c) Employees requesting unescorted access authority to perform work in Public Areas and Controlled Areas are required to pass a CHRC and must have an approved STA before being issued an Airport ID badge. Passing a CHRC means the employee shall not have been convicted of, given a deferred sentence, found not guilty by reason of insanity or have been arrested and be awaiting judicial proceedings for any crimes listed in Title 49 CFR 1542.209, or any felony, during the ten (10) years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority.
- (d) All applicants with criminal records are subject to review and DEN reserves the right to confiscate and/or revoke an Airport ID badge and/or deny a Fingerprinting and Badging Application for any criminal activity.
- (e) All applicants for Airport ID badges must complete the badging process within thirty (30) calendar days of clearing their CHRC and STA.

- (f) Any individual possessing an Airport ID badge must report to his or her supervisor or Authorized Signatory, within twenty-four (24) hours, if she or he has been convicted of, given a deferred sentence, found not guilty by reason of insanity or has been arrested and is awaiting judicial proceedings for any crimes listed in Title 49 CFR 1542.209. Airport Operator or Airport Operator sponsored employees must report this information in regard to any felony, as well as in regard to any of those crimes listed in Title 49 CFR 1542.209. The employee's supervisor or Authorized Signatory must contact Airport Security within twenty-four (24) hours of being informed of such by his or her employee.
- (g) Airport ID badgeholders who are employees of the Airport Operator or Airport Operator sponsored companies may be required to resubmit fingerprints for an updated CHRC as part of the Airport's ongoing random audit program.

#### **20.04-7 Airport ID Badge Revalidation**

- (a) Airport ID badges expire on the date printed on the front of the badge, and may be revalidated up to thirty (30) calendar days prior to the expiration date.
- (b) For badge revalidation, the employee must complete the following:
  - i. Complete and sign a Fingerprinting and Badging Application form and obtain approval from the employee's Authorized Signatory no more than thirty (30) calendar days prior to the date the form is presented to Airport Security.
  - ii. The employee must present two (2) forms of identification; one must be a driver's license if the employee is requesting driving privileges.
  - iii. Complete and pass CHRC and STA. The employee may be required to complete additional fingerprinting process, at the Airport Security's discretion.
  - iv. The applicant must also view the applicable training film(s) and pass the corresponding test(s) to assure understanding of the Denver Municipal Airport System Rules and Regulations.
- (c) If a Title 49 CFR Part 1542 Airport ID badge has been expired for thirty-one (31) days, the employee must also be fingerprinted, clear a CHRC, and have a valid STA before a badge can be reissued.
- (d) If a Title 49 CFR Part 1544 Airport ID badge has expired, the air carrier's Authorized Signatory must also certify the employee's fingerprinting. A valid STA is required, as well, before a badge can be reissued.

#### **20.04-8 Security Violation Notice Program and Appeals Process**

The Senior Vice President of Aviation - Airport Operations and his or her staff, DEN's Contract Security guard and Denver Police Department (DPD) officers assigned to DEN

may issue Violation Notices to Airport ID badgeholders who fail to comply with this Part 20 and those Sections of Part 130 which have been deemed to be security-related. The issuance of a Violation Notice may result in the suspension or revocation of the Airport ID badge.

