



SECURITY VIOLATION HANDBOOK

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Welcome to the Seattle-Tacoma International Airport!

As a badged employee of the airport community at SEA, you play an important role in maintaining the safety and security of the airport and the traveling public. The Port of Seattle (POS) works closely with the Transportation Security Administration (TSA) to implement and enforce security regulations.

It is important that you take time to become familiar with the following security violations and the associated penalties. Should an Airport-Issued ID Media holder at SEA not follow the rules and regulations at SEA, they will be held accountable for violations of security procedures and regulations.

As a community working together to service the customers at SEA, we depend on each other to be diligent in our jobs, keep our eyes and ears open and to report suspicious activity in our work environment.

Use the Challenge Card as a daily reminder to keep security at the forefront of your mind.

Help keep the airport secure. **Challenge!**



Do you see something unusual?

- Is their badge **visibly displayed** above the waist on the outside of their clothing?
- Is their badge the **correct color** for the work area?
- Does the **photo match** the badge holder?
- Is their badge **expired, altered or damaged**?
- Do they **belong** in the work area?



Dial 911 for emergencies. Call 206-787-5229 (Option 3) for unusual badge activity.

SECURITY VIOLATIONS

Violations of the Port of Seattle (POS) Airport Rules and Regulations may be caused for citations and associated penalties. Violations of the Airport Security Program (ASP) and/or the Transportation Security Administration (TSA) Title 49 of the Code of Federal Regulations (CRF), Parts 1540 and 1542, not listed herein, do incur penalties and employees may be cited for such violations. A violation deemed severe by the Airport Security Coordinator (ASC), or their designee, is cause for a revocation of the offender's Airport-Issued ID Media. A citation and a letter from the ASC will be sent to the offender, along with a copy to the offender's employer, applies to all offenses.

In all circumstances, the POS reserves the right to penalize companies conducting business at SEA for security violations (i.e.: knowingly encouraging employee(s) to commit violations, not being responsible by supporting the Security Violation Program, failing to complete Active Employee ID Media Audits assigned by the POS). Penalties may be assessed and determined based on consultation and coordination with the TSA.

*A combination of any three (3) or more security violations within any two (2) year period may result in **revocation of the offender's Airport-Issued ID Media.***

If the offender does not commit another offense within two (2) years, a future offense will be treated accordingly to the rules as a first offense.

APPEAL PROCESS

An Appeal Process is generally available to those who receive a violation notice. This allows the individual an opportunity to present their case to the Airport Security Appeals Board (ASAB).

Individuals cited will be ***granted fourteen (14) calendar days from the date of the violation letter to respond in writing to avseccitation@portseattle.org with a request to appeal.***

The ASAB is comprised of a panel of stakeholders that include representatives from the TSA, POS Police Department, POS Aviation Security, tenants and airlines.

The ASAB will review and consider any extenuating circumstances that led to the violation. A decision will be made to uphold, reduce or rescind the violation based on the panel's majority vote.

If no request to appeal is received, the associated penalties will be assessed based upon the violation cited.

➤ Reference POS Rules and Regulations: Section 8: P-7

Each unescorted person in the Restricted Access Areas must continuously and visibly display an unexpired, Airport-Issued ID Media on the outermost garment above the waist. Airport-Issued ID Media must always be visibly displayed above the waist on the outermost garment when in the Restricted Access Areas.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (1 day)
- \$100 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-1a

DISPLAY OR USE OF AN INVALID AIRPORT-ISSUED ID MEDIA WHICH IS LOST, STOLEN, DEACTIVATED, EXPIRED (TYPE II)

Displaying and/or using an Airport-Issued ID Media that has been reported lost, stolen, deactivated or expired will result in a violation. Contact the Airport Communications Center (ACC) for any access issues.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-1b

In accordance with 49 CFR 1540.107, when traveling, no individual may enter a Sterile Area or board an aircraft without submitting to the TSA screening and inspection of their person and accessible property.

Airport-Issued ID Media holders shall never knowingly, willfully and intentionally bypass the TSA screening checkpoint to board a flight as a passenger.

