City of Phoenix Aviation Department Rules & Regulations

Number: 05-02

Authority: This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article 1. General Section 4-2.

Rule and Regulation: Security Access-Only Media

The purpose of this Rule and Regulation (R&R) is to establish guidelines for the issuance of Security Access-Only Media.

For the purposes of this Rule and Regulation, Security Access-Only Media refers to media that opens a door or gate to the restricted and/or sterile areas and are:
   1) **Proximity cards for access to trilogy locks and baggage conveyor belts or;**
   2) **Electronic smart keys.**
Security Access-Only Media is not the same as Personnel Identification Media (SIDA badge) as described in Rule & Regulation 05-01.

1. Security Access-Only Media will only be issued to individuals who also hold a valid, unexpired Security Identification Display Area (SIDA) badge in accordance with Rule & Regulation 05-01.

2. The following categories of individuals are authorized to receive Security Access-Only Media:

   a. Aviation Department Employees
   b. Airline and Tenant Employees
   c. Airline Subcontractor Employees
   d. Individual Applicants (Utility Companies, Contractors, Consultants, etc.)

3. To obtain Security Access-Only Media, individuals must:

   a. Complete an application for Security Access-Only Media. Applications can be obtained from the Security Badging Office or online at https://skyharbor.com/security/Badginginformation. Select Security Access-Only Media from Downloadable Forms and Information.
   b. Have the application signed by the company's Authorized Signer. If the application is not signed in person at the Security Badging Office, the Authorized Signer's signature must be notarized.
   c. Present the completed Security Access-Only Media application to Security Badging Office personnel.

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    d. Security Badging Office personnel will use the photo identification of the applicant and information furnished on the application to confirm that the applicant has an active SIDA badge.

    e. The applicant will receive the requested security access-only media at the Security Badging Office.
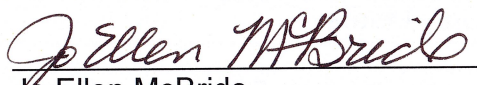
4. Returning Security Access-Only Media:

Return Security Access-Only Media to Security Badging Office personnel during business hours. Business hours, address and other relevant badging information can be found online at https://skyharbor.com/security/Badginginformation. Select 'Contact Information, Location & Hours of Operation' from the list of options.

5. Reporting Lost or Stolen Security Access-Only Media:

Report lost or stolen Security Access-Only Media to the Security Badging Office immediately at 602-273-2036. The Security Badging Office will coordinate with the Facilities & Services Lock Shop to deactivate the media as soon as possible.

The foregoing R&R is hereby adopted and promulgated this _28_ day of February, 2017.

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James E. Bennett, A.A.E.
Director of Aviation Services

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Jo Ellen McBride
Assistant Chief Counsel