- (a) A copy of the Violation Notice will be provided to the offender at the time of issuance. If circumstances require, an offender's copy will be sent directly to the offender's Authorized Signatory or management representative for delivery to the offender. The offender's Authorized Signatory or management representative will receive a company copy of the Violation Notice for review. A letter will accompany the company copy to inform the Authorized Signatory or management representative of the actions required. The Authorized Signatory or management representative must ensure that required action is taken, either by providing a response to Airport Security or setting a hearing date, within ten (10) business days of the letter date. If the prescribed timeframe is not met, the offender may have his or her Airport ID badge suspended until a response is received or until a hearing is held. If a hearing is not scheduled within thirty (30) days, the offender's Airport ID badge will be terminated. Airport Security will review and retain a file copy of the Violation Notice.
- (b) Airport Security, serving on behalf of CCD reserves the right to deny, suspend, revoke or limit the scope of an individual's Airport ID badge, endorsements or privileges based upon reasonable grounds and giving due consideration to the nature of the offense. Violations severe enough to require revocation under this Part include, but are not limited to, those described in 20.04-16. No enforcement decision by Airport Security shall establish precedent, and every instance of noncompliance is considered independently.
- (c) When the holder of an Airport ID badge is issued a Violation Notice of a less than critical nature, which does not require that a Violation Notice Hearing to be held, he or she may, within ten (10) business days thereafter, make a written request for a meeting with the Airport Security Manager, to review the facts giving rise to the Violation Notice. If such meeting is not requested, the Violation Notice will become final, and the badgeholder will have waived all rights to review or appeal thereof. If a meeting is timely requested, the Airport Security Manager shall conduct an informal meeting with the person who was issued the Violation Notice. At the meeting, the Airport Security Manager shall give the badgeholder the opportunity to present facts and arguments as to why the Violation Notice was not properly issued, and shall consider the facts in support of the Violation Notice. The Airport Security Manager shall then decide whether the Violation Notice should be withdrawn. If the Violation Notice is withdrawn such fact may be communicated verbally to the person to whom it was issued. If the Violation Notice is not withdrawn and/or not appealed in a timely fashion the violation will be considered final and entered into the Violation Notice computer tracking program.
- (d) A Violation Notice Hearing, conducted by the Airport Security Manager or designee will be held when:
  - i. A Violation Notice is issued for a "Critical" violation;



- ii. The holder of an Airport ID badge is issued a second Violation Notice which is substantively the same as another Violation Notice issued to the same individual within a two (2) year period; or two (2) Violation Notices are issued to the badgeholder for the same incident. Violation Notice Hearing may be required for any Violation Notice issued, when the Airport Security Manager determines that the circumstances surrounding the issuance of the Violation Notice indicate that a hearing is appropriate. A pre-hearing letter will be sent via email and/or U.S. Mail informing the Authorized Signatory or Senior Company Manager that a Hearing must be scheduled with Airport Security within ten (10) business days of the date of the letter, and that a management representative or Authorized Signatory of the company/department must attend with the employee. If the prescribed timeframe is not met, the individual who received the violation may have his or her Airport ID badge suspended until a hearing takes place.
  - iii. If following the hearing, the Airport Security Manager or designee determines that the violation is valid, this will be communicated in writing to the Authorized Signatory of the company/department, indicating the believed to have been committed by the individual and the consequences for such violations. Such decision (except a decision to withdraw a Violation Notice) may be appealed as detailed in 20.04-8 (e).
- (e) If an application for an Airport ID badge is denied or an Airport ID badge is suspended or revoked, the individual who has been denied a badge or who has had his or her badge suspended or revoked during a Violation Notice Hearing may request an administrative hearing by contacting the Director of Security in writing, who will serve as the Appeals Officer within thirty (30) calendar days after the date of such denial, suspension or revocation. The Director of Security will serve as the Appeals Officer. The Appeals Hearing shall be conducted as expeditiously as possible, and in accordance with any rules adopted by the Appeals Officer for such proceedings. All testimony and evidence shall be submitted under oath or affirmation. In all matters, the petitioner shall have the burden of proof to show by a preponderance of the evidence the correctness of his or her position. The Appeals Officer shall thereafter make a final written determination as to the action being appealed. A request for reconsideration of the determination may be made if filed in writing with the Senior Vice President of Aviation-Airport Operations within fifteen (15) calendar days of the date of determination, or the final determination of the Appeals Officer may be reviewed under Rule 106(a)(4) of the Colorado Rules of Civil Procedure. If a request for reconsideration is made, the Senior Vice President of Aviation-Airport Operations or designee shall review the record, and issue a written order concerning the reconsideration. The reconsideration determination shall be considered a final order on behalf of the CEO of Aviation upon the date the reconsideration determination is issued. The reconsideration determination shall be the final order and may be reviewed

under Rule 106(a)(4) of the Colorado Rules of Civil Procedure.