This will result in a violation.

Civil penalties assessed by the TSA may also apply.

First Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-2

Airport-Issued ID Media is for official business use only.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID Media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-3a –D6

The use of an Airport-Issued ID media by anyone other than the person it was originally issued to is strictly prohibited.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-3b – D6

Airport-Issued ID Media holders working for multiple companies must display and demonstrate access with the proper company Airport-Issued ID Media when representing each company.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-3c – D6

It is strictly prohibited to lend or share an Airport-Issued ID Media to another individual for any purpose .

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-3d – D6

Duplication or alteration of an Airport-Issued ID Media is strictly prohibited.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-3e – D6

Port issued keys are for business use only and must never be used to gain access to Restricted Access Areas.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID badge confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID badge confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-4a

It is strictly prohibited to duplicate Port issued keys.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC
- Revocation of security keys

➤ Reference POS Rules and Regulations: Section 8: D-4b

It is strictly prohibited to lend or share Port issued keys.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC
- Revocation of security keys

➤ Reference POS Rules and Regulations: Section 8: D-4c

Challenging is a requirement of all Airport-Issued ID Media holders at SEA.

All Airport-Issued ID Media holders have the responsibility to challenge individuals without clearly visible Airport-Approved or Airport-Issued ID Media in the Restricted Access Areas unless the individuals are clearly under escort.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-5a

If the person being challenged fails to comply to the challenge or fails to present an Airport-Issued ID Media, report the incident immediately to Aviation Security.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D-5b

The term “Piggybacking” is the unauthorized act of gaining access to Restricted Access Areas by using another individual’s Airport-Issued ID media.

“Piggybacking” occurs when an Airport-Issued ID media holder fails to ensure that a door or a gate closes behind them and a person gains unauthorized access.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee’s Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-1a

Stop & Wait Procedures are applicable to security doors, pedestrian gates and vehicle gates.

Failing to ensure that a security door is secured before leaving the area, opening a gate or door to a Restricted Access Area and leaving the area without securing the gate or door is a security violation.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (1 day)
- \$100 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-1b & E-7a

Any security door placed in timed override for airline operations or construction activities must always be attended. The employee placing the door in timed override is responsible to ensure timed override is cancelled.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-2a

Failing to ensure that a security door is secured before leaving the area, opening a gate or door to a Restricted Access Area and leaving the area without securing the gate or door is a security violation.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-2b

An Airport-Issued ID Media or security key must be used to gain access to a Restricted Access Area. If proper access is not granted prior to entry and the Airport-Issued ID Media holder proceeds through the door into the Restricted Access Area, a forced door alarm will occur.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-4

Any Airport-Issued ID Media holder who has attempted to use their Airport-Issued ID Media to open an access- controlled point, but finds a malfunction of the alarm or the locking mechanism reducing or negating control, must report the malfunction to the ACC immediately either by intercom or by phone

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-5a

FAILURE TO REPORT AN INCIDENT THAT COULD BE DETRIMENTAL TO THE SECURITY OF THE AIRPORT (TYPE II)

It is the responsibility of all Airport-Issued ID Media holders to report any incident or accident that may be detrimental to the security of the Airport.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-5b

It is the responsibility of the Airport-Issued ID Media holder to cooperate with Aviation Security investigations.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued Media ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: 6a

The Airport-Issued ID Media holder to which the key(s) is assigned, and their respective Authorized Signatory have a responsibility to report lost/stolen security key(s).

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID Media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-9

The employee bypass portal may be used only for official business. The use of the portal does not allow escorting at any time. In addition, no accessible property (backpacks, purses, luggage, carts, tools, etc.) may be taken through the portal.

**** Removal scheduled for a later date**

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID media confiscation (1 day)
- \$100 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: E-10

No persons, except authorized law enforcement officers and qualified Wildlife personnel employed or contracted by POS, may possess any firearms or explosives within Restricted Access Areas, including Full Employee Screening.

Failure to comply with this requirement will result in a non-appealable Security Violation with a minimum of a 2-year Airport-Issued ID Media revocation. Criminal charges and civil penalties assessed by the TSA may also apply.

