

Santa Barbara Airport

Terms and Conditions for Airport-Issued Personnel Identification Media and/or Access Media

Each airport operator is required to have a security program in accordance with TSR 1542.103(a). The terms and conditions outlined in this document are in place to ensure that Santa Barbara Airport is in compliance with its Security Program, TSA Security Directives, and with applicable federal laws and regulations relating to airport security.

Responsibilities and Restrictions - As a holder of Personnel Identification Media and/or Access Media issued by the Santa Barbara Airport you are required to adhere to the following airport security rules:

1. You must comply with all federal laws and regulations relating to Airport Security.
2. You must secure, or continuously monitor, any Restricted Area access point that you open or which you are responsible for monitoring.
3. You must properly display your Personnel Identification Media by wearing it above the waist and on your outermost garment at all times when in a Restricted Area.
4. You must challenge a suspected unauthorized person in a Restricted Area if it is reasonably safe to do so. Whether you challenged the suspected unauthorized person or not, you must nonetheless report the person to the Airport Security Operations Center immediately.
5. You must adhere to proper escort procedures while in a Restricted Area of the airport.
6. If you underwent a Criminal History Records Check (CHRC) to obtain your Personnel Identification Media, you must notify the Airport of any subsequent convictions for a disqualifying offense.
7. You must follow proper stop and wait procedures by waiting until the electric gate closes after you enter or exit a restricted area.
8. You must remain in your designated area.
9. You must follow lawful orders of Airport Law Enforcement Officers.
10. You must use your Personnel Identification Media and/or Access Media for authorized purposes only.
11. You must only use or attempt to use your Personnel Identification Media and/or Access Media at locations you are authorized to access.
12. You must immediately return expired Personnel Identification Media and/or Access Media to the Airport Department.
13. You must return Personnel Identification Media and/or Access Media to the Airport Department upon termination of the need for access to the area(s) for which it was issued.
14. You must promptly report security violations or vulnerabilities you observe or know about to the SOC.
15. You must immediately report lost, stolen, or unaccounted for Personnel Identification Media and/or Access Media to the SOC.
16. You must immediately replace worn, damaged, or illegible Personnel Identification Media.
17. If you have been issued a digital transmitter device, you must adhere to procedures established for their proper operation.
18. If you are the holder of SBA Access Media and are traveling as a passenger, you must access the sterile area only through a TSA screening checkpoint with any accessible property you intend to carry onboard the aircraft. If you leave the sterile area after you have been screened you may only reenter the sterile area through the TSA checkpoint after being rescreened.
19. You must enter your PIN code correctly.
20. You must not use anyone else's Personnel Identification Media and/or Access Media.
21. You must not allow others to use your Personnel Identification Media and/or Access Media or PIN code.
22. You must not be in possession of your own or someone else's Personnel Identification Media and/or Access Media that has expired or that has been previously reported lost or stolen.
23. You must not divulge sensitive security information.
24. You must not be in a Restricted Area unless you are authorized to be there or you are under the airport authorized escort of a person who is authorized to be in that area.
25. You must not allow unauthorized access to a Restricted Area.
26. You must never piggyback, and you must prevent other individuals from piggybacking behind you. Piggy backing is defined as the act of following someone through an access point into a restricted area when they do not use their own badge or are not under approved escort and/or not authorized to access that area.
27. You must not cause unnecessary access control alarms.
28. You must not cause a false PIN Duress alarm.

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Responsibilities and Restrictions - As a holder of Personnel Identification Media and/or Access Media issued by the Santa Barbara Airport you are required to adhere to the following airport security rules:

29. You must not attempt to circumvent or compromise any security system, measure, or procedure.
30. You must not falsify, forge, counterfeit, tamper with or alter your own or someone else's Personnel Identification Media and/or Access Media.
31. You must not use your Personnel Identification Media and/or Access Media to facilitate commission of a misdemeanor or felony.
32. You must not provide false or misleading information in any document submitted to the airport for the purpose of obtaining or retaining Personnel Identification Media.
33. You must physically check any restricted area access point to ensure that it is locked, if you opened it or if you are otherwise responsible for ensuring that it is secure after use.
34. All Personnel Identification Media and/or Access Media holders are subject to an unreturned Access Media fee, per Access Media, for all unreturned access media (this includes badges, keys, and DTDs).
35. Fees* will be imposed for failure to comply with these Terms and Conditions. The amount of the fee is dependent upon the number of violations the Personnel Identification Media and/or Access Media holder has committed during the 12 months preceding the security violation in question. Failure to pay required fees may result in suspension, confiscation, and/or revocation of Personnel Identification Media and/or Access Media.
 - b. 30 day suspension and confiscation of Access Media. Reactivation and return upon completion of suspension, review by Airport security personnel, and successful reapplication of the Personnel Identification Media and/or Access Media process.
 - c. Permanent revocation of Access Media.
37. You will be required to reapply for Access Media if your Access Media is disabled or suspended for 30 calendar days or more. Reapplying for Access Media includes resubmittal of your fingerprints for CHRC and/or resubmittal of your personal information for Security Threat Assessment (STA). Access Media may be renewed or reactivated upon clearance of the resubmitted CHRC and/or STA, successful completion of all required training, and upon payment in full of all required fees.
38. You must immediately notify the Airport if your current mailing address has changed.
39. You must not lose Personnel Identification Media and/or Access Media.
40. You must submit to randomized employee screening at designated access points and will comply with current SBA and TSA inspection procedures which may include physical searches of your person and property. Failure to submit to screening once entering the designated screening area will result in your immediate loss of airport access privileges.
41. Personnel Identification Media and/or Access Media may be denied and/or revoked at the discretion of the Airport Director.

**The current penalty schedule is available in the Badge Office, and/or upon request.*

36. The City of Santa Barbara Airport Santa Barbara may revoke, suspend or restrict a badge at any time at its discretion to meet changing security needs, concerns or TSA regulations. Penalties* will be imposed and retraining is required for failure to comply with these Terms and Conditions. Penalties are dependent upon the number of violations the Personnel Identification Media and/or Access Media holder has committed during the 12 months preceding the security violation in question. Penalties* may include, but are not limited to:
 - a. Immediate suspension and confiscation of Access Media. Reactivation and return upon completion of remedial training.

By my signature below I:	
<ol style="list-style-type: none">1. Agree to comply with these terms and conditions.2. Agree that the Personnel Identification Media and/or Access Media issued to me are the property of, and shall be returned to, the Santa Barbara Airport upon request or if unescorted access is no longer required.3. Acknowledge receiving a copy of this document.	

Print Name	
_____	_____
Signature	Date