An employee requesting an Airport ID badge must resolve all pending or valid violations before being allowed to proceed in the fingerprinting and/or badging process. If the employee no longer works for the company listed on the Violation Notice, and is attempting to be employed by a different company, a management representative from the "new" company must attend the Violation Notice Hearing with the employee.

#### **20.04-9 Protection of Sensitive Security Information (SSI)**

No participant of the Airport Security Program, and no Airport ID badgeholder, shall divulge any security source documents or information to any individual, unless the individual has a specific and valid need to know such information, as identified and defined in the federal government's Title 49 CFR Parts 15 and 1520.

#### **20.04-10 Termination of Employees; Return of Badges and Security Keys Issued by Airport Security**

- (a) It is the responsibility of the employer of any person to whom an Airport ID badge or security key has been issued to immediately notify Airport Security when an employee is separated from the company for any reason, or loses his or her Airport ID badge or security key.
- (b) All Airport ID badges shall be surrendered to Airport Security within ten (10) business days of the date when any employee or other individual to whom the badge was issued terminates employment, is transferred to another location, or when the project or contract under which that individual was working is completed or terminated.
- (c) All Airport Security Keys shall be surrendered to Airport Security within three (3) days of the date when any employee or other individual to whom the key was issued terminates employment, is transferred to another location, or when the project or contract under which that individual was working is completed or terminated. Airport Security keys are nontransferable and must be returned to the Airport Security Lock Shop in accordance with 20.04-10(e).
- (d) A fee shall be assessed against any employer who fails to return Airport ID badge or security keys within ten (10) business days upon the termination of an individual's employment, transfer, or completion of a project or contract.
- (e) All parts and labor costs associated with replacing applicable locks shall be assessed to the employer who fails to return the security key(s) within ten (10) calendar days upon termination of the individual's employment, transfer, or completion of the project or contract.
- (f) If a badge is terminated and not surrendered to Airport Security under 20.04-10(b), and/or 20.04-10(c), all other badges and security keys issued to that individual may be suspended and no additional badges or security keys may be issued to that individual until the terminated badge or security keys are returned to Airport Security.

#### **20.04-11 Fees for Airport ID Badges and Security Keys**

There shall be a fee to cover the administrative cost of producing the Airport ID badge. An additional fee may be requested to cover the administrative cost of processing a lost badge or security key.

#### **20.04-12 Display and Care of Airport ID Badge, Security Keys and Access PIN and Cipher Code Numbers**

- (a) All individuals in any area where an Airport ID badge is required must display the Airport ID badge or other approved identification as defined in this Part on their persons at all times. The Airport ID badge or other approved identification shall be worn on the front upper half of the body so that the picture is visible and not covered with other identification.
- (b) To prevent unauthorized use of Airport ID badges and security keys, any individual to whom such a badge and/or security key has been issued shall store his or her badge and/or security keys in a secure place in his or her possession and under his or her control at all times.
- (c) Badgeholders will not subject their Airport ID badges to extreme environmental elements.
- (d) Any individual issued an access PIN and/or cipher code number will ensure that it is kept in his or her immediate control to prevent unauthorized use and will ensure his or her access PIN and/or cipher code number is not stored in close proximity to the Airport ID badge.
- (e) Following the first unrecovered Airport ID badge, a Violation Notice will be issued to the individual badgeholder for each subsequent unrecovered badge and the individual and a management representative of the company may be required to have a hearing with the Airport Security Manager or designee.

#### **20.04-13 Escorting in the Secured Area, Sterile Area and/or any Controlled Areas**

- (a) Escorting is only allowed by badgeholders who hold escort authorized Airport ID badges.
- (b) A badgeholder who is authorized to perform escorts may escort only in those areas allowed by his or her access control profile.
- (c) An escorting badgeholder must keep individuals under his or her escort, in view and under control at all times.
- (d) For every six (6) unbadged individuals under escort, there must be at least one (1) escorting Airport ID badgeholder (6:1 ratio). Airport Security Coordinators may approve different escort ratios for special events.
- (e) Escorting from a Public Area into the Secured Area is allowed only at designated access entry points. Escorting is not allowed at turnstile locations.