First Offense:

- 2-year Airport-Issued ID Media confiscation with no ability to appeal
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: F-1

PROHIBITED ITEMS IN THE STERILE AND RESTRICTED AREAS (TYPE II)

A person who has an Airport-Issued ID Media may not possess or carry items into or within the Restricted Access Areas that are otherwise prohibited by the Transportation Security Administration regulations, including through security screening checkpoints.

Tools relating to authorized construction projects and concessionaires may not be left unattended in the Restricted Access Areas unless they are secured in a room inaccessible to screened passengers or in a locked storage container larger than a carry-on bag.

Failure to comply will result violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID Media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: G & H

FAILURE TO COMPLY WITH AIRPORT DINING AND RETAIL (ADR) POLICY & PROCEDURES (TYPE II)

Concessionaires and restaurants operating in the Sterile Area are authorized to have certain inventoried and logged items that are listed on the TSA prohibited item list. All items must be “tools of the trade” and approved by Aviation Security Compliance.

Failure to comply with the Airport Dining and Retail Prohibited Items Policy (ADRPPI) and procedures will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

Second Offense:

- Airport-Issued ID Media confiscation (7 days)
- \$400 fine
- Retake SIDA Training
- Employee’s Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: H-1

VIOLATION OF ESCORT PROCEDURES (TYPE II)

Escorting an unbadged individual must be conducted in compliance with the Port of Seattle Rules and Regulations wherein it states that the Airport-Issued ID media holder must maintain strict control over anyone being escorted into Restricted Access Areas:

- ✓ Must ensure the individual being escorted is not in possession of any prohibited items, unless considered “tools of the trade”
- ✓ The person being escorted must have an unexpired, government-issued photo identification in their possession
- ✓ Always under control
- ✓ Maintain visual contact
- ✓ Be within listening distance
- ✓ Escort responsibility can be transferred to another ID media holder upon acknowledgment and acceptance of escort responsibility.

Failure to comply will result in a violation and loss of escort privileges. A “V” will be placed on the individual’s Airport-issued ID media.

First Offense:

- 2-Year loss of escorting privileges
- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake SIDA Training

WARNING: If you are found escorting an individual with a “V” on your badge it will result in a 2-Year badge revocation and must reapply in writing to the ASC

- Reference POS Rules and Regulations: Section 8: K
- Reference Escort Procedure Handbook

As an Authorized Signatory, your responsibilities are outlined in the A.S. Agreement, A.S. Training, and the Airport-Issued ID Media Application.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media confiscation (3 days)
- \$200 fine
- Retake Authorized Signatory Training

Second Offense:

- Airport-Issued ID Media confiscation (7 days)
- \$400 fine
- Retake Authorized Signatory Training
- Employee's Manager or Supervisor is required to retake SIDA Training

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Loss of Authorized Signatory privileges (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: L-N

Airport-Issued ID Media holders are subject to random inspection/screening by the Port of Seattle or the Transportation Security Administration when accessing, or present within, the Restricted Access Areas and Sterile Area of the Airport. Failure to submit to, or cooperate with such an inspection/screening, may result in the immediate suspension and revocation of the individual's Airport-Issued ID Media.

Failure to comply will result in a violation.

First Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: M-6 – M-6a- M7 – M7a

It is your responsibility as an Airport-Issued ID Media holder to always keep your Airport-Issued ID Media secure. Never leave your Airport-Issued ID Media in your vehicle, bag, or anywhere it may be accessible to theft or loss.

First Offense:

- 48 hour waiting period in the event the Airport-Issued ID Media is located
- \$250 fine

Second Offense:

- 48 hour waiting period in the event the Airport-Issued ID Media is located
- \$500 fine

Third Offense:

- Airport-Issued ID Media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: M-2 – M-3

Airport-issued ID Media is property of the Port of Seattle and must be surrendered upon termination of employment or conviction of any crime listed in CFR 1542-209 or surrendered upon demand by the Port of Seattle.

Failure to comply will result in a violation.

