



**PHOENIX SKY HARBOR  
INTERNATIONAL AIRPORT**

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**City of Phoenix Aviation Department Rules & Regulations**

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**Number:** R&R 05-13

**Authority:** This Rule and Regulation is promulgated pursuant to City Code Chapter IV, Article I, § 4-2.

**Rule and Regulation:** **Escorting in the PHX Restricted Area**

**A. General – Company**

1. Any company that has been approved to do business in the Restricted Area of Phoenix Sky Harbor International Airport (PHX) may request escort status for its employees by filing an application with the Operation Division's badging office or applying through the badging process Authorized Signer Portal.
2. All companies requesting escort status for their employees must select the "Escort" privilege for each escort applicant in the Authorized Signer Portal of the electronic badge enrollment system.
3. By selecting the "Escort" privilege in the Authorized Signer Portal, the Authorized Signer is certifying that the escort applicant has a legitimate business need to conduct escorts in the Restricted Area at PHX.

**B. General - Individuals**

1. Escort applicants must sign the PHX Escort Authorization Application acknowledging their understanding of their escorting responsibilities.
2. Persons approved by PHX to escort (Escorters) are responsible for the person or persons they have under escort (Escortees). Escorters must ensure that their



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---

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---

supervisors and management are aware of and endorse all escorts.

3. Persons going through the badging process must be escorted until the badging process is completed, at which time the person will either be granted unescorted access or denied all access to the Restricted Area.
4. Escortees must be in possession of, and provide when asked, valid government-issued photo identification upon entering and while in the Restricted Area.
5. Escort approval is signified by the word "Escort" on the media.
6. Escortees must remain in the Escorter's positive control at all times while in the Restricted Area.
7. The following persons may not be escorted in the Restricted Area:
  - a) A person whose media has been confiscated, revoked, terminated, or suspended.
  - b) A person whose media has been lost or stolen or who does not have an issued media in his or her possession.
  - c) A person who is ineligible to be granted unescorted access because his or her Criminal History Records Check (CHRC) disclosed a disqualifying criminal offense listed in 49 CFR § 1542.209(d) or is denied a Security Threat Assessment (STA) approval.
8. A person may not be escorted into the Restricted Area for more than two (2) weeks while performing work at PHX without written authorization from the Airport Security Coordinator or his or her designee. Persons who require access to the Restricted Area for more than two (2) weeks



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---

must initiate the badging process prior to entering the Restricted Area.

9. An Escorter may only provide escorts in areas where they are permitted unescorted access.
10. If an Escorter escorts a person within an area for which the Escorter is not permitted unescorted access, the Escorter is subject to a Notice of Violation.
11. Escortees being escorted into the Sterile Area from the Restricted Area must remain under continuous escort by the Escorter until they have exited the Sterile Area and Restricted Area.

**Enforcement:**

Any person found in the Restricted Area without proper identification or not under escort will be immediately reported to Law Enforcement, the Transportation Security Administration (TSA), and may be subject to trespass charges.

A Notice of Violation will be issued to:

1. A person who is escorting an unauthorized person
2. A person who does not have positive control over his or her Escortee(s).

**Roles and  
Responsibilities:**

- A. The Aviation Department has authorized the Operations Division and Airport Bureau of the Police Department to conduct inspections and enforce violations of the Rules and Regulations for PHX Federal Regulations 49 C.F.R. Part 1540 (Civil Aviation Security: General Rules) and Part 1542 (Airport Security), and 14 C.F.R. Part 139 (Certification of Airports) pertain to the safety



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---

and security of PHX. All violators shall be subject to citation and an NOV.

- B. The Airport Security Coordinator is responsible for the City's compliance with the Airport Security Program as set forth in 49 C.F.R. Part 1542.

### References and Definitions:

- A. 49 C.F.R. Parts 1540 and 1542, and 14 C.F.R. Part 139.
- B. *Badgeholder* means a person in possession of a PHX-approved media.
- C. *CHRC* means a fingerprint-based criminal history records check as required under 49 CFR § 1542.209.
- D. *Escort* means to accompany and maintain positive control over the activities of a person who does not have unescorted access authority into or within the Restricted Area and/or the Sterile Area.
- E. *Escortee* means the person who is being escorted and who must have government-issued photo identification on his or her person at all times when present within the Restricted Area and/or the Sterile Area.
- F. *Escorter* means the person who has been granted escort authority and who is responsible for the control of the person(s) being escorted.
- G. *Media* means any credential, card, badge, or other photo identification issued by the Security Badging Office for use at PHX.
- H. *Positive Control* means keeping the Escortee(s) within a distance where he or she is able to communicate with the



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City of Phoenix Aviation Department Rules & Regulations

---

Escorter by speaking without using a radio, cellphone, or other electronic devices and the Escorter has constant visual contact with the Escortee. It must be apparent that the Escortee is under the escort of the Escorter.

- I. *Restricted Area* means the secured area and security identification display area, so designated by signs, which include aircraft movement areas, aircraft parking areas, loading ramps, safety areas, and any adjacent areas within the boundaries of the perimeter fence and buildings.
- J. *Security Personnel* means City of Phoenix Airport Police , TSA, contract security, and Airport Operations personnel.
- K. *SIDA* means the Security Identification Display Areas where media must be worn at all times above the waist on the outermost garment.
- L. *Sterile Area* means a portion of an airport defined in the airport security program that provides passenger access to boarding aircraft and to which the access generally is controlled by the TSA, or by an Aircraft Operator under 49 C.F.R. Part 1544, or by a foreign air carrier under 49 C.F.R. Part 1546, through the screening of persons and property.

**The foregoing rule and regulation is hereby adopted and promulgated this 22<sup>nd</sup> day, of September 2014.**

Aviation Director

Assistant City Attorney