- (f) Unbadged individuals may be escorted into the Secured Area up to five (5) times in one calendar year for official business only. Individuals who request Secured Area escorts more than five (5) times will be denied. Any request for an exception to this limit must be communicated in writing to the Airport Security Coordinator (ASC) for consideration prior to the time of the visit. This five (5) time limitation also applies to requests for Sterile Area Visitor ID badges. Differing escorting procedures at certain Airport perimeter facilities may apply.
- (g) Unbadged individuals requesting access to, or badgeholders who have no badge access to, a Controlled Area (e.g., the Airport Office Building) must be accompanied at all times while in the Controlled Area by an Airport ID badgeholder who has badge access to the area.

#### **20.04.14 Challenging and Reporting Unauthorized Persons**

- (a) Every Airport ID badgeholder is responsible for challenging and/or reporting any individual in the Secured Area or any other Controlled Area, who is not properly displaying identification media as defined within this Part 20. An individual who does not challenge an apparently unauthorized person and is observed by Airport Security and/or TSA Inspectors may be cited for noncompliance.
- (b) Any individual challenged who cannot produce proper identification as defined in Rule 20.04-1 must be identified and reported to Airport Operations immediately.

#### **20.04-15 Right to Revoke an Airport ID Badge**

All Airport ID badgeholders and applicants are subject to review by local and Federal Law Enforcement, Department of Homeland Security (DHS) agencies, Airport Legal Services and Airport Security. DEN has the right to confiscate and/or revoke an Airport ID badge (or deny an application) for criminal activity (e.g., certain misdemeanors and/or felony convictions) or perceived threats against the airport, passengers or employees.

#### **20.04-16 Critical Violations “Big 6”**

No Airport ID badgeholder shall perform any of the following acts. The commission of any such acts, due to their critical negative effect on the safety and security of Airport employees, the traveling public, and the national aviation system, is reason for immediate confiscation and suspension (and possible permanent revocation) of the Airport ID badge, issuance of a Violation Notice, and the requirement for a Violation Notice Hearing to be held, in accordance with Section 20.04-8:

- (a) Loaning (or borrowing) the Airport ID badge or security key to anyone under any circumstances;
- (b) Allowing unauthorized individuals or vehicles into the Secured Area, Sterile Area, and/or Controlled Areas;
- (c) Blocking and/or damaging doors, gates, or card readers, and/or leaving doors or gates open that could be an access route into the Secured Area or Sterile Area for unauthorized individuals;

- (d) Bypassing, eluding, and/or evading any portion or process of the security system;
- (e) Altering the Airport ID badge;
- (f) Interfering with or not complying with security screening, security procedures, and/or security personnel.

**20.04-17 Civil Penalties Imposed by Transportation Security Administration (TSA)**

- (a) Any employer not regulated under Title 49 CFR Part 1544, Aircraft Operator, will be responsible for payment or reimbursement to the CCD of any civil penalties imposed by the TSA for individual security violations by their employees for violations under Title 49 CFR Part 1542.
- (b) An employee may be personally subject to civil penalties imposed by the TSA for individual security violations they commit under Title 49 CFR Part 1542.
- (c) If DEN is aware that an employee is under investigation by the TSA for individual security violations, the Airport ID badge may be suspended until the employee can provide Airport Security with formal documentation from TSA advising the investigation is complete and resolved.

**20.05 Submission to Screening**

**20.05-1** No individual may enter the Sterile Area without submitting to the screening of his or her person and property in accordance with the procedures being applied to control access to that area under applicable Federal Regulations, with the following exceptions:

- (a) Law Enforcement Officers (LEOs);
- (b) TSA management and regulatory inspectors, as assigned by the DEN Federal Security Director;
- (c) Those Airport ID badgeholders with access to the Automated Guideway Transit System (AGTS) train exits on Level 5 of the Jeppesen Terminal, may use that access ONLY when alternative means of entry are not possible. Escorting is never allowed through this portal.