First Offense:

- \$250 fine

Second Offense:

- \$500 fine

Third Offense:

- Airport-Issued ID media revocation (2 years)
- Must reapply in writing to the ASC

➤ Reference POS Rules and Regulations: Section 8: D.7.

GLOSSARY

ACC:	Airport Communications Center
ADM:	Airport Duty Manager
AOA:	Airport Operations Area
ARM:	Alarm Response Monitor
ASC:	Airport Security Coordinator
ASP:	Airport Security Program
FES:	Full Employee Screening
SAS:	Security Access Specialist
SIDA:	Security Identification Display Area
TSA:	Transportation Security Administration

IMPORTANT PHONE NUMBERS

ACC:	206-787-5229
ARM:	206-787-5229 (option 3)
AIRFIELD HAZARDS:	206-787-SAFE (7233)
AVIATION SECURITY SUPERVISOR:	206-787-7895
POS POLICE/EMERGENCY:	911
POS POLICE/NON-EMERGENCY:	206-787-5401
POS FIRE/NON-EMERGENCY:	206-787-4563

SUBMIT QUESTIONS

GENERAL AVIATION SECURITY QUESTIONS:	AskAVSec@portseattle.org
AVIATION SECURITY CITATION QUESTIONS:	avseccitation@portseattle.org

SEA SECURITY ENFORCEMENT MATRIX

T Y P E I	First Offense -Airport-issued ID Media confiscation (1 day) -\$100 Fine -Retake SIDA training Notification to Manager and/or Authorized Signatory	Failure to Properly Display Airport-Issued ID Media	Security Violation Penalties for Airport-Issued ID Media Holders The fines and penalties outlined in the Seattle-Tacoma International Airport Tariff No. 1 and the Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix illustrate the possible penalties and enforcement actions for various types of security violations. The following penalties may be imposed for violations of the rules pertaining to security, or any applicable Federal regulations	
	Second Offense -Airport-issued ID Media confiscation (3 days) -\$200 Fine -Retake SIDA training -Employee's Manager or Supervisor is required to retake SIDA training	Failure to Follow Stop and Wait Procedures		
	Third Offense -2-year Airport-issued ID Media revocation. Must re-apply in writing to ASC.	Failure to Follow Employee Bypass Procedures		
T Y P E II	First Offense -Airport-issued ID Media confiscation (3 days) -\$200 fine -Retake SIDA training Notification to Manager and/or Authorized Signatory Second Offense -Airport-issued ID Media confiscation (7 days) -\$400 fine -Retake SIDA training -Employee's Manager or Supervisor is required to retake SIDA training Third Offense -2-year Airport-issued ID Media revocation. Must re-apply in writing to ASC.	Display or Use of an Invalid Airport-Issued ID Media which is Lost, Stolen, Deactivated, Expired	Penalties Enforcement of penalties is based on the number and type of security violations which occur over a two (2) year period. If multiple security violations occur in a shorter time period, the penalties are likely to be more severe, up to and including suspension or revocation of the Airport-Issued ID Media. Revocation, in this case, is defined by removal of the Airport-Issued ID Media and all unescorted access to Restricted Access Areas of the Airport. Persons who have had Airport-Issued ID Media and associated access revoked may not apply for a period of two (2) years. Depending on the circumstances, this period may be extended or shortened based on mitigating or exacerbating circumstances at the discretion of the ASC. The penalty components are described in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix.	
		Using an Airport-Issued ID Media for Non-Official Business		
		Unauthorized Use of POS Issued Keys		Airport-Issued ID Media Holder Suspension
		Failure to Challenge		A suspension may be levied against an Airport-Issued ID Media holder who has committed a violation. This will result in the deactivation of the violator's Airport-Issued ID Media for the time period outlined in SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix. SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violations Matrix
		Failure to Respond to a Challenge		
		Piggybacking		
		Leaving a Security Door in Timed Override		Airport-Issued ID Media Revocation
		Leaving an Access Point Unsecured/Unattended		A revocation may be levied against an Airport-Issued ID Media holder who has committed an egregious security violation or several security violations. This will result in the deactivation of the violator's Airport-Issued ID Media for a period of up to two (2) years. The Airport-Issued ID Media holder may not be escorted into any Restricted Access Areas of the Airport and may work only in public areas of the Airport.
		Forcing a Security Door		
		Failure to Secure Restricted Access Area Door or Gate		
		Failure to Report an Incident That Could be Detrimental to the Security of the Airport		Appeal Process
		Failure to Cooperate with a Security Investigation		An appeal process is available to those Airport-issued ID media holders who receive a security citation. If the person chooses to use the appeal process, decisions made by the ASAB are binding and final. If deemed pertinent to the safety and security of the Airport, the public, and its employees; the Aviation Security Director has the sole right to adjust, modify or reverse the ASAB decision. This process allows the person an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation. Persons cited for Title 49 CFR §1540 and/or §1542 violations will be granted fourteen (14) business days from the date of the violation notice in which to file an appeal in writing before penalties are assessed. If no appeal request is received, permanent penalties will be assessed based upon the violation cited. The ASAB will generally convene once per month. Airport-issued ID media holders who wish to appeal a citation for a violation must attend the next scheduled ASAB meeting or request an extension in writing
		Failure to Report Lost/Stolen Security Key		
		Prohibited Items in the Sterile and Restricted Areas		
		Failure to Comply with ADRPIP & Procedures		
Violation of Airport Escort Procedures				
Failure to Comply with Authorized Signatory Requirements				