**20.05-2** Pre-screened charter and scheduled operations are permitted direct access to a concourse in the Sterile Area if the screening of the individuals permitted such access by TSA is performed in a manner which has been approved by TSA.

**20.05-3** Product Deliveries into the Sterile Area: Merchandise deliveries into the Sterile Area must be submitted for inspection at a designated Freight Elevator. No merchandise shall be delivered through other CCD controlled portals without an exception from the Airport Security Coordinator. Failure to submit product for inspection will result in the issuance of a Critical "Big 6" Violation Notice to the badgeholder and initiation of an enforcement action investigation into the Participant organization.

**20.06 Three-Foot Clear Zone**

A clear zone of three (3) feet is established for both sides of all security fences around the Secured Area. The clear zone must not contain any object which could be of assistance to an individual trying to scale a fence.

## **20.07 Use of Airport Entrances, Gates, and Doors**

**20.07-1** All badged employees shall enter the Airport by authorized entrances using the Airport ID badge of the employer the employee is working for at the time the badgeholder is using the entrance.

**20.07-2** Emergency exit fire doors in the terminal and concourses will be used only in the event of an emergency requiring use of these doors. The only exception is when operational requirements demand use of an emergency door and an Airport ID badge is used for access. Requests for authorized access will be considered by the Director of Security or designee for approval.

**20.07-3** It shall be the responsibility and duty of all Airport ID badgeholders to close and secure gates and doors in the terminal and concourse areas when not in use.

**20.07-4** No Airport ID badgeholder who is issued a security Personal Identification Number (PIN), and/or cipher code shall write or verbally announce in a public manner the number/code.

**20.07-5** When any authorized Airport ID badgeholder accesses a door, gate, or elevator leading to or from the Secured or Sterile Area, it is the badgeholder's responsibility to ensure that unauthorized individuals do not gain access to the Secured or Sterile Area.

**20.07-6** When any Airport ID badgeholder is in control of a door, gate, or elevator leading to or from the Secured or Sterile Area, it is the badgeholder's responsibility to ensure that unauthorized individuals or vehicles do not gain access to the Secured or Sterile Area. This applies to Airport ID badgeholders who are physically located at the access point or who control an access point from a remote location. It also applies to Airport ID badged bus drivers who allow passengers onto a bus which will enter the Secured Area.

**20.07-7** Any Airport ID badgeholder accessing either the Sterile or Secured Area through an access point requiring the use of biometrics (e.g., any turnstile location or any biometrically configured elevator) must comply with all restrictions regarding escorting through those locations, ensure that no tailgating is allowed, and ensure that any other badgeholder also attempting to gain access through the location at the time uses the biometric device for access, as required.

**20.07-8** When driving through a gate leading to or from the Secured Area, the driver must remain at the gate until the gate is fully closed in order to prevent unauthorized individuals or vehicles from going through the gate to the Secured Area. If, while the gate is open, another individual, unauthorized or authorized but not using their Airport ID badge, attempts to pass through that gate (tailgating), the individual who opened the gate by card access must identify, prevent (to the extent possible without physical contact), and report the individual(s) who attempted to tailgate through the gate.

**20.07-9** When accessing or controlling a non-access control door, gate, or elevator leading to the Secured Area or Sterile Area, the individual accessing or controlling the access point must challenge and request Airport-approved identification from all persons who attempt to gain access in order to assure that they are authorized. When accessing or controlling

an access control door, gate or elevator leading to the Secured Area or Sterile Area, the individual accessing or controlling the access point must not permit an individual to gain access unless that individual successfully uses their Airport ID badge in the access control reader. If any badgeholder determines that an access control reader or door is inoperative, that individual must immediately notify the Airport Communications Center and stand by until Airport Operations personnel and/or contract security personnel arrive on scene and allow the badgeholder to leave. If an unauthorized individual attempts to gain access, or actually gains access, the individual controlling access must identify, prevent (to the extent possible without physical contact), and report the unauthorized individual to Airport Operations personnel immediately.

**20.07-10** When an authorized individual accesses an access control door, only that individual may pass through the door. The individual must assure that only they pass through the door during the timed opening of the door. Group escorting is not authorized unless the group remains under continuous escort of the individual who cards the access control door. If, while the door is open, another individual, unauthorized or authorized but not using their Airport ID badge, attempts to pass through that door (“tailgating”), the individual who opened the door by card access must identify, prevent (to the extent possible without physical contact), and report the individual(s) who attempted to tailgate through the door. The last individual to use the door by access control through which illegal entry occurred may be cited for a violation of this rule if he or she does not identify, prevent (to the extent possible without physical contact), and report the individual(s) attempting to tailgate to Airport Operations personnel immediately.

**20.07-11** No pedestrian traffic is allowed through any vehicle Guard Gate (i.e. Gate 1, 5, etc.) or vehicle perimeter gate (i.e. P10, P42, etc.) providing entry to the Secured Area. No pedestrian traffic is allowed in the service tunnels.

**20.07-12** All Airport ID badgeholders whose badges do not allow a door disable function must obtain assistance from the Airport Communications Center to disable an access door.

**20.07-13** All Airport ID badgeholders in a vehicle entering a guarded security access gate which has an access control reader shall show their Airport ID badges to the guard on duty. Passengers in the vehicle without an Airport ID badge must show a government-issued photo ID and be entered into the escort program database (see 20.04-13(f) for number of times allowed). All Airport ID badges will be presented to the access control reader or compared to a stop list for validity verification. The guard will also conduct a comparison of the badge picture to the person and verify the expiration date of the badge.

**20.07-14** Any Airport ID badgeholder guarding a Secured Area or Sterile Area access point must display an Airport ID badge, have a radio or telephone for emergency communications and have obtained instructions/permission from the Airport Communications Center.

**20.07-15** When an Airport ID badgeholder accesses a bag belt, it is the individual's responsibility to ensure that unauthorized individuals are not allowed the opportunity to gain access to the Secured Area.

**20.07-16** Any Airport ID badged employee controlling or operating a passenger loading bridge boarding door must use the access control reader for access before boarding passengers. If a passenger opens the door from the Secured Area and the door time open expires, the badged employee controlling the boarding may be issued a Violation

Notice.

**20.07-17** When traveling as a passenger, or when the intent is to travel as a passenger at the completion of their work at DEN, an Airport ID badgeholder must enter the Sterile Area through a TSA screening checkpoint or a TSA approved process (including Known Crew Member doors for eligible flight crew members) with any accessible property intended to be carried onboard. An Airport ID badgeholder must remain in the Sterile Area. If an Airport ID badgeholder exits the Sterile Area, they must, prior to boarding an aircraft, exit the Sterile Area with any accessible property intended to be carried onboard, and be rescreened at a TSA screening checkpoint. Any attempt to enter the Sterile Area with accessible property through a CCD controlled portal will be considered bypassing the security process and result in the immediate confiscation of the Airport ID badge in accordance with Rule 20.04-16(d).

**20.07-18** Airport ID badgeholders shall not establish habitation on DEN property.

## **20.08 Use of Airport Federal Inspection Services (FIS) Facilities**

**20.08-1** All Airport ID badgeholders in the FIS facilities during international flight processing must have an FIS seal displayed on their Airport ID badges or have a pre-approved exception by CBP to be in the facility without a seal. All individuals must have a demonstrated, work-related need to be in the FIS facilities.

**20.08-2** No individual shall open a non-international access point door which would provide access out of the FIS Sterile Area during an international flight.

**20.08-3** No individual shall bypass the security screening checkpoints via the FIS facilities.

**20.08-4** No FIS doors may be propped open at any time, except for the emergency exit doors entering into the international nodes.

**20.08-5** The FIS seal does not authorize escort privileges. An on-duty Customs and Border Protection (CBP) Supervisor may authorize an escort if deemed appropriate.

**20.08-6** Any individual who has no badge access to the FIS facilities must be escorted by CBP or Airport Operations personnel at all times while in the FIS facilities.

**20.08-7** Bag belts may not be used as a means of entering the FIS facilities.

**20.08-8** It is the employer's responsibility to ensure all employees requiring access to the FIS facilities, or who work international flights, have FIS seals on their badges. The employer is also responsible for ensuring that all employees requiring badge access to international card readers on doors or bag belts (e.g., international customer service agents) have the required international job titles indicated on their badges.

**20.08-9** All Airport ID badgeholders who require an FIS seal must complete the CBP's application process.

## **20.09 Actions or Conduct on Airport Property**

Any Airport ID badgeholder on DEN property whose actions and/or conduct may in any way affect the safety or security of the airport, the passengers or other Airport employees may have his or her Airport ID badge and/or security key(s) confiscated and suspended pending a hearing in



accordance with Section 20.04-8.

## **20.10 Weapons and Firearms in the Secured Area, Sterile Area and/or Controlled Area**

**20.10-1** Items as defined in the Denver Revised Municipal Code ([www.denvergov.org](http://www.denvergov.org)) as well as any other item deemed a weapon by law enforcement authorities are forbidden to be possessed in the Secured Area, Sterile Area or any Controlled Area, without an approved, demonstrated need. Failure to comply with this regulation will result in a Violation Notice and may result in the suspension, confiscation and/or revocation of the individual's Airport ID badge and/or security key(s) pending a hearing in accordance with Section 20.04-8.

When items deemed as a Prohibited Item are introduced into Secured Area, Sterile Area, or Controlled Area, with an approved, demonstrated work need, such items must remain continuously monitored and/or secured in a manner that ensures they are inaccessible to the public. Failure to continuously monitor and/or secure Prohibited Items may result in the suspension, confiscation, and/or revocation of the individual's Airport ID badge and/or security keys pending a hearing in accordance with Section 20.04-8.

**20.10-2** All Law Enforcement Officers and Federal Flight Deck Officers (FFDO) accessing the Sterile Area must enter through an approved TSA security check point and follow TSA established credential verification and sign-in procedures.

**20.10-3** Armed, on-duty Local, State and Federal Law Enforcement Officers on official business may be escorted into the Secured Area or any Controlled Area by an Airport ID badged Law Enforcement Officer.

**20.10-4** Any firearm introduced to the TSA Screening process, possessed in the Sterile, Secured or Controlled Area will result in a Violation Notice and may result in the suspension, confiscation and/or revocation of the individual's Airport ID badge and/or security key(s).

## **20.11 Contraband in the Secured Area and/or the Sterile Area**

Items listed on the Prohibited Items page of the TSA web site ([www.tsa.gov](http://www.tsa.gov)) and items listed as hazardous materials regulated by the FAA located on the FAA web site ([www.faa.gov](http://www.faa.gov)), as well as any other item deemed as contraband by local law enforcement authorities, are not allowed to be in or introduced to the Secured Area, Sterile Area, or any Controlled Area without an approved, demonstrated need.

## **20.12 Photography in the Sterile, Secured and/or Controlled Areas**

Still or moving photography undertaken by anyone that may reveal the operation or location of access control readers, security measures or secured doors within or leading into or out of the Sterile, Secured, and/or Controlled Areas is prohibited.

## **20.13 Unattended Baggage or Articles**

Unattended baggage and/or articles are prohibited in all areas of DEN. If unattended baggage and/or articles are found, they are subject to search and may be confiscated by Denver Police Department (DPD) or TSA personnel and may be destroyed.

## **20.14 Airport Vehicle Permits**

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- (a) All vehicles operating in the Secured Area, with the exception of vehicles (e.g., baggage tugs) driven solely on Airport property and not required to be licensed by the State of Colorado, must display an Airport Vehicle Permit which is visible from the exterior of the vehicle.
- (b) Airport Vehicle Permit applications must be completed and signed by an Authorized Signatory. The Authorized Signatory certifies by his or her signature that the vehicle for which the permit is requested has the insurance coverage required by CCD.
- (c) Airport Vehicle Permit requests are processed, reviewed and verified by Airport Security prior to their issuance.
- (d) Airport Vehicle Permits may not be transferred between vehicles. Lost or stolen Airport Vehicle Permits must be reported immediately to Airport Security.