SEA SECURITY ENFORCEMENT MATRIX

T Y P E III	<p>First Offense -2-year Airport-Issued ID Media revocation. Notification to Manager and/or Authorized Signatory Must re-apply in writing to ASC.</p>	Bypassing TSA Checkpoint to Board a Flight	outlining specific and valid reasons for the request. Appeals are scheduled by contacting the POS Aviation Security Department either in person, by phone, or in writing within the time limits allowed, as noted above. Security violations involving an unauthorized attempt to bring a firearm or explosive material into the Restricted Access Areas are not appealable; to include, but not limited to, Full Employee Screening and Perimeter Vehicle Gates.
		Use of Another Person's Airport-Issued ID Media	
		Improper Use of Airport-Issued ID Media	Non-Appealable Violations
		Providing an Airport-Issued ID Media to Another Person	
		Duplication or Alteration of Airport-Issued ID Media	
		Unauthorized Duplication of POS Issued Keys	
		Loaning or Borrowing POS Issued Keys	
		Failure to Submit to Inspection/Screening	
T Y P E III	<p>First Offense Non-Appealable --2-year Airport-Issued ID Media revocation. Notification to Manager and/or Authorized Signatory No ability to appeal. Must re-apply in writing to ASC.</p>	Firearms and Explosives	
M I S C	<p>The ASAB or ASC will determine the offense type based on the nature of each specific security violation, the timing of its occurrence, and any extenuating information from investigations and that is otherwise not listed above.</p>	Undefined and based on the nature of each specific security violation.	Seattle-Tacoma International Airport Rules and Regulations No. 5, SECTION 8: SECURITY, P. GENERAL SECURITY VIOLATION PENALTIES, 8. Security Violation Matrix will be used as a guideline to determine fines for security violations. Either the ASAB or the ASC may make exceptions to the matrix based on the nature of each specific security violation, the timing of its occurrence and any extenuating information received from investigations. All fines imposed are in addition to any other right(s) or corrective action(s) available to the Port.
O T H E R	<p>First Offense -24hr Waiting Period -\$250 Fine</p> <p>Second Offense -24hr Waiting Period -\$500 Fine</p> <p>Third Offense -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	Lost/Stolen Airport-issued ID Media	
	<p>First Offense -24hr Waiting Period -\$250 Fine</p> <p>Second Offense -24hr Waiting Period -\$500 Fine</p> <p>Third Offense -2-year Airport-Issued ID Media revocation. Must re-apply in writing to ASC.</p>	Failure to Return Airport-issued ID Media	
	Passed through to the source of the violation	Actions Resulting in TSA Fines to